

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 31st March, 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 - 12)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 3 February 2025.
- 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. **NALC Model Financial Regulations**

To receive and consider the report of the Responsible Financial Officer (to follow).

6. **Cemetery Regulations**

To approve the revised Cemetery Regulations as recommended by the Halls, Cemeteries & Allotments Committee on 17 March 2025 (to follow).

7. **Recording of Meetings Policy Review** (Pages 13 - 14)

To receive and consider an updated Recording at Meetings protocol submitted by the Committee Clerk (the 2014 version is attached for information).

Governance

8. **Payment of Accounts** (Pages 15 - 35)

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

9. **Internal Audit** (Pages 36 - 42)

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

To also receive and consider the report of the RFO in relation to the appointment of the Internal Auditor 2025-26 (to follow).

10. **Effectiveness of Internal Control: Corporate & Financial Risk Assessment** (Pages 43 - 77)

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

Finance

11. **Finance Report**

To receive and consider the report of the Responsible Financial Officer concerning the financial position of items under the remit of this Committee in 2024/25 (to follow).

12. **Financial Matters referred from Spending Committees** (Pages 78 - 79)

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

13. **Grants & Subsidised Lettings** (Pages 80 - 103)

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

14. **West Witney Project Funding**

To receive and consider the report of the Responsible Financial Officer (to follow).

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. **Property, Legal & Insurance Matters** (Pages 104 - 115)

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

17. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meetings held on 13 February & 20 March 2025, and approve the recommendations contained therein. (Sent under separate cover).



Town Clerk