

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 3rd February, 2025 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 - 13)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 25 November 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. **Annual Investment Strategy**

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

(To Follow)

6. **Customer Service Standards** (Pages 14 - 18)

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

7. **Third Party Events - Policy Review**

To consider the approval of the recommendation made by the Stronger Communities Committee at the meeting of 27 January 2025 to allow additional disability parking at The Leys to be considered at the discretion of Officers following receipt of a Risk Assessment and Traffic Movement Plan from third party event organisers.

Governance

8. **Payment of Accounts** (Pages 19 - 41)

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

9. **Annual Town Meeting** (Pages 42 - 45)

To receive and consider the report of the Senior Administrative Officer & Committee Clerk.

10. **Committee Calendar 2025-26** (Page 46)

To receive and consider the proposed calendar prepared by the Committee Clerk.

11. **Devolution White Paper**

To receive and consider the report of the Town Clerk/CEO.

(To Follow)

Finance

12. **Finance Report**

To receive and consider the report of the R.F.O concerning the financial position of items under the remit of this Committee in 2024/25 and the upcoming 2025/26 period.

(To Follow)

13. **Financial Matters referred from Spending Committees** (Pages 47 - 48)

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

14. **Grants & Subsidised Lettings** (Pages 49 - 81)

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

15. **Annual Grants** (Pages 82 - 191)

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

16. **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.

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

To receive and consider the confidential report of the Town Clerk/CEO.

(To Follow)

18. **The Leys - Splash Park Renovation Procurement** (Pages 192 - 220)

To receive and consider the confidential report of the Project Officer.

19. **Staffing Matters**

To receive a verbal report from the meeting held 21 January 2025, and agree any recommendations contained therein.



Town Clerk