

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 10th June, 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 and D Newcombe (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. Election of Vice-Chair

To elect a Vice-Chair of the Committee for the 2024/25 Municipal Year.

4. Minutes (Pages 4 - 11)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 25 March 2024 (enclosed)
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

5. **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.

6. **Committee Objectives & Work Programme for the Municipal Year (To Follow)**

To receive and consider the report of the Town Clerk/C.E.O concerning the priorities of this Committee during 2024/25.

Policy

7. **Tree Policy Review (Pages 12 - 13)**

To receive and approve the updated Witney Town Council Tree Policy.

8. **Mayor's Tree Planting Policy (Pages 14 - 15)**

To receive and consider the joint report of the Deputy Town Clerk & Operations Manager.

Governance

9. **Accounts & Audit (England) Regulations 2015 - Annual Governance and Accountability Return (AGAR) 2023/24 (Pages 16 - 30)**

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 2023/24.

Also, to receive and consider the final report of the Internal Auditor for 2023/24. (To Follow)

Finance

10. **Finance Report (Pages 31 - 82)**

To receive and consider the report of the Responsible Financial Officer (R.F.O) including end of year Investment Activity.

11. **Payment of Accounts (Pages 83 - 103)**

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

12. **Financial Matters referred from Spending Committees (Pages 104 - 105)**

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

13. **Grants & Subsidised Lettings (Pages 106 - 180)**

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

14. **Subscription Opportunity - Safer Roads Stronger Communities (Pages 181 - 189)**

To note a Safer Roads Stronger Communities subscription opportunity and dates of an open day to find out more.

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. **Christmas Lights Tender Evaluation** (Pages 190 - 191)

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

17. **Property & Legal Matters** (Pages 192 - 198)

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

18. **Staffing Matters** (Pages 199 - 200)

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on 3 June 2024, and approve the recommendations contained therein. (Sent under separate cover).

19. **Revert to Open Session**

20. **Christmas Lights Contract 2024-2027**

To formally award the Christmas lights tender agreed under confidential session – verbal report.



Town Clerk