

**ANNUAL COUNCIL MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Wednesday, 11 May 2022

At 7.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor J Aitman (Chair)

Councillors:	L Ashbourne	V Gwatkin
	T Ashby	M Jones
	D Butterfield	A Prosser
	O Collins	R Smith
	L Duncan	Hiles
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Simon Wright	Democratic & Legal Services Officer
	Polly Inness	Communications & Community Engagement Officer
Others:	2 members of the public.	

199 ELECTION OF TOWN MAYOR 2022/23

The retiring Mayor, Cllr Aitman invited nominations for the position of Town Mayor for the ensuing municipal year. Cllr Duncan was nominated and was duly elected Mayor by the Council.

Resolved:

That Cllr Liz Duncan be elected Town Mayor for the ensuing municipal year.

The Town Clerk advised that the Declaration of Acceptance of Office would be signed following the meeting.

200 ELECTION OF DEPUTY MAYOR 2022/23

Cllr Duncan invited nominations for the position of Deputy Mayor for the ensuing municipal year. Cllr Collins was nominated and elected by the Council.

Resolved:

That Cllr Owen Collins be elected Deputy Town Mayor for the ensuing municipal year.

The Town Clerk advised that the Declaration of Acceptance of Office would be signed following the meeting.

201 **ELECTION OF LEADER OF THE COUNCIL 2022/23**

The Chair invited nominations for the position of Leader of the Town Council. Cllr Gwatkin was nominated and elected by the Council.

Resolved:

that Cllr Vicky Gwatkin be elected as the Leader of the Town Council for the ensuing municipal year.

202 **ELECTION OF DEPUTY LEADER OF THE COUNCIL 2022/23**

The Chair invited nominations for the Deputy Leader of the Council. Cllr Aitman was nominated and duly elected as Deputy Leader by the Council.

Resolved:

That Cllr Joy Aitman be elected as Deputy Leader of the Council for the ensuing municipal year.

203 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bolger, Eaglestone, Enright and Harvey.

204 **DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

205 **MINUTES**

The minutes of the Council meeting held on 11 April 2022 were received and considered.

Resolved:

That the minutes of the Council meeting held on 11 April 2022 be agreed as a correct record and signed by the Chair.

206 **PUBLIC PARTICIPATION**

There was no public participation.

207 **FUTURE MEETINGS OF THE COUNCIL**

Consideration was given to the report of the Deputy Town Clerk regarding the future format for meetings of the Council,

It was suggested that scheduled committees should return to in person meetings with the exception of the Climate, Biodiversity & Planning Committee where the environmental meeting and full planning would be combined and held in person with other meetings being online. It was clarified that Working Party and Task & Finish Group meeting would remain online.

Resolved:

1. That scheduled committees be held in person with the exception of the Climate, Biodiversity & Planning Committee where the environmental meeting and full planning be combined and held in person with other meetings being online; and
2. That Working Party and Task & Finish Group meetings continue to be held online.

208 **ADOPTION OF MEETINGS CALENDAR**

Members received the Calendar of Meetings for the 2022/2023 municipal year.

Resolved:

That the Calendar of Meetings for 2022/2023 be adopted.

209 **APPOINTMENT OF ANY NEW COMMITTEES IN ACCORDANCE WITH STANDING ORDER 30**

There were no new committees to be appointed.

210 **REVIEW [OR REQUEST THE TOWN CLERK TO REVIEW] ANY OF THE TERMS OF REFERENCE FOR COMMITTEES**

There were no changes to the current Terms of Reference for Committees.

211 **APPOINTMENT OF MEMBERS TO STANDING COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES, AND THE ELECTION OF CHAIRS**

Members considered the appointment of standing committees, sub committees, working parties and task & Finish groups and proposed the following:

Climate, Biodiversity & Planning Committee

Cllr J Aitman	Cllr T Ashby	Cllr R Bolger
Cllr L Duncan	Cllr V Gwatkin	Cllr P Hiles
Cllr A Prosser	Cllr R Smith	

Chair of Committee Cllr R Smith

Parks and Recreation Committee

Cllr T Ashby	Cllr J Aitman	Cllr L Ashbourne
Cllr D Butterfield	Cllr L Duncan	Cllr D Enright
Cllr V Gwatkin	Cllr A McMahon	

Chair of Committee Cllr V Gwatkin

Halls, Cemeteries & Allotments Committee

Cllr T Ashby	Cllr D Butterfield	Cllr O Collins
Cllr L Duncan	Cllr D Enright	Cllr V Gwatkin
Cllr P Hiles	Cllr M Jones	

