

Annual Council Meeting

Committee Meeting of Witney Town Council



Wednesday, 7th May, 2025 at 7.00 pm

To members of the Annual Council Meeting Committee - J Aitman, O Collins, R Smith, A Bailey, R Crouch, G Meadows, D Newcombe, D Enright, S Simpson, D Temple, G Doughty, J Doughty, J Robertshaw, D Edwards-Hughes, T Ashby, J Treloar and A Mubin (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. **Election of Town Mayor 2025/26**

To receive nominations for the position of Chair/Mayor for the civic year 2025/26 and to elect the Chair/Mayor.

2. **Election of Deputy Mayor 2025/26**

To receive nominations for the position of Deputy Chair/Mayor for the civic year 2025/26 and to elect the Deputy Chair/Mayor.

3. **Designation of Mayor's Chaplain**

To note and confirm the Rev'd Dr Hester Jones as Mayor's Chaplain for the Council term.

4. **Election of Leader 2025/26**

To receive nominations for the position of Leader of Witney Town Council for the council year and to elect the Leader.

5. **Election of Deputy Leader 2025/26**

To receive nominations for the position of Deputy Leader of Witney Town Council for the Council year and to elect the Deputy Leader.

6. **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.

7. **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.

8. **Minutes** (Pages 4 - 12)

To approve and adopt the minutes of the Council Meeting held on 14 April 2025 in accordance with Standing Order 18 including questions on the minutes as to the progress of any item.

9. **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.

10. **Appointment of any new Committees** (Pages 13 - 15)

To consider whether to create any new Council Committees in accordance with Standing Order 30.

11. **Adoption of Meetings Calendar** (Page 16)

To formally adopt the timetable of Council Committee meetings for the 2025/26 municipal year.

12. **Review (or request for the Town Clerk to review) any terms of reference**

To consider whether any Committee terms of reference should be reviewed for the municipal year 2025/26.

13. **Scheme of Delegation**

Due to the proposed Committee changes, the scheme of delegation will be reviewed ahead of the next meeting on 23 June 2025.

14. **Appointment of Committees, Sub-Committees & Working Parties and the Election of Chairs** (Pages 17 - 19)

To receive and consider the report of the Deputy Town Clerk, and appoint Members to the Standing Committees, Sub-Committees, Working Parties, Task & Finish Groups and elect Chairs for the municipal year 2025/26.

15. **Appointment to Advisory Committees & External Bodies/Outside Organisations** (Pages 20 - 23)

To receive and consider the report of the Deputy Town Clerk and appoint Members to Advisory Committees & External Bodies/Organisations and elect Chairs for the municipal year 2025/26.

16. **Review of Council Policies**

To review any Council policies, if appropriate in accordance with Standing Order 11

a) **Standing Orders (To Follow)**

To receive and consider the report of the Deputy Town Clerk and accompanying Standing Orders Review.

b) **Financial Regulations**

To note the Council's current Financial Regulations are under review and stand adjourned until the Policy, Governance & Finance Committee scheduled for 9 June 2025.

c) **Code of Conduct** (Pages 24 - 37)

To reaffirm adoption of the Council's Code of Conduct (attached). The code of conduct has been adopted by Oxfordshire Councils as a standard model and there are no proposed changes.

17. **Councillor Attendance 2024-25** (Page 38)

To receive the annual attendance list for Town Councillors during the municipal year 2024-25.

It should be noted Members are expected to attend all meetings they are summonsed for however they are volunteers and may not be able to attend for a variety of reasons such as ill health or caring commitments.



Town Clerk