

Full Council Meeting of Witney Town Council



Monday, 20th June, 2022 at 7.00 pm

To members of the Full Council Committee - J Aitman, L Duncan, L Ashbourne, T Ashby, R Bolger, D Butterfield, O Collins, H Eaglestone, D Enright, V Gwatkin, A D Harvey, M Jones, A McMahon, A Prosser, R Smith, D Temple and P Hiles (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Main Hall, 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) 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 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 & Legal 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) **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 of the Annual Council Meeting (Pages 5 - 10)

To approve and adopt the minutes of the Annual Council Meeting held on 11 May 2022 in accordance with Standing Order No. 18 including questions on the minutes as to the progress on 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.

5. **Witney Community Policing Issues**

To receive an update from the Witney Police Team (if appropriate).

6. **An Update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors**

To receive a short verbal update from Oxfordshire County Councillors representing Witney Wards and West Oxfordshire District Councillors.

7. **Report Back from the Councillors on the Work with External Bodies where they serve as the Town Council's Nominated Representative**

To receive a short verbal update from councillors who sit on external bodies where they serve as the Town Council's nominated representative.

8. **Minutes of Committees and Sub Committees**

To receive and NOTE the RESOLUTIONS in the minutes of the meetings held between 1 April 2022 and 6 June 2022, and agree the RECOMMENDATIONS contained therein.

a) **Climate, Biodiversity & Planning - 19 April, 10 & 31 May 2022** (Pages 11 - 30)

b) **Parks & Recreation Committee - 16 May 2022** (Pages 31 - 34)

c) **Halls, Cemeteries & Allotments Committee - 23 May 2022** (Pages 35 - 40)

d) **Stronger Communities Committee - 30 May 2022** (Pages 41 - 48)

e) **Policy, Governance & Finance Committee - 6 June 2022** (Pages 49 - 56)

9. **Annual Town Meeting - 25 April 2022** (Pages 57 - 60)

To receive the minutes of the Annual Town Meeting held on 25 April 2022.

10. **Accounts & Audit (England) Regulations 2015 - Annual Governance and Accountability Return (AGAR) 2021/22** (Pages 61 - 104)

To receive and consider the report of the Town Clerk/RFO to agree the Annual Governance statement along with the Final Internal Audit Report.

In line with The Accounts & Audit (England) Regulations 2015 - To receive and consider the Annual Governance & Accountability Return for 2021/22 – and formally agree and adopt.

To note the Unaudited Financial Statements for the year ending 31 March 2022.

11. **Appointment to Outside Bodies - Witney Town Charity** (Pages 105 - 108)

To receive the report of the Deputy Town Clerk regarding appointments to the Witney Town Charity.

12. **Civic Announcements (Pages 109 - 110)**

To receive the report of the Mayor.

13. **Compliments & Complaints (Pages 111 - 116)**

To consider the report of the Deputy Town Clerk.

14. **Health & Safety and Vandalism Report**

To receive an update from the Maintenance & Environmental Services Officer (If appropriate)

15. **Communication from the Leader**

To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with.

16. **Correspondence**

To receive any correspondence received (if applicable).

a) **Standards in Public Life - Review of Local Government Ethical Standards (2019)** (Pages 117 - 118)

To note correspondence from Robert Courts MP in response to the Council's request that he supports the Early Day Motion on this issue. Minute number 182, 11th April 2022 refers.

17. **Questions to the Leader of the Council**

Questions to the Leader of the Council concerning the business of the Council in accordance with Standing Order 15.

18. **Sealing of Documents**

To receive details of documents sealed by the Council (If applicable).

19. **Exclusion of Press & 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.

20. **National Protocol (Pages 119 - 120)**

To consider the report of the Deputy Town Clerk



Town Clerk