

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



Monday, 18th July, 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 **Virtual Meeting Room** 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.

This meeting will be held virtually on Zoom, accessed on the following link:

<https://us06web.zoom.us/j/81120133344>

Meeting ID: 811 2013 3344

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 Deputy Town Clerk (adam.clapton@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 - 12)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 6 June 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.

Policy & Governance

5. **Payment of Accounts** (Pages 13 - 48)

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

6. **Bank Mandate & Cheque Signatories**

To receive a verbal report from the Town Clerk/RFO and to reaffirm those Councillors designated as signatories on the Council's bank accounts.

7. **Cemetery Regulations** (Pages 49 - 62)

To receive the final draft of the Burial & Cemetery Regulations, as reviewed and amended by the Halls, Cemeteries & Allotments Committee at its meeting on 4 July 2022, minute no. H351.

Finance

8. **Financial Report & Associated Matters** (Pages 63 - 92)

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

9. **Grants & Subsidised Lettings** (Pages 93 - 100)

To receive the report of the Deputy Town Clerk.

10. **Printing & Photocopying Contract** (Pages 101 - 178)

To receive the report of the Deputy Town Clerk.

11. **Purchase of a Works Vehicle** (Pages 179 - 192)

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

12. **Sports Pitch Bookings System** (Pages 193 - 194)

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

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. **Change Programme - Confidential Update** (Pages 195 - 198)

To receive and consider the confidential update from the Head of Operations (Interim) and to consider the options relating to the location of the Operations Centre/Works Depot.

15. **Major Capital & Revenue Projects** (Pages 199 - 224)

To receive and consider the confidential report of the Town Clerk/CEO – to follow

16. **Property & Legal Matters** (Pages 225 - 228)

To receive and consider the confidential report of the Town Clerk/CEO – to follow

17. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on 22 June and 6 July 2022 circulated under separate cover, and agree the recommendations contained therein.



Town Clerk