

Annual Council Meeting of Witney Town Council



Wednesday, 17th May, 2023 at 7.00 pm

To: J Aitman, T Ashby, O Collins, L Duncan, R Smith, D Temple, D Enright, A Bailey, L Cherry, Crouch, G Doughty, J Doughty, D Edwards-Hughes, Meadows, D Newcombe, Robertshaw, S Simpson and J Treloar.

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.

Any member of the public wishing to attend the meeting and speak on a particular item 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

In accordance with the Local Government Act 1972 the first business of the Annual Meeting is the election of the Mayor, and this marks the start of the new Council year.

1. Election of Mayor

To receive nominations for the position of Mayor for the civic year 2023-24 and to elect the Chair/Mayor of the Town Council.

[Cllr O Collins was elected as Mayor-Elect at the Council Meeting held on 17 April 2023]

2. Election of Deputy Mayor

To receive nominations for the position of Deputy Chair/Mayor for the civic year 2023-24 and to elect the Deputy Chair/Mayor.

3. Election of Leader

To receive nominations for the position of Leader of Witney Town Council for the Council term and to elect the Leader.

4. Election of Deputy Leader

To receive nominations for the position of Deputy Leader of Witney Town Council for the Council term and to elect the Deputy Leader.

5. Designation of Mayor's Chaplain

To note and confirm the Rev'd Toby Wright as Mayor's Chaplain for the Council term.

6. **Apologies for Absence**

To consider apologies and reasons for absence.

Councillors 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.

7. **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.

8. **Minutes** (Pages 5 - 12)

To approve and adopt the minutes of the Council Meeting held on 17 April 2023 in accordance with Standing Order 18 including questions on the minutes as to the progress of any item.

9. **Adoption of Meetings Calendar 2023-24** (Pages 13 - 14)

To formally adopt the timetable of Council Committee meetings for the 2023/24 municipal year.

10. **Appointment of any new Committees in accordance with Standing Order 30**

To consider whether to create any new Council Committees.

11. **Review (or request the Town Clerk to review) any Terms of Reference**

To consider whether any Committee terms of reference should be reviewed. If not, terms of reference will be included on the agenda of the first meeting of the Committee.

12. **Appointment of Committees, Sub-Committees & Working Partys and the Election of Chairs** (Pages 15 - 16)

To receive and consider the report of the Deputy Town Clerk, and appoint Members to the Standing Committees, Sub-Committees, Working Parties, Task & Finish Groups and Elect the Chairs for the municipal year 2023/24.

13. **Appointment to Advisory Committees & External Bodies/Outside Organisations** (Pages 17 - 20)

To receive and consider the report of the Deputy Town Clerk and appoint Members Advisory Committees & External Bodies/Outside Organisations and Elect the Chairs for the municipal year 2023/24.

14. **Review of Council Policies**

To note Standing Orders and Financial Regulations of the Council were reviewed earlier this year and review any further policies if appropriate.

- a) Standing Orders (reviewed and adopted February 2023)
- b) Financial Regulations (reviewed and adopted March 2023)

15. **Review of any delegation arrangements to committees, sub-committees, staff, and other local authorities**

No current delegations are to be carried over other than those set in Standing Orders and Financial Regulations. A review of the Scheme of Delegation to Committees will take place during the municipal year.

16. **Adoption of the General Power of Competence** (Pages 21 - 22)

To reaffirm that the Town Council meets the eligibility criteria for the General Power of Competence, as set out in section 8 of the Localism Act 2011 and to formally adopt the Power.

17. **Member's Code of Conduct** (Pages 23 - 36)

To formally adopt the member's Code of Conduct for the new Council term.

18. **Council Bank Mandate** (Pages 37 - 38)

To receive the joint report of the Town Clerk/C.E.O and Responsible Financial Officer.

19. **Councillor Annual Attendance Register** (Pages 39 - 40)

To receive the annual Councillor attendance register for the 2022/2023 municipal year.

20. **Position of Town Crier** (Pages 41 - 44)

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



Town Clerk