

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



**Monday, 6th June, 2022 at 6.00 pm**

To members of the Policy, Governance & Finance Committee - J Aitman, O Collins, L Duncan, H Eaglestone, V Gwatkin, A D Harvey, M Jones and R Smith (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.

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. Election of Vice-Chair

To elect the Vice-Chair of the Committee for the 2022/2023 municipal year.

4. **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 28 March 2022.
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

5. **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.

6. **Committee Terms of Reference** (Pages 13 - 14)

To review the Committee Terms of Reference (TOR). The current TOR's are attached.

7. **Open Spaces Strategy, Committee Objectives and Work Programme for the Municipal Year** (Pages 15 - 32)

To receive and consider the report of the Town Clerk & CEO.

8. **Internal Audit - Final Report 2021/2022** (Pages 33 - 42)

To receive and consider the final report of the Internal Auditor for 2021/22.

***[Due to the delay in the production of the AGAR & Financial Statement by the Council's Contract Accountants this item has only become available on 1 June 2022]***

9. **Accounts & Audit (England) Regulations 2015 - Annual Governance and Accountability Return (AGAR) 2021/22**

In line with The Accounts & Audit (England) Regulations 2015 - To receive and consider the Annual Governance & Accountability Return and the Unaudited Financial Statements for the year ending 31 March 2022.

The Committee is requested to complete Section 1 - The Annual Governance Statement 2021/22 - Town Clerk's report TO FOLLOW to evidence the accounting statements to provide assurance to the Committee to enable it to sign it off accordingly.

THE AGAR 2020/21 WILL BE FORMALLY ADOPTED BY FULL COUNCIL ON 20 JUNE 2022.

***[Please note: Due to the delay in the production of the AGAR & Financial Statements by the Council's Contract Accountants this item will be deferred to Full Council on 20<sup>th</sup> June 2022]***

10. **Payment of Accounts** (Pages 43 - 68)

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

11. **Financial Report & Associated Matters** (Pages 69 - 112)

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

Income & Expenditure accounts for the 12 month period ending 31 March 2022 enclosed.

12. **Grants and Subsidised Lettings** (Pages 113 - 172)

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

13. **Emergency Plan** (Pages 173 - 176)

To receive and consider the report of the Maintenance & Environmental Services Officer.

14. **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

15. **Major & Special Projects** (Pages 177 - 184)

To consider the confidential report of the Town Clerk/CEO.

16. **Property & Legal Matters** (Pages 185 - 196)

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

17. **Staffing Matters**

To receive the confidential minutes of the Personnel Sub-Committee meetings held on 9 & 25 May 2021, circulated under separate cover, and agree the recommendations contained therein.



Town Clerk