

Witney Town Council

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

Cllr Duncan Enright
Mayor of Witney



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11 June 2019

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, 17th June, 2019 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. 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.

3. Election of Vice Chair

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 5 - 10)

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

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

5. **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

6. **COMMITTEE TERMS OF REFERENCE, VISION & OBJECTIVES FOR THE MUNICIPAL YEAR**

To receive and consider the report of the Town Clerk.

7. **Payment of Accounts**

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

8. **Financial Report**

To receive and consider the report of the Town Clerk.

9. **DIGITALISATION OF COMMITTEE PAPERS**

To receive and consider the report of the Town Clerk.

10. **Grants and Subsidised Lettings**

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

11. **Discretionary Grant Applications**

To receive and consider discretionary grant applications

12. **ACCOUNTS & AUDIT (ENGLAND) REGULATIONS 2015 - ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2018/19**

To receive and consider the Annual Governance & Accountability Return & Financial Statements for the year ending 31 March 2019 (enclosed) – TO BE ADOPTED BY FULL COUNCIL ON 26 JUNE 2019

13. **Exclusion of Press and Public**

To consider and if appropriate, to pass the following resolution:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted:

14. **Staffing Matters**

The Committee will adjourn for the meeting of the Personnel Sub-Committee.

To receive a verbal report from the meeting held earlier this evening, and agree any recommendatic contained therein.

A handwritten signature in blue ink, appearing to be 'S. J. R. K.', is centered on the page.

Town Clerk