

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 25th March, 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 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(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 5 - 12)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 5 February 2024 (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. **Corn Exchange Illumination Policy Review** (Pages 13 - 14)

To approve the recommendation made 11 March 2024 by the Halls Cemeteries & Allotments to adopt the revised policy.

6. **Public Halls Cancellation Policy** (Pages 15 - 17)

To receive and consider a Public Hall event cancellation policy, prepared by the Deputy Venue & Events Officer.

7. **Pesticides Policy** (Pages 18 - 23)

To receive and consider the report of the Operations Manager.

8. **Grants Policy Review** (Pages 24 - 31)

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

9. **Procurement Policy Review** (Pages 32 - 41)

The Council's Procurement Policy is reviewed every two years and was last reviewed in 2022.

The Responsible Financial Officer has reviewed the Policy and made a number of suggested amendments, as shown in the tracking of the first document attached. The second attachment is a more viewable friendly version.

Members are requested to consider the Procurement Policy and recommend its adoption by the Town Council.

Finance

10. **Finance Report** (Pages 42 - 192)

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

11. **Financial Matters referred from Spending Committees** (Pages 193 - 194)

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

12. **Grants & Subsidised Lettings** (Pages 195 - 216)

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

Governance

13. **Payment of Accounts** (Pages 217 - 225)

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

14. **Effectiveness of Internal Control: Corporate & Financial Risk Assessment 2023/24** (To Follow)

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

15. **Internal Audit - Second Interim Report 2023-24** (Pages 226 - 242)

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

The revised stocktake for the period October to December 2023 is also attached. This now includes the income in relation to soft drinks. The Responsible Financial Officer is of the view that the stocktake shows Income generated in the café/bar is as expected when compared with the purchases (net of stock) for the period.

16. **Grant Monitoring Report** (Pages 243 - 290)

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 Update** (Pages 291 - 292)

To receive and consider the confidential report of the Head of Estates & Operations.

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

To receive and consider the confidential report of the Town Clerk

20. **Staffing Matters**

The Committee will adjourn for the meeting of the Personnel Sub- Committee.

To receive the minutes of the Personnel Sub-Committee held on 18 March 2024 (circulated under separate cover) and agree any recommendations contained therein.

To consider the Discretionary Policies under the Local Government Pension Scheme Regulations deferred from the Personnel Sub-Committee held on 18th March 2024 (previously circulated)



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