

Witney Town Council

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Town Clerk

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Mayor of Witney



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7 July 2020

To: Members of the Policy, Governance & Finance Committee - *L Ashbourne, J Aitman, O Collins, H Eaglestone, V Gwatkin, A D Harvey, M Jones 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 virtually via Zoom* on **Monday, 13th July, 2020 at 6.00 pm** for the transaction of the business stated below. Login details of this meeting will be published on the Council's website prior to the meeting.

*By virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

MEMBERS OF THE PUBLIC

Members of the public wishing to address the Council on an agenda item below must contact the Town Clerk (townclerk@witney-tc.gov.uk) 24 hours before the meeting in order to arrange the necessary access to be able to speak at the meeting due to it being held virtually.

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. **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

4. **Election of Vice Chair**

To elect a Vice Chair for the municipal year.

5. **Minutes** (Pages 5 - 8)

- a) To receive and consider the minutes of the Policy, Governance & Finance committee meeting held on 27 January 2020.
- b) Matters arising from the minutes of the Policy, Governance & Finance committee meeting held on 27 January 2020.

6. **Committee Terms of Reference, Vision and Objectives for the Municipal Year** (Pages 9 - 10)

To consider the revised Terms of Reference for the Committee as attached, and to also consider the Committee's vision and objectives for the remainder of the municipal year, taking into consideration projects already underway, and the day to day management of the Council facilities under its remit – balancing financial and human resources available.

7. **Payment of Accounts** (Pages 11 - 88)

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

PLEASE NOTE, IN ORDER FOR OFFICERS TO BE ABLE TO ANSWER ANY QUERIES ON THE PAYMENT SCHEDULES - PLEASE CONTACT THE OFFICE MANAGER OR TOWN CLERK PRIOR TO THE MEETING (PARTICULARLY GIVEN THE NUMBER OF PAYMENT SCHEDULES ENCLOSED).

8. **Financial Report** (Pages 89 - 114)

To receive and consider the report of the Town Clerk highlighting the financial implications of COVID-19 pandemic. Income & Expenditure report for the period 1 April to 31 May 2020.

9. **Banking Arrangements** (Pages 115 - 116)

To receive and consider the report of the Town Clerk to amend the Council's Bank Mandates with Barclays Bank PLC and the CCLA , agreeing the necessary authorised signatories accordingly.

10. **Internal Audit - Final Report for 2019/20** (Pages 117 - 124)

To receive and consider the final report of the Internal Auditor for 2019/20

11. **Annual Governance And Accountability Return (AGAR) 2019/20** (Pages 125 - 158)

In line with The Accounts & Audit (England) Regulations 2015 and The Accounts & Audit (Coronavirus)(Amendment) Regulations 2020 - To receive and consider the Annual Governance & Accountability Return and the Unaudited Financial Statements for the year ending 31 March 2020

The Committee is requested to complete Section 1 - The Annual Governance Statement 2019/20 - Town Clerk's report enclosed to evidence the accounting statements to provide assurance to the Committee to enable it to sign it off accordingly.

THE AGAR 2019/20 WILL BE FORMALLY ADOPTED BY FULL COUNCIL ON 27 JULY 2020

12. **Digital Resilience** (Pages 159 - 164)

To receive and consider the report of the Office Manager concerning the digitalisation of the Council's burial maps, as well as being equipped for future home working if necessary.

13. **Grants and Subsidised Lettings** (Pages 165 - 228)

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

14. **Marking Community & National Campaigns via Lighting-up Public Buildings** (Pages 229 - 236)

To receive and consider the report of the Office Manager and agree whether to implement a policy whereby the Council commits to a calendar of scheduled community and national campaigns by lighting up one of its town centre public buildings – and if in agreement to consider setting a budget for the procurement of appropriate lights.

15. **Youth Services Grant Funding** (Pages 237 - 242)

To receive the Youth Services Grant Funding criteria for sign-off following alterations agreed by the Stronger Communities Committee on 6th July 2020.

16. **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

17. **Debtor Report** (Pages 243 - 246)

To receive and consider the confidential report of the Office Manager.

18. **Property Matters** (Pages 247 - 266)

To receive and consider the confidential report of the Town Clerk and correspondence from tenants.

19. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on June 2020 (circulated under separate cover) and a verbal report from the meeting held earlier this evening, and agree any recommendations contained therein.



Town Clerk