

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 30th September, 2024 at 6.00 pm

To members of the Policy, Governance & Finance Committee - J Aitman, R Crouch, O Collins, R Smith, A Bailey, 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. Minutes (Pages 4 - 9)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 22 July 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.

5. **Residents Satisfaction Survey Actions** (Pages 10 - 12)

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

Policy

6. **Amenity Land Sale - Policy Review** (Pages 13 - 14)

To receive and approve the updated Witney Town Council Amenity Land Sale Policy.

Governance

7. **Payment of Accounts** (Pages 15 - 42)

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

8. **Conclusion of Audit for year ending 31 March 2024** (Pages 43 - 44)

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 2024, and in their opinion the information is in accordance with Proper Practices (External Audit Report & Certificate 2023/24 and Notice of Conclusion of Audit for year ended 31 March 2024 enclosed).

Finance

9. **Financial Report & Associated Matters** (Pages 45 - 82)

To receive the report of the Responsible Financial Officer.

10. **Financial Matters referred from Spending Committees** (Pages 83 - 86)

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

11. **Grants & Subsidised Lettings** (Pages 87 - 98)

To receive and consider the report of the Responsible Financial Officer (R.F.O)

12. **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

13. **Witney Town Council Cemetery Regulation Policy**

To receive and consider the confidential report of the Operations Manager (To Follow)

14. **Corn Exchange - 1863 Cafe & Bar Stocktake** (Pages 99 - 107)

To receive the most recent stocktake report for the 1863 Bar & Café.

15. **Major Strategic Projects**

To receive and consider the Confidential report of the Project Officer. (To Follow)



Town Clerk