

Witney Town Council

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

Cllr Duncan Enright
Mayor of Witney



Town Hall, Market Square
Witney, Oxon
OX28 6AG
Tel: 01993 704379
Fax: 01993 771893
E-mail: info@witney-tc.gov.uk
www.witney-tc.gov.uk

21 January 2020

To: Members of the Policy, Governance & Finance - R Bolger, L Ashbourne, O Collins, L Duncan, D Enright, V Gwatkin, A D Harvey and R Smith (and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **Policy, Governance & Finance** Committee to be held in the Gallery Room, The Corn Exchange, Witney on **Monday, 27th January, 2020 at 7.00 pm** for the transaction of the business stated below.

RECORDING OF MEETINGS

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography. As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

AGENDA

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Democratic Services Officer (nicky.cayley@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

Standing Order 30(a)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

2. Public Participation

Members of the public are welcome to attend the meeting. Any member of the public who so wishes may speak, at this point in the meeting, for a maximum of five minutes on any matter relating to an item on the agenda

3. **Declarations of Interest**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

4. **Minutes** (Pages 3 - 8)

a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 25 November 2019 (enclosed)

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

5. **Grants and Subsidised Lettings** (Pages 9 - 16)

To receive and consider the report of the Democratic Services Officer.

6. **Payment of Accounts** (Pages 17 - 50)

To receive and consider the schedule of accounts paid and bank reconciliations.

7. **Annual Town Meeting Format** (Pages 51 - 52)

To receive and consider the report of the Democratic Services Officer

8. **Health and Safety & Compliance Update** (Pages 53 - 68)

To receive and consider the report of the Compliance & Environment Officer

9. **Witney Town Council Event Hosting Policy** (Pages 69 - 78)

To receive and consider the proposed Event Hosting Policy from the Compliance and Environment Officer, as amended following discussion at the Stronger Communities Committee meeting on Monday 20th January.



Town Clerk