

# Policy, Governance & Finance Committee Meeting of Witney Town Council



**Monday, 24th July, 2023 at 6.00 pm**

To members of the Policy, Governance & Finance Committee - J Aitman, R Crouch, O Collins, R Smith, A Bailey, L Cherry, J Doughty, D Newcombe, G Meadows, G Doughty and D Enright (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](mailto: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](mailto: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 19 June 2023 (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. **Inclusivity & Diversity Panel** (Pages 13 - 14)

To receive the report of the Deputy Town Clerk.

6. **Witney High Street - Feedback & Consultation** (Pages 15 - 16)

To receive the report of the Deputy Town Clerk.

**Governance**

7. **Payment of Accounts** (Pages 17 - 52)

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

**Finance**

8. **Finance Report** (Pages 53 - 84)

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

9. **Financial Matters referred from Spending Committees** (Pages 85 - 86)

To receive the report of the Deputy Town Clerk.

10. **Grants & Subsidised Lettings** (Pages 87 - 108)

To receive the report of the Deputy Town Clerk.

11. **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

12. **Youth Services** (Pages 109 - 114)

To receive the confidential report of the Deputy Town Clerk.

13. **Property & Legal Matters**

To receive and a confidential verbal update by the Town Clerk/C.E.O if appropriate.

14. **Major Strategic Projects**

To receive a confidential verbal update by the Town Clerk/C.E.O if appropriate.

a) **Leys Skate Park Tender**

To receive a confidential verbal update from officers regarding the awarding of the tender to refurbish the Leys Skate Park.

b) **Leys Recreation Ground Masterplan and Improvements** (Pages 115 - 120)

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



Town Clerk