

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



Monday, 28th March, 2022 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: <https://us06web.zoom.us/j/87586667055?pwd=T0lxZWdvMHZJeINzOG04US9VQU1Ydz09>

For further information or clarification regarding the meeting contact the Democratic and Legal Services Officer at 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) **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 31 January 2022 (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. **Payment of Accounts** (Pages 11 - 44)

To receive and consider the schedule of accounts paid and bank reconciliations provided by the Deputy Town Clerk.

6. **Financial Report & Associated Matters** (Pages 45 - 56)

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

7. **Interim Audit Report** (Pages 57 - 64)

- a) To receive the Interim Audit Report 2021-22 from the Council's internal auditors, Auditing Solutions Ltd.
- b) To note the balance of the Council's petty cash float as £500, verified by the Deputy Town Clerk, in line with the Council's financial regulations

8. **Effectiveness of Internal Control: Corporate & Financial Risk Assessment 2021/22** (Pages 65 - 86)

To receive and consider the report of the Town Clerk/C.E.O. and agree the Risk Management Policy 2022 and Corporate & Financial Risk Assessment for 2021/22.

9. **Discretionary Grant Policy Review** (Pages 87 - 88)

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

10. **Grants and Subsidised Letting Applications** (Pages 89 - 132)

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

11. **Grant Monitoring 2021-22** (Pages 133 - 150)

To receive updates from the recipients of the Council's Youth Service Fund 2021 - Got2B CIC, Home-Start Oxford, Synolos, Oxfordshire Music & Arts Trust and a Community Grant - West Oxfordshire Community Transport.

12. **Membership to Supporting/Advisory Organisations** (Pages 151 - 166)

To receive and consider the report of the Town Clerk/C.E.O.

13. **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

14. **Property & Legal Matters** (Pages 167 - 190)

To receive and consider the confidential report of the Town Clerk/C.E.O.

15. **Major/Special Projects**

To consider the confidential report of the Town Clerk/C.E.O (to follow).

16. **Grounds Maintenance Service**

To receive and consider the confidential verbal report of the Town Clerk/C.E.O, if appropriate.

17. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on 23rd March 2022 circulated under separate cover, and agree the recommendations contained therein.



Town Clerk