

Annual Council Meeting of Witney Town Council



Wednesday, 11th May, 2022 at 7.00 pm

To members of the Annual Council Meeting Committee - J Aitman, L Ashbourne, T Ashby, R Bolger, D Butterfield, O Collins, L Duncan, H Eaglestone, D Enright, V Gwatkin, A D Harvey, M Jones, A McMahon, A Prosser, R Smith and D Temple

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) in advance to reserve a seat.

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 & Legal Services Officer know before the start of the meeting.

Agenda

1. **Election of Town Mayor 2022/23**
2. **Election of Deputy Mayor 2022/23**
3. **Election of Leader of the Council 2022/23**
4. **Election of Deputy Leader of the Council 2022/23**
5. **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.
6. **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.

7. **Minutes** (Pages 5 - 10)

To approve and adopt the minutes of the Council Meeting held on 11 April 2022 in accordance with Standing Order 18 including questions on the minutes as to the progress of any item.

8. **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.

9. **Future Meetings of the Council** (Pages 11 - 12)

To consider the report of the Deputy Town Clerk.

10. **Adoption of Meetings Calendar** (Pages 13 - 14)

To Agree a Timetable of Meetings for 2022/23.

11. **Appointment of any new Committees in accordance with Standing Order 30**

No changes to the current Committee structure are proposed and no new Committees identified.

12. **Review [Or Request the Town Clerk to Review] any of the Terms of Reference for Committees**

13. **Appointment of Members to Standing Committees, Sub-Committees and Working Parties, and the Election of Chairs** (Pages 15 - 18)

To receive and consider the report of the Deputy Town Clerk, and appoint Members to the Standing Committees, Sub-Committees, Working Parties, Task & Finish Groups and Elect the Chairs for the municipal year 2022/23

14. **Appointment to Advisory Committees and External Bodies/Outside Organisations** (Pages 19 - 22)

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

a) **Witney Town Hall Charity** (Pages 23 - 24)

To receive and consider correspondence from Witney Town Hall Charity.

b) **Witney Educational Foundation** (Pages 25 - 26)

To receive and consider correspondence from Witney Educational Foundation.

15. **Review of Council Policies**

a) **Standing Orders**

To note that a review of the Town Council Standing Orders is being undertaken and will be presented to a future Council meeting.

b) **Civility & Respect Project** (Pages 27 - 30)

To consider the report of the Deputy Town Clerk.

c) **Country Park - Service Level Agreement with Wild Witney** (Pages 31 - 40)

To consider the report of the Deputy Town Clerk.

16. **NALC - Local Award Scheme** (Pages 41 - 42)

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

17. **Councillor Attendance Register** (Pages 43 - 44)

To receive details of Councillor Attendance for the 2021/2022 municipal year.

18. **Position of Town Crier** (Pages 45 - 46)

To consider the report of the Deputy Town Clerk.



Town Clerk