

# Policy, Governance & Finance Committee Meeting of Witney Town Council



**Monday, 23rd November, 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](mailto: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 28 September 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 - 30)

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

6. **Annual Investment Strategy 2020-21** (Pages 31 - 34)

To receive and consider the report of the Town Clerk/RFO regarding the annual review of the Council's Investment Strategy for 2020-21

7. **Grants and Subsidised Lettings** (Pages 35 - 58)

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

8. **Marking Community and National Campaigns via Lighting up of the Corn Exchange** (Pages 59 - 60)

To receive and consider the draft annual calendar of events for the lighting up of the Corn Exchange from the Office Manager. Members should consider any further dates the Council should include.

9. **Financial Reports** (Pages 61 - 86)

To receive and consider the detailed Income & Expenditure reports and the report of the Town Clerk/RFO on matters arising from the spending Committees during this cycle of meetings which have financial implications.

a) **Revised revenue budget 2020-21 and base revenue budget for 2021-22**

To receive and consider the report of the Town Clerk/RFO and the Draft Revised Revenue Budget for 2020-21 and Draft Budget for 2021-22 – TO FOLLOW

b) **Schedule of proposed Fees and Charges 2021-22** (Pages 87 - 92)

During Budget Setting Cycle the Council reviews its Fees and Charges for the various facilities and services it operates.

Attached are the schedule of charges in respect of the assets and services which have been presented and agreed by the relevant Committees for which they fall under the responsibility of. As agreed by Full Council on 12 October 2020 increases have been limited to 1½% (and rounded accordingly).

The Committee is RECOMMENDED to approve (or amend as necessary) the:

- i. Recreation Fees and Charges
- ii. Burial Fees and Charges
- iii. Hall hire Fees and Charges

c) **Revised Capital & Special Revenue Projects Programme 2020-21**

To receive and consider the report of the Town Clerk/RFO relating to an update on the Capital & Special Revenue Projects Programme for 2020-21 – TO FOLLOW

d) **Revenue Growth Items and Capital/Special Revenue Projects Programme 2021-22 and beyond**

The Town Clerk/RFO will be reporting on the items identified during the course of the year for inclusion as Revenue Growth Items in the Council's Revenue Budget as well as items for the Capital/Special Revenue Projects Programme 2021-22 and beyond – however it should be noted that as a recommendation arising from the Organisation Review it is essential the Council puts together and publishes a Strategic Plan for the remainder of this term of office as a priority.

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 93 - 94)

To receive a current schedule of outstanding debtors from the Office Manager.

12. **National Protocol** (Pages 95 - 112)

To receive the confidential National Protocol and accompanying Addendum.

13. **Property & Legal Matters**

To receive and consider the confidential report of the Town Clerk relating to various property and legal matters – TO FOLLOW.

14. **Open Spaces Strategy & Review of Grounds Maintenance Contract** (Pages 113 - 156)

Following the recommendation at the last meeting to have an Open Spaces Strategy and use external Consultants to assist with the thorough review of the Grounds Maintenance Contract (minute F320 refers) – to receive and consider the confidential report of the Town Clerk as well as the recommendation from the Personnel Sub-Committee meeting held on 11 November 2020.

15. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on November 2020 and agree any recommendations contained therein.

TO BE CIRCULATED UNDER SEPARATE COVER.



Town Clerk