

Witney Town Council

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

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Mayor of Witney



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21 July 2020

To: Members of the Full Council - *J Aitman, L Duncan, D Enright, L Ashbourne, T Ashby, R Bolger, D Butterfield, O Collins, H Eaglestone, V Gwatkin, A D Harvey, M Jones, J King, A McMahon, A Prosser, R Smith and D Temple* (and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **Full Council** to be held virtually* on **Monday, 27th July, 2020** at **7.00 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.

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)

To approve and adopt the minutes of the Council Meeting held on 8 June 2020 in accordance with Standing Order 18 including questions on the minutes as to the progress of any item.

4. **Public Participation**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

5. **An Update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors**

To receive a short verbal update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors.

6. **Report Back from the Councillors on the Work with External Bodies where they serve as the Town Council's Nominated Representative**

To receive a short verbal update from councillors who sit on external bodies where they serve as the Town Council's nominated representative.

7. **Minutes of Committees and Sub Committees**

To receive and NOTE the RESOLUTIONS in the minutes of the meetings held between 15 June 2020 and 21 July 2020, and agree the RECOMMENDATIONS contained therein:

7.1 **Climate, Biodiversity & Planning Committee - 16 June, 30 June & 21 July 2020** (Pages 13 - 22)

7.2 **Sport & Play Committee - 22 June 2020** (Pages 23 - 26)

7.3 **Halls, Cemeteries & Allotments Committee - 29 June 2020** (Pages 27 - 30)

7.4 **Stronger Communities Committee - 6 July 2020** (Pages 31 - 36)

7.5 **Policy, Governance & Finance Committee - 13 July 2020** (Pages 37 - 44)

7.6 **Corn Exchange Working Party - 29 June 2020** (Pages 45 - 46)

8. **Civic Announcements** (Pages 47 - 48)

To receive the Mayor's report.

9. **Annual Governance & Accountability Return [AGAR] 2019/20** (Pages 49 - 86)

Following the review by the Policy, Governance & Finance Committee at its meeting on 13 July 2020 – minute no. F199 refers.

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

10. **Witney Town Council Image & Rebranding** (Pages 87 - 94)

Deferred from the Stronger Communities Committee meeting held on 6 July 2020 – To consider rebranding the Council, updating and having a 'uniformed/corporate' identity throughout with a new Council logo, letterhead and newsletter template.

11. **Consultation on Model Member Code of Conduct** (Pages 95 - 124)

To receive and consider the Draft Member Code of Conduct and provide a response to the consultation questionnaire – Deadline 17 August 2020.

Members are also encouraged to submit their own response using the following link (https://research.local.gov.uk/jfe/form/SV_blupYNXmiJ0xECV) as well as formulating a collective response on behalf of the Council.

12. **Position of Town Crier** (Pages 125 - 128)

To receive and consider the report of the Office Manager concerning the position of Town Crier.

13. **Health and Safety**

To receive a verbal report from the Town Clerk if appropriate.

14. **Motion**

To consider the following motion proposed by Cllr Luci Ashbourne and seconded by Cllr Vicky Gwatkin

Witney Town Council Notes:

- That the grassroots response to the Covid19 pandemic during lockdown was a lifeline to so many residents in the town, and provided meaningful support for Local Authorities and organisations who otherwise may have been overwhelmed.
- This demonstrates the power and mutual benefits of collaboration and shared responsibility.
- Support is most impactful when it is joined up and the experience of lockdown has shone a light on gaps in provision, barriers faced by residents and opportunities for a more integrated approach.

Therefore Witney Town Council commits to:

- Convene a 'Build Back Better' partnership group - extending invites to local authorities and the voluntary sector to ensure a joined up and holistic approach to supporting residents in the future and developing community resilience. The aim of this group will be to identify opportunities for creative approaches to meeting the needs of our community, addressing barriers and developing a local approach which ensures all residents have the knowledge and confidence to seek and access help when they need it.

15. **Communication from the Leader**

To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with.

16. **Correspondence**

To receive correspondence from the Town Clerk for information (if applicable).

17. **Questions to the Leader of the Council**

Questions to the Leader of the Council concerning the business of the Council in accordance w Standing Order 15.

18. **Sealing of Documents**

To **RESOLVE** that the seal of the Council be affixed to any documents arising from decisions taken by this meeting of the Council.



Town Clerk