

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 25th November, 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 5 - 11)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 30 September 2024.
- 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. **Co-option Policy** (Pages 12 - 15)

To receive and approve the Witney Town Council Co-option Policy

6. **Biodiversity Policy**

To receive and approve the Witney Town Council Bio-Diversity Policy subject to any changes deemed necessary by the Climate, Biodiversity & Planning Committee at their meeting 26 September 2024.

To Follow

7. **Third Party Events Policy**

To receive and approve the updated Witney Town Third Party Events Policy.

To Follow

Governance

8. **Payment of Accounts**

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

To Follow

9. **Internal Audit - Interim Audit Report** (Pages 16 - 22)

To receive and consider the interim report of the Internal Auditor, Auditing Solutions for 2024/25.

10. **Grant Monitoring**

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

To Follow

Finance

11. **Finance Report: Revised Revenue Budget 2024/25 and Draft Base Revenue Budget for 2025/26**

To receive and consider the report of the Responsible Financial Officer (RFO) and the Draft Revised Revenue Budget for 2024/25 and Draft Budget for 2025/26.

To Follow

12. **Revenue Growth Items, Special Revenue Projects, and Capital Projects**

To receive and consider the report of the Responsible Financial Officer (RFO) with an update on the current year's work programme relating to Capital and Special Revenue Projects; as well as projects identified during the course of the year for inclusion as Revenue Growth Items or Special Revenue Projects in the Council's Revenue Budget or Capital Projects for 2025/26 and beyond.

To Follow

13. **Schedule of Proposed Fees and Charges 2025/26** (Pages 23 - 27)

During the Budget Setting Cycle the Council reviews its Fees and Charges for 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

14. **Financial Matters referred from Spending Committees**

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

To Follow

15. **Grants & Subsidised Lettings** (Page 28)

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

16. **Christmas Lights Social Value Fund**

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

To Follow

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. **Strategic Property, Legal & Insurance Matters**

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

To Follow

19. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on 21 October 2024, and approve the recommendations contained therein. (Sent under separate cover).



Town Clerk

Town Hall, Market Square
Witney
Oxon
OX28 6AG

Mrs Sharon Groth FSLCC FCSI
Town Clerk

T: 01993 704379
E: info@witney-tc.gov.uk
w: www.witney-tc.gov.uk