

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 28th September, 2020 at 6.00 pm

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 the above meeting to be held in the **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

Admission to Meetings

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

Admission to this meeting will be online by virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

Zoom login details of this meeting will be published on the Council's website prior to the meeting.

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

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. **Minutes** (Pages 5 - 12)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 13 July 2020 (enclosed)
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

4. **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

5. **Payment of Accounts** (Pages 13 - 62)

To receive payment schedules, bank statements and reconciliations since the last meeting.

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.

6. **Youth Fund Awards** (Pages 63 - 72)

To receive and consider the report of the Office Manager containing the Youth Grant Award recommendations of the Stronger Communities Committee.

7. **Marking Community & National Campaigns Via Lighting Up the Corn Exchange - Policy** (Pages 73 - 74)

To receive and consider a draft policy on the lighting up of the Corn Exchange to mark community and national campaigns/occasions from the Office Manager.

8. **Finance Report** (Pages 75 - 100)

To receive and consider the report of the Town Clerk/RFO and the income and expenditure report for the period 1 April to 31 August 2020.

9. **Budget Parameters 2021/22, Capital & Special Revenue Projects 2021/22 and beyond** (Pages 101 - 102)

To receive and consider the report of the Town Clerk/RFO explaining the forthcoming budget setting process and suggested budget parameters in order that an accurate budget as possible can be calculated.

10. **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

11. **Debtor Report** (Pages 103 - 106)

To receive and consider the confidential report of the Office Manager concerning the Council's debtors.

12. **Property Matters** (Pages 107 - 110)

To receive and consider the confidential report of the Town Clerk regarding the Town Hall and Town House, and recommendation from the Council's agent.

13. **Staffing Matters**

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



Town Clerk