

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 22nd March, 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 Deputy Town Clerk (adam.clapton@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)

To receive and consider the minutes of the Policy, Governance & Finance Committee meeting held on 1st February 2021.

a) To adopt and sign as correct the minutes of 1st February 2021

b) Matters arising from the minutes of 1st February 2021.

4. **Public Participation**

The meeting will adjourn for this item.

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. **Extension to Football Season and Training - Policy & Financial Implications** (Pages 11 - 14)

Following a recommendation from Sport & Play Committee on 1 March 2021 - To receive and consider the report of the Operations & Estates Advisor confirming how football teams can be accommodated due to the possible extension of the football season, whilst still accommodating Cricket teams and other users of the Council's green open spaces, and the financial implications arising from this change in policy.

6. **Payment of Accounts** (Pages 15 - 32)

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

7. **Finance Report** (Pages 33 - 82)

To receive and consider the report of the Town Clerk.

8. **Interim Audit Report** (Pages 83 - 90)

To receive the Interim Audit Report update 20-21 from the Council's internal auditors, Auditing Solutions Ltd.

9. **Effectiveness of Internal Control: Corporate & Financial Risk Assessment 2020/21** (Pages 91 - 114)

To receive and consider the report of the Town Clerk/CEO and agree the Corporate & Financial Risk Assessment for 2020/21 and the Risk Management Policy.

10. **Banking Arrangements** (Pages 115 - 118)

To receive and consider the report of the Town Clerk to designate and update signatories and permissions on the Council's bank mandates.

11. **Insurance Renewal 2021/22** (Pages 119 - 158)

To receive and consider the report of the Town Clerk relating to the renewal of the Council's Insurance cover for 2021/22.

12. **Grants and Subsidised Lettings**

a) **Discretionary Grant Applications** (Pages 159 - 240)

To receive and consider the report of the Deputy Town Clerk containing requests since the last meeting.

b) **Grant Request - Witney Music Festival** (Pages 241 - 250)

To receive and consider a grant request from Witney Music Festival for a community event in the summer of 2021.

13. **Youth Funding Grant 2020-21** (Pages 251 - 264)

To receive updates on the progress of projects grant funded under this scheme from Got2B CIC, Home-Start Oxford and Junior parkrun.

14. **Annual Town Meeting** (Pages 265 - 268)

This item was deferred from the Meeting held on 1 February 2021 (minute F67) – awaiting clarification on whether the legislation relating to the holding of virtual meetings is to be extended due to the COVID pandemic.

The Committee provisionally scheduled the Annual Town Meeting for 26 May 2021.

To receive a verbal update from Officers – and consider how to proceed if appropriate/or delegate to the Officers in consultation with the Leader.

15. **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 transacted

16. **West Witney Sports Ground** (Pages 269 - 276)

To receive and consider the confidential report and options paper from the Project Officer, along with the proposal from West Witney Sports & Social Club.

17. **Property and Legal Matters** (Pages 277 - 282)

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

18. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meetings held on: 1, 3, 10, 17 & 24 February 2021 and 18 March 2021, and agree any recommendations contained therein.

To be circulated under separate cover.



Town Clerk