

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 20th November, 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 Meadows (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 5 - 10)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 25 September 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. **Grounds Maintenance Review (To Follow)**

To receive the report of the Head of Estates & Operations (to follow).

6. **Resident Satisfaction Survey Results (Pages 11 - 12)**

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

7. **Oxfordshire Councils Charter**

To receive a verbal update from the Town Clerk/C.E.O.

Governance

8. **Payment of Accounts (Pages 13 - 21)**

To receive and consider the schedule of accounts paid and bank reconciliations.

9. **Internal Audit - Interim Audit Report (Pages 22 - 29)**

To receive and consider the interim report of the Internal Auditor, Auditing Solutions for 2023/24.

10. **Annual Investment Strategy (Pages 30 - 34)**

To receive and consider the report of the Responsible Financial Officer.

11. **FCC - Communities Foundation Grant Funding - Wheeled Sports Project**

For the purposes of the Council's Funding Agreement – to RESOLVE that the Town Clerk/CEO in her capacity as the Council's Proper Officer has authority to sign the funding agreement on behalf of Witney Town Council.

Finance

12. **Finance Report: Revised Revenue Budget 2023/24 and Draft Base Revenue Budget for 2024/25 (Pages 35 - 79)**

To receive and consider the report of the Responsible Financial Officer.

13. **Budget: Revenue Growth Items, Special Revenue Projects and Capital Projects**

To receive and consider the report of the Responsible Financial Officer (to follow).

14. **Schedule of Proposed Fees & Charges 2023-24** (Pages 80 - 82)

During Budget Setting Cycle the Council reviews its Fees and Charges for the various facilities and services it operates.

Attached are the schedules of fees & charges which have been RECOMMENDED for approval by the respective spending committees:

- a. Burials Fees & Charges
- b. Public Halls Fees & Charges
- c. Recreation Fees & Charges

15. **Financial Matters referred from Spending Committees** (Pages 83 - 84)

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

a) **To receive the financial Recommendations from the meeting of the Christmas Lights Working Party held on 13 November 2023**

1. That, the general breadth and scope of the current Christmas lights display (and trees) be retained for the future contract from 2024.
2. That, that a budget of £45,000 per year with a contingency of £10,000 is considered by the Policy, Governance & Finance Committee on 20 November for inclusion in the 2024/25 Budget setting.

b) **To receive the recommendations of the meeting of the D-Day 80th Anniversary Task & Finish Group held earlier in the day**

16. **Annual Grants** (Pages 85 - 86)

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

17. **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

18. **Major Strategic Projects** (Pages 87 - 92)

To receive and consider the confidential report of the Project Officer.

19. **Property & Legal Matters** (To Follow)

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

20. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on 15 November 2023 (sent under separate cover), and agree the recommendations contained therein.



Town Clerk