

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 1st February, 2021 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 - 10)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 23 November 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 11 - 60)

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

6. **Financial Report** (Pages 61 - 62)

To receive and consider the report of the Town Clerk.

7. **Internal Audit Report** (Pages 63 - 70)

To receive and consider the first interim Internal Audit Report for 2020/21 from the Council's independent internal auditor Auditing Solutions.

8. **Grants and Subsidised Lettings** (Pages 71 - 156)

To receive and consider the report of the Democratic Services Officer and correspondence from Witney Mills Cricket Club and Volunteer Link Up.

9. **Annual Town Meeting** (Pages 157 - 160)

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

10. **Calendar of Meetings** (Pages 161 - 162)

To receive and consider the draft calendar of meetings for 2021 – 22.

Members should note that there is a very short time frame to get two cycles in before the summer, and to get the meetings needed in for the AGAR to be approved.

11. **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 extended by Schedule 12A of the Local Government Act 1972, the public, including the press, excluded from the meeting because of the confidential nature of the following business to be transact

12. **Debtors Report** (Pages 163 - 164)

To receive the confidential debtors list from the Office Manager.

13. **Property and Legal Matters** (Pages 165 - 208)

To receive and consider the confidential report of the Town Clerk.

14. **Staffing Matters**

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

To receive and consider the minutes of the Personnel Sub-Committee held on 30 November 2020, a 20 January 2021; and a verbal report from the meeting held earlier this evening, and agree a recommendations contained therein.

CIRCULATED UNDER SEPARATE COVER



Town Clerk