

# Policy, Governance & Finance Committee Meeting of Witney Town Council



**Monday, 22nd November, 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 **Gallery Room, 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 - 12)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 27 September 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.

**Policy**

5. **20 MPH Speed Restrictions** (Pages 13 - 16)

To consider the report of the Deputy Town Clerk.

6. **Open Spaces Policies** (Pages 17 - 24)

To consider and approve policies relating to Memorial Benches and Trees as recommended by the Stronger Communities Committee.

**Governance**

7. **Payment of Accounts** (Pages 25 - 42)

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

8. **Bank Accounts & Mandate** (Pages 43 - 44)

To receive and consider the report of the Town Clerk regarding the level of service received by the Council's bank and consider whether to remain or review its provision. If it is the decision to stay with the current provider - consider the mandate and open credit facility.

9. **Annual Investment Strategy 2021-22** (Pages 45 - 48)

To consider the report of the Town Clerk.

10. **Financial Report & Associated Matters** (Pages 49 - 62)

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

**Finance**

11. **Annual Grant Requests** (Pages 63 - 64)

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

a) **Volunteer Link Up** (Pages 65 - 84)

To receive and consider an annual grant request from Volunteer Link Up.

b) **Citizens Advice West Oxfordshire** (Pages 85 - 118)

To receive and consider an annual grant request from Citizens Advice West Oxfordshire.

12. **Revenue Budget** (Pages 119 - 164)

To receive and consider the report of the Town Clerk and the Draft Revised Revenue Budget for 2021/22 and Draft Budget for 2022/23.

13. **Schedule of Proposed Fees & Charges 2022/23** (Pages 165 - 170)

During Budget Setting Cycle the Council reviews its Fees and Charges for the various facilities and services it operates.

Attached is the schedule of charges in respect of the assets and services which fall under the responsibility of this Committee.

The Committee is RECOMMENDED to approve (or amend as necessary) the:

- i. Burials Fees & Charges
- ii. Public Halls Fees & Charges
- iii. Recreation Fees & Charges

14. **Capital & Special Revenue Projects Programme** (Pages 171 - 176)

To receive and consider the report of the Responsible Financial Officer relating to an update on the Capital & Special Revenue Projects Programme for 2021/22.

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 177 - 192)

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

a) **Town Hall Window Repairs & External Building Decoration** (Pages 193 - 204)

To consider the report of the Operations & Estates Advisor.

17. **Staffing Matters**

To receive the minutes of the Personnel Sub-Committee held on 28 October 2021 (circulated separately)

Members should note that the Town Clerk/CEO has assumed the role of Responsible Financial Officer (RFO) until the vacancy can be filled.



Town Clerk