

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 25th September, 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 and G Doughty (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. Minutes (Pages 4 - 10)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 24 July 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. **Youth Services**

To receive a verbal update and recommendation from the Stronger Communities Committee concerning funding of Youth Services in Witney, if appropriate.

Governance

6. **Conclusion of Audit for year ending 31 March 2023** (Pages 11 - 12)

To note that the Council's External Auditor, Moore, have completed the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2023), and in their opinion the information is in accordance with Proper Practices (External Audit Report & Certificate 2022/23 and Notice of Conclusion of Audit for year ended 31 March 2023 enclosed).

7. **Scheme of Delegation** (To Follow)

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

8. **NALC Model Financial Regulations** (Pages 13 - 31)

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

Finance

9. **Finance Report** (To Follow)

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

10. **Financial Matters referred from Spending Committees** (Pages 32 - 33)

To receive the joint report of the Responsible Financial Officer (RFO) and Deputy Town Clerk.

11. **Payment of Accounts** (To Follow)

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

12. **Grants & Subsidised Lettings** (Pages 34 - 36)

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

13. **Budget Parameters 2024/25, Capital & Special Revenue Projects 2024/25 and beyond** (To Follow)

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

14. **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

15. **Major Strategic Projects**

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

16. **Property & Legal Matters**

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

17. **Staffing Matters**

To receive the minutes of the Personnel Sub-Committee held on 19 September 2023 (circulated under separate cover) and agree any recommendations contained therein.



Town Clerk