

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 21st November, 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 Committee Clerk (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 **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 3 October 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

5. **Standing Orders – 2022 Review**

To receive the report of the Deputy Town Clerk

Governance

6. **Payment of Accounts** (Pages 13 - 50)

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

Finance

7. **Financial Report & Associated Matters**

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

8. **Discretionary Grant Request - Riverside Gardens Sandbag Store**

To receive the report of the Operations Manager.

9. **Schedule of Proposed Fees & Charges 23-24** (Pages 51 - 56)

During Budget Setting Cycle the Council reviews its Fees and Charges for the various facilities and services it operates.

Attached are the schedules of charges which have all been approved by the respective spending committees.

The Committee is RECOMMENDED to approve (or amend as necessary) the:

- i. Burials Fees & Charges
- ii. Public Halls Fees & Charges
- iii. Recreation Fees & Charges

10. **Revenue Budget - Revised 22-23, Estimates 23-24**

To receive and consider the report of the Town Clerk.

11. **Revenue Growth, Special Revenue and Capital Projects**

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

12. **Vehicle Replacement**

To receive the report of the Operations Manager.

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. **Memorandum of Understanding Partnership Agreement** (Pages 57 - 64)

To receive the confidential report of the Deputy Town Clerk.

15. **Town Hall External Decoration** (Pages 65 - 66)

To receive the report of the Operations Manager.

16. **Major Strategic Projects**

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

17. **Property & Legal Matters**

To receive verbal confidential report of the Town Clerk.

18. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on October 2022, and agree the recommendations contained therein.



Town Clerk