

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 27th March, 2023 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 Deputy Town Clerk or Committee Clerk 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 30 January 2023.
- 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. **Financial Regulations Review** (Pages 13 - 36)
To receive and consider the report of the R.F.O.
6. **Open Water Policy**
To receive a draft open water policy, submitted by the Park Ranger/Biodiversity Officer (to follow).
7. **Metal Detecting Policy**
To receive a draft updated metal detecting policy, submitted by the Park Ranger/Biodiversity Officer (to follow).

Governance

8. **Internal Audit - Second Interim Report 2022-23** (Pages 37 - 44)
To receive and consider the second interim report of the Internal Auditor for 2022/23.
9. **Effectiveness of Internal Control: Corporate & Financial Risk Assessment 2021/22** (Pages 45 - 70)
To receive and consider the report of the R.F.O.

Finance

10. **Payment of Accounts** (Pages 71 - 104)
To receive and consider the schedule of accounts paid and bank reconciliations.
11. **Banking Arrangements - Authorised Officers**
To approve that the Deputy Town Clerk – Adam Clapton, and the Responsible Financial Officer (RFO) – Nigel Warner – are authorised Officers, as well as the Town Clerk/CEO – Sharon Groth – to be able to deal with banking queries and also cash cheques up to £500 for petty cash purposes.
12. **Grants & Subsidised Lettings**
To receive the report of the Deputy Town Clerk (to follow).
13. **Youth Services Grant Monitoring 2022-23** (Pages 105 - 182)
To receive and consider the report of the Deputy Town Clerk.
14. **Financial Report & Associated Matters**
To receive the report of the R.F.O. (to follow).
15. **Burwell Heating System** (Pages 183 - 210)
To receive and consider the report of the Project Officer.
16. **Council Vehicle Fleet**
To receive the report of the R.F.O (to follow).

17. **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

18. **Property & Legal Matters**

To receive and consider the confidential report of the Town Clerk/C.E.O (to follow).

19. **Major Strategic Projects**

To receive and consider the confidential report of the Town Clerk/C.E.O (to follow).

20. **Staffing Matters**

To receive and consider confidential minutes of the Personnel Sub-Committee meeting held on 9 February 2023 (circulated under separate cover), and agree the recommendations contained therein.



Town Clerk