

# Policy, Governance & Finance

## Committee Meeting of Witney Town Council



**Monday, 27th September, 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 **Main Hall, The Corn Exchange, Witney** 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.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Democratic and Legal Services Officer ( [democracy@witney-tc.gov.uk](mailto:democracy@witney-tc.gov.uk) ) in advance to reserve a seat.

We will continue to observe social distancing and hand sanitiser will be available.

For further information or clarification regarding the meeting contact the Democratic and Legal Services Officer at [democracy@witney-tc.gov.uk](mailto:democracy@witney-tc.gov.uk) Tel: 01993 226071

### **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](mailto: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 26 July 2021
- 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 receive and consider the report of the Town Clerk.

6. **Grants**

a) **Grants & Subsidised Lettings** (Pages 15 - 116)

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

b) **Rotary Club of Witney - Christmas Lights Switch-On** (Pages 117 - 120)

To consider the request from the Rotary Club of Witney for a grant towards the annual Christmas Lights Switch On Event. The set budget for this being £2,000 (4104/407).

7. **Youth Services Grant Awards** (Pages 121 - 226)

To receive the report of the Deputy Town Clerk including the recommendations from the Stronger Communities Committee on distribution of this funding.

8. **Payment of Accounts** (Pages 227 - 260)

To receive and consider the report of the RFO.

9. **Financial Report & Associated Matters** (Pages 261 - 284)

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

10. **Budget Parameters 2022/23, Capital & Special Revenue Projects 2022/23 and beyond** (Pages 285 - 288)

To receive and consider the report of the RFO.

11. **Review of Internal Audit Services** (Pages 289 - 306)

To receive and consider the report of the RFO.

12. **Changes to the Grounds Contracts - Additional Costs** (Pages 307 - 314)

To receive and consider the report of the Operations & Estates Advisor.

13. **Windrush Cemetery - Marking of Future Burial Plots** (Pages 315 - 324)

To receive and consider the report of the Operations & Estates Advisor.

14. **Office 365** (Pages 325 - 336)

To consider the report of the Deputy Town Clerk.

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 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:

16. **Property & Legal Matters** (Pages 337 - 342)

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

a) **Town Hall Window Repairs** (Pages 343 - 364)

To receive and consider the report of the Operations & Estates Advisor.

17. **Staffing Matters**

To receive and consider the confidential minutes of the meeting held on Thursday 23 September 2010 and agree any recommendations contained therein.

Town Clerk