

Policy, Governance & Finance

Advisory Committee Meeting of Witney Town Council



Monday, 26th July, 2021 at 6.00 pm

To members of the Policy, Governance & Finance Committee - L Ashbourne, R Smith, J Aitman, O Collins, H Eaglestone, V Gwatkin, A D Harvey and M Jones (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 the 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. **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 14 June 2021 (enclosed)
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on 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. **Committee Work Plan (Pages 11 - 14)**

To discuss the Committee priorities following adoption of the Open Spaces Strategy at the Full Council meeting held on 28th June.

6. **Payment of Accounts (Pages 15 - 48)**

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

7. **Financial Report & Associated Matters (Pages 49 - 88)**

To receive and consider the joint report of the Responsible Financial Officer and Deputy Town Clerk.

8. **Grants and Subsidised Lettings (Pages 89 - 90)**

To consider the report of the Deputy Town Clerk.

a) **Grant Application - Rotary Colour Run (Pages 91 - 102)**

To consider a grant application received from the Rotary club of Witney.

b) **Baby Bonding Programme (Pages 103 - 112)**

To consider a grant application.

9. **Recording Equipment for Meetings (Pages 113 - 114)**

To consider the report of the Democratic & Legal Services Officer.

10. **Procurement Policy (Pages 115 - 134)**

To receive and consider the report of the Town Clerk

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 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:

12. **Grounds Maintenance Service** (Pages 135 - 138)

To consider the confidential report of the Town Clerk.

13. **Property & Legal Matters** (Pages 139 - 152)

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

14. **Staffing Matters**

To receive a confidential verbal report from the meeting held earlier this evening, and agree a recommendations contained therein.



Town Clerk