

# Annual Council Meeting of Witney Town Council



**Tuesday, 4th May, 2021 at 7.00 pm**

To members of the Annual Council Meeting Committee - J Aitman, L Ashbourne, T Ashby, R Bolger, D Butterfield, O Collins, L Duncan, 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 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. **Election of Town Mayor 2021/22**
2. **Election of Deputy Mayor 2021/22**
3. **Election of Leader of the Council 2021/22**
4. **Election of Deputy Leader of the Council 2021/22**

5. **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](mailto:adam.clapton@witney-tc.gov.uk)) prior to the meeting, stating the reason for absence.

6. **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.

7. **Minutes** (Pages 5 - 14)

To approve and adopt the minutes of the Council Meeting held on 12 April 2021 in accordance with Standing Order 18 including questions on the minutes as to the progress of any item.

8. **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.

9. **Future Meetings of the Council**

a) To receive a verbal update from the Town Clerk/CEO on the outcome of the High Court proceedings, and RESOLVE how future meetings of the Council will be held/what delegations need to be in place in order for the Council to be able to continue as business as usual as an interim solution.

b) To Agree a Timetable of Meetings for 2021/22 [subject to change in light of the above] (Pages 15 - 16)

10. **Appointment of any new Committees in accordance with Standing Order 30**

No changes to the current Committee structure are proposed and no new Committees identified – however the Stronger Communities Committee resolved on 15 March 2021 [Minute no SC139 refers] to appoint a Task & Finish Group for the Queens Platinum Jubilee celebrations in 2022. Membership of which will be agreed under agenda item 12.

Members are requested to note this addition to the Council's Committee structure.

11. **Review [Or Request the Town Clerk to Review] any of the Terms of Reference for Committees**

12. **Appointment of Members to Standing Committees, Sub-Committees and Working Parties, and the Election of Chairs** (Pages 17 - 18)

To receive and consider the report of the Town Clerk/CEO, and appoint Members to the Standing Committees, Sub-Committees, Working Parties, Task & Finish Groups and Elect the Chairs for the municipal year 2021-22.

13. **Appointment to Advisory Committees and External Bodies/Outside Organisations** (Pages 19 - 22)

To receive and consider the report of the Town Clerk/CEO.

a) **Witney Town Charity** (Pages 23 - 24)

To receive and consider correspondence from Witney Town Charity.

b) **Witney Educational Foundation** (Pages 25 - 26)

To receive and consider correspondence from Witney Educational Foundation.

14. **Windrush Valley Traffic Action Group** (Pages 27 - 32)

To consider supporting Windrush Valley Traffic Action Group (WiVTAG) in its campaign concerning the Burford Bridge 7.5t Experimental Traffic Regulation Order.

15. **Review of Council Policies**

a) **Amenity Land Sale Policy**

At the meeting of the Climate, Biodiversity & Planning Committee held on 20 April 2021 the following recommendation was made:

That Witney Town Council values all open spaces and amenity lands in its ownership across Witney. These areas, regardless of size or location contribute to the visible, recreational, and biodiverse landscape across the town. Grass areas in particular aid drainage and help mitigate against surface water flooding.

Therefore, the Town Council resolves to deny any requests from residents to purchase Town- Council land, to extend their household area.

16. **Banking Arrangements**

Deferment of Minute F155/PGF 22 March 2021 – the Council is asked to RESOLVE the following:

1. that having formed the Policy, Governance & Finance Committee the Council agrees the Members be designated as authorised cheque signatories on the Council's banking mandates (currently Barclays Bank and CCLA) [named for the minutes]; and
2. that if necessary two Members be named from the above resolution be appointed to act on behalf of the Council in the absence of the Town Clerk/CEO should the need arise.
3. that the Town Clerk/CEO, Mrs Sharon Groth, be listed on all the Council's bank mandates – particularly the Barclays Bank General and Business Premium Account and able to deal with transfers between accounts as well as setting up direct debits;
4. that having revised the Council's Financial Regulations and adopted at the Council meeting held on 12 April 2021, that the implementation of on-line banking with the Council's current banking provider, Barclays Bank Plc, be agreed.

17. **NALC - Local Council Award Scheme** (Pages 33 - 34)

To receive and consider the report of the Deputy Town Clerk concerning the NALC Local Council Award Scheme.

18. **Councillor Attendance Register 2020/21**

To receive the annual register of Councillor attendance (to follow).

19. **Exclusion of Press & 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

20. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee held on 26<sup>th</sup> April 2021 and to agree the recommendations contained therein.



Town Clerk