

**EXTRAORDINARY MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Wednesday, 16 March 2022**

**At 6.30 pm in the Main Hall, The Corn Exchange, Witney**

**Present:**

Councillor J Aitman (Chair)

Councillors:	L Duncan	V Gwatkin
	T Ashby	A McMahon
	O Collins	A Prosser
	H Eaglestone	R Smith
	D Enright	
Officers:	Sharon Groth	Town Clerk
Others:	R Williams – Consultant (LGRC)	
	No members of the public.	

119 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Ashbourne, Bolger, Harvey and Jones

120 **DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

121 **PUBLIC PARTICIPATION**

There was no public participation.

122 **WEST WITNEY WARD - POTENTIAL BY-ELECTION**

The report of the Deputy Town Clerk was considered.

A Member commented that he thought there should be consistency with the previous by-election held under this administration in 2019, and that poll cards should be issued if there was to be a contested by-election.

**Resolved:**

That the report be noted, and that West Oxfordshire District Council be informed that in the event of a contested by-election being called for the West Witney Ward poll cards should be issued.

123 **EXCLUSION OF PRESS AND PUBLIC**

**Resolved:**

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.

124 **GROUNDS MAINTENANCE SERVICE**

The confidential report of consultant Reg Williams was received and considered by Members, along with the confidential report of the Town Clerk, both of which had been circulated prior to the meeting.

Mr Williams introduced his report, stating that the current grounds maintenance contract had been extended for a year but was due to end on 30<sup>th</sup> September 2022. Within his report he covered current market factors which could impact the various options available to the Council.

Members clarified with Mr Williams, and discussed, the benefits to the residents, risks, resource implications and how the options could be funded through existing budgets already agreed for 2022/23.

Councillors Collins, Enright and Prosser joined the meeting at this juncture.

Within the Town Clerk's confidential report there was three options Members were being asked to consider, and being put to the vote:- A – no one in favour; B – 2 Members in favour; and C – 8 Members in favour.

The Chair thanked Mr Williams for his attendance and presentation.

Mr Williams reiterated that the report was still strictly confidential and respectfully asked that Members be aware that this information was still under a total embargo.

A Member asked if Mr Williams would be continuing his work, and the Town Clerk explained that this was part of an ongoing phased assignment as previously agreed by Council; the brief was dependent on the outcome of this report, and she would be seeking a fee proposal from LGRC for his continuation to support the next phase.

**RESOLVED:**

1. that the confidential report of Reg Williams, on behalf of LGRC, and the Town Clerk's confidential report be noted;
2. that the Council proceeds with Option C as detailed in the Town Clerk's confidential report; and
3. that in light of the above decision, the matter is now delegated to the Council's Personnel Sub-Committee under the governance of the Policy, Governance & Finance Committee who will have delegated responsibility to oversee and agree any procurement/resource matters arising out of the Council's decision above.

125 **STAFFING MATTERS**

Members received and considered the confidential minutes of the Personnel Sub-committee circulated under separate cover prior to the meeting.

The Town Clerk explained that there were some implications relevant to the decision taken under the previous item, therefore she was seeking approval to implement the recommendations.

**Resolved:**

That the confidential minutes of the Personnel Sub-Committee meeting held on 2nd March 2022 be agreed and the recommendations contained therein be approved.

---

The meeting closed at: 7.40 pm

---

Chair