

# Policy, Governance & Finance

## Committee Meeting of Witney Town Council



**Monday, 3rd October, 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 Committees Clerk [derek.mackenzie@witney-tc.gov.uk](mailto:derek.mackenzie@witney-tc.gov.uk) in advance.

### **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 Committee Clerk [derek.mackenzie@witney-tc.gov.uk](mailto:derek.mackenzie@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 - 10)**

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 18 July 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 11 - 48)

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

6. **External Audit - Option to Opt out of the SAAA Central External Auditor Appointment Arrangements** (Pages 49 - 52)

To receive and consider the correspondence from SAAA – Smaller Authorities' Audit Appointments.

7. **Conclusion of Audit for Year Ending 31st March 2022** (Pages 53 - 56)

To note that the Council's External Auditor, Moore, have completed the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2022, and in their opinion the information is in accordance with Proper Practices (External Audit Report and Certificate 2021/22 enclosed).

**Finance**

8. **Financial Report & Associated Financial Matters** (Pages 57 - 82)

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

9. **Budget Parameters 2023/24, Capital & Special Revenue Projects 2023/24 and beyond** (Pages 83 - 86)

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

**Grants**

a) **Youth Services Grant Awards 2022-23** (Pages 87 - 246)

To receive the recommendations from the Stronger Communities Committee on distribution of the town council's youth services grant for 2022-23.

b) **Annual Grant - Volunteer Link Up** (Pages 247 - 266)

To receive an application from Volunteer Link Up for an annual grant in 2022.

c) **Grant Correspondence** (Pages 267 - 270)

To receive correspondence from Oxfordshire Music & Arts Trust and Witney Voice Box Choir.

11. **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

12. **External Contracts & Licences** (Pages 271 - 328)  
To receive and consider the confidential report of the Town Clerk.
13. **Property & Legal Matters** (Pages 329 - 338)  
To receive and consider the Town Clerk's confidential report.
14. **Major Capital & Revenue Projects** (Pages 339 - 374)  
To receive and consider the confidential report of the Town Clerk/CEO
15. **Change Programme - Confidential Update** (Pages 375 - 382)  
To receive and consider the confidential update from the Town Clerk/CEO
16. **Staffing Matters**  
To receive and consider the confidential minutes from the Personnel Sub-Committee meeting held Tuesday 6<sup>th</sup> September 2022, and agree any recommendations contained therein.

[Circulated under separate cover]



Town Clerk