Chair of Committee Cllr M Jones

Stronger Communities Committee

Cllr J Aitman	Cllr L Ashbourne	Cllr O Collins
Cllr L Duncan	Cllr H Eaglestone	Cllr V Gwatkin
Cllr A Prosser	Cllr R Smith	

Chair of Committee Cllr O Collins

Policy, Governance & Finance Committee

Cllr J Aitman	Cllr O Collins	Cllr L Duncan
Cllr H Eaglestone	Cllr V Gwatkin	Cllr D Harvey
Cllr M Jones	Cllr R Smith	

Chair of Committee Cllr J Aitman

Personnel Sub-Committee

Cllr J Aitman	Cllr O Collins	Cllr L Duncan
Cllr V Gwatkin	Cllr M Jones	Cllr R Smith

Chair of Sub-Committee Cllr R Smith

Corn Exchange Working Party

Cllr J Aitman	Cllr L Ashbourne	Cllr O Collins
Cllr L Duncan	Cllr D Harvey	

Chair of Working Party Cllr O Collins

Platinum Jubilee Working Party

Cllr. J Aitman	Cllr D Enright	Cllr M Jones
Cllr O Collins	Cllr H Eaglestone	Cllr D Harvey

Chair of the Working Party Cllr J Aitman

20mph Working Party

Cllr J Aitman	Cllr T Ashby	Cllr A Coles (WODC)
Cllr L Duncan	Cllr A Prosser	Cllr R Smith

Chair of the Working Party Cllr L Duncan

Disciplinary & Grievance Panel

Cllr D Butterfield	Cllr D Enright	Cllr A Prosser
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Inclusivity & Diversity Task & Finish Group

All Committee Chairs

Rebranding Task & Finish Group

Cllr L Ashbourne	Cllr O Collins	Cllr V Gwatkin
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In Bloom Task & Finish Group

Cllr J Aitman	Cllr L Duncan	Cllr R Smith
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Covid Memorial Task & Finish Group

Cllr J Aitman

Cllr O Collins

Cllr L Duncan

Resolved:

That the membership of the standing committees, sub committees, working parties and task & finish groups and their Chairs be agreed as detailed above.

212 **APPOINTMENT TO ADVISORY COMMITTEES AND EXTERNAL BODIES/OUTSIDE ORGANISATIONS**

The Chair sought nominations for vacancies on outside organisations all for a four-year term of office.

Members noted that appointments to Witney Town Charity would be made once details were received regarding the appointment of non-town council representatives.

Resolved:

That the following appointments be made:

1. Witney Town Hall Charity – Mrs L Semaine, Cllr L Duncan and Mrs R Crouch
2. Witney Educational Foundation – Mr. C Woodward

213 **REVIEW OF COUNCIL POLICIES**

Consideration was given to a number of Council policies.

It was noted that a review of Standing Orders was being undertaken and would be presented at a future meeting for consideration.

In respect of the National Association of Local Councils (NALC) Civility and Respect Project members agreed to the adoption of the bullying and harassment statement for councillors and staff. Confirmation was also given that a revised code of conduct for members would be presented at a future meeting.

The Council received and endorsed a user group service level agreement with Wild Witney for the management and maintenance of land at the Country Park.

Resolved:

1. That, the review of Standing Orders be noted;
2. That, the NALC Civility & Respect Projects Bullying and Harassment statement be adopted by the Council; and
3. That the Service Level Agreement with Wild Witney in respect of land at the Country Park be ratified.

214 **NALC - LOCAL AWARD SCHEME**

The report of the Democratic & Legal Services Officer seeking approval of policies for submission as part of the NALC Local Council Award Scheme was received and considered.

Resolved:

1. That the Town Council resolves that it has the necessary documents, policies and procedures as set out above and publishes them online where appropriate in order to apply for an award; and
2. That the status is reviewed annually to confirm eligibility

215 **COUNCILLOR ATTENDANCE REGISTER**

A report showing Councillor attendance at meetings in 2021/2022 was received.

Resolved:

That, the Councillor Attendance Register 2021/2022 be noted.

216 **POSITION OF TOWN CRIER**

Consideration was given to the report of the Deputy Town Clerk regarding the position of Town Crier.

Members agreed that the current Town Crier should remain in place for the municipal year as there were a number of events already arranged. However it was considered that the situation be reviewed at the end of this period.

Resolved:

1. That the position of Town Crier and incumbent be confirmed for a further year until the new Council administration in May 2023; and
2. That the appointment be reviewed at the end of the 2022/2023 municipal year.

The meeting closed at: 7.30 pm

Chair