

Policy, Governance & Finance

Advisory Committee Meeting of Witney Town Council



Monday, 14th June, 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.

As an Advisory Committee of the Council this meeting will take place virtually via Zoom. All decisions of this meeting will be recommendations to Full Council.

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 Simon Wright, Democratic & Legal Services Officer (democracy@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. Election of Vice-Chair

To elect a Vice-Chair of the Committee for the 2021/2022 municipal year.

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

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 22 March 2021 (enclosed)
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

5. **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.

6. **Payment of Accounts** (Pages 15 - 64)

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

7. **Grants & Subsidised Lettings**

a) **Discretionary Grant Award Policy** (Pages 65 - 68)

To review the Council's policy on discretionary grant awards.

b) **Grants and Subsidised Lettings** (Pages 69 - 96)

To receive and consider the report of the Deputy Town Clerk and RFO with accompanying applications and documents.

8. **Internal Audit - Final Report 2020/2021** (Pages 97 - 104)

To receive and consider the final report of the Internal Auditor for 2020/21.

9. **Accounts & Audit (England) Regulations 2015 - Annual Governance and Accountability Return (AGAR) 2020/21** (Pages 105 - 138)

In line with The Accounts & Audit (England) Regulations 2015 - To receive and consider the Annual Governance & Accountability Return and the Unaudited Financial Statements for the year ending 31 March 2021.

The Committee is requested to complete Section 1 - The Annual Governance Statement 2020/21 - Town Clerk's report enclosed to evidence the accounting statements to provide assurance to the Committee to enable it to sign it off accordingly.

THE AGAR 2020/21 WILL BE FORMALLY ADOPTED BY FULL COUNCIL ON 28 JUNE 2021.

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. **Property Matters**

To receive a confidential verbal update from the Town Clerk.

12. **Staffing Matters**

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

To receive the minutes of the Personnel Committee Meeting held on 7 June 2021, and agree a recommendations contained therein.



Town Clerk