

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 5th February, 2024 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.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting 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 Town Clerk or Democratic Services Officer 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(d)(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 - 12)

a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 20 November 2023.

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. **Council Strategic Vision & Objectives** (To Follow)

To receive and consider the report of the Town Clerk/C.E.O.

6. **Oxfordshire Councils Charter** (Pages 13 - 28)

To receive and consider the draft Oxfordshire Council's Charter, provided by Oxfordshire County Council.

Members may like to consider a response at the meeting or delegate this to a small group of Councillors on its behalf.

Governance

7. **Payment of Accounts** (Pages 29 - 56)

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

8. **Annual Investment Strategy** (Pages 57 - 61)

To receive an updated Annual Investment Strategy document, provided by the RFO. The updated document includes a section on sustainable investments as requested at the previous meeting.

9. **Annual Town Meeting** (Pages 62 - 64)

To receive and consider the report of the Senior Administration Officer/Committee Clerk.

10. **Calendar of Meetings** (Page 65)

To receive, consider, and approve the draft Calendar of Committee meetings for 2024/25.

Members should note that due to short timeframe in fitting two cycles of meetings in before the summer recess, it is recommended the date of the Annual Council Meeting is brought forward to Wednesday 8th May.

Finance

11. **Finance Report** (Pages 66 - 115)

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

12. **Financial Matters referred from Spending Committees** (Pages 116 - 117)

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

13. **Grants & Subsidised Lettings** (Pages 118 - 263)

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

14. **Major Strategic Projects** (Pages 264 - 269)

To receive and consider the report of the Project Officer.

15. **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.

16. **Corn Exchange - 1863 Café & Bar stocktake** (Pages 270 - 278)

To receive a confidential verbal report from Officers.

17. **Property & Legal Matters** (Pages 279 - 281)

To receive and consider the confidential report of the Town Clerk/C.E.O.

18. **Staffing Matters**

To receive the minutes of the Personnel Sub-Committee meetings held on 11th and 30th January 2024 (circulated under separate cover) and agree any recommendations contained therein.



Town Clerk