

Full Council

Meeting of Witney Town Council



Monday, 26th June, 2023 at 7.00 pm

To members of the Full Council Committee - O Collins, G Meadows, J Aitman, T Ashby, D Enright, R Smith, D Temple, A Bailey, L Cherry, R Crouch, G Doughty, J Doughty, D Edwards-Hughes, D Newcombe, J Robertshaw, S Simpson and J Treloar (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.

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. Minutes (Pages 5 - 12)

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

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 18 April and 19 June 2023, and agree the RECOMMENDATIONS contained therein.
 - a) **Climate, Biodiversity & Planning Committee - 18 April, 2 May, 23 May & 13 June 2023** (Pages 13 - 40)
 - b) **Parks & Recreation Committee - 22 May** (Pages 41 - 44)
 - c) **Halls, Cemeteries & Allotments Committee - 5 June** (Pages 45 - 50)
 - d) **Stronger Communities Committee - 12 June** (Pages 51 - 58)
Per minute no SC298, Members are asked to consider membership of a task and finish group which will help formulate a new Witney Youth Council (No more than 5 Members).
 - e) **Policy, Governance & Finance Committee - 19 June** (Pages 59 - 66)
9. **Accounts & Audit (England) Regulations 2015 - Annual Governance and Accountability Return (AGAR) 2022/23** (Pages 67 - 114)
To receive and consider the report of the 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 2022/23 – and formally agree and adopt.

To note the Unaudited Financial Statements for the year ending 31 March 2023.

Should Members have any queries about the accounts, advance notice would be appreciated, in writing, on this occasion by 12:00hrs on Monday 26 June, to allow for a response to be prepared for the meeting.
10. **Civic Announcements** (Pages 115 - 116)
To receive the report of the Mayor & Mayor's Secretary.
11. **Compliments & Complaints** (Pages 117 - 122)
To consider the report of the Deputy Town Clerk.
12. **Vandalism & Health & Safety** (Pages 123 - 126)
To receive the report of the Operations Manager.

13. **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.

14. **Correspondence**

To receive any correspondence received (if applicable).

a) **Town Crier - Acceptance of Four-Year Term** (Pages 127 - 128)

To receive acceptance from the Town Crier of a four-year term of office until May 2027.

15. **Draft Heads of Terms for the Leasehold of Madley Park Play Area from West Oxfordshire District Council** (Pages 129 - 134)

To receive and consider the draft heads of terms for the leasehold of the play area. The Town Clerk will provide a verbal update at the meeting on the background information relating to this transfer.

16. **Draft Heads of Terms to Transfer the Freehold Ownership of Raleigh Crescent Play Area from West Oxfordshire District Council** (Pages 135 - 140)

To receive and consider the draft heads of terms for the freehold transfer of the play area. The Town Clerk will provide a verbal update at the meeting on the background information relating to this transfer.

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).



Town Clerk