

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 19th June, 2023 at 6.00 pm

To members of the Policy, Governance & Finance Committee - J Aitman, O Collins, R Smith, A Bailey, L Cherry, R Crouch, J Doughty and D Newcombe (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.

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

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. Election of Vice Chair

To elect a Vice-Chair of the Committee for the 2023/2024 Municipal Year.

4. 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 27 March 2023 (enclosed)
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

5. **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

6. **Committee Terms of Reference** (Pages 13 - 16)

To receive the report of the Deputy Town Clerk and review the Committee Terms of Reference (TORs).

7. **Committee Objectives and Work Programme for The Municipal Year**

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

Governance

8. **Internal Audit Report 2022-23** (Pages 17 - 24)

To receive and consider the final report of the Internal Auditor for 2022/23.

[Due to a delay in the production of the Annual Governance & Accountability Return for 2022/23, this item will be presented to Full Council on 26 June 2023 to meet the Council's obligations under the Accounts & Audit (England) Regulations 2015].

Finance

9. **Payment of Accounts** (Pages 25 - 58)

To receive and consider the schedule of accounts paid and bank reconciliations from the Responsible Financial Officer (RFO).

10. **Grants & Subsidised Lettings** (Pages 59 - 116)

To receive the report of the Deputy Town Clerk.

11. **Financial Report & Associated Matters** (Pages 117 - 182)

To receive the report of the Responsible Financial Officer (RFO).

12. **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

13. **Additional Grounds Maintenance Requests** (Pages 183 - 186)

To receive the confidential report of the Deputy Town Clerk.

14. **Staffing Matters**

To receive the minutes of the Personnel Sub-Committee held on 17 April 2023 (circulated under separate cover) and a verbal report from the meeting held earlier this evening, and agree any recommendations contained therein.

15. **Property & Legal Matters**

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

16. **Major Strategic Projects**

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



Town Clerk