

# 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](mailto: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](mailto: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

**FULL COUNCIL COMMITTEE MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Monday, 14 April 2025**

**At 7.04 pm in the Gallery Room, The Corn Exchange, Witney**

**Present:**

Councillor O Collins (Chair)

Councillors:	A Bailey	A Mubin
	G Meadows	G Doughty
	J Aitman	J Doughty
	T Ashby	D Newcombe
	D Enright	S Simpson
	R Smith	J Treloar
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None.	

**202    APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Robertshaw, R Crouch & D Edwards-Hughes.

**203    DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

**204    MINUTES**

The minutes of the Council meeting held on 17 February 2025 were received.

**Resolved:**

That, the minutes of the Council meeting held on 17 February 2025 be approved as a correct record of the meetings and be signed by the Chair.

**205    PUBLIC PARTICIPATION**

There was no public participation.

206 **WITNEY COMMUNITY POLICING ISSUES**

There was no representative from Thames Valley Police present.

*Councillor A Mubin arrived at 7:08pm during the following agenda item.*

207 **AN UPDATE FROM WITNEY OXFORDSHIRE COUNTY COUNCILLORS AND WEST OXFORDSHIRE DISTRICT COUNCILLORS**

West Oxfordshire District Council (WODC)

Cllr J Doughty reported on the housing situation within the district which was currently extremely stretched due in part to the lack of available properties. Private landlords continued to sell properties rather than these remaining as rental housing stock. Officers were working at capacity however should Members have anyone with needs they should be directed to the Welch Way Office.

Cllr D Enright and Cllr R Smith also added their concerns with Cllr Smith reassuring Members that WODC were looking at ways to fill these gaps however, there was a lack of suitable properties. Support was also being provided by way of loans to landlords to bring empty homes back into use.

Cllr D Enright provided updates which included the repurposing of the Elmfield site to provide a new business centre with flexible units and a café. He also updated Members on the developments within the Marriotts shopping area such as the new decorations and the consultation taking place with tenants regarding a new layout of the centre.

He had also been working with the Witney Chamber of Commerce to review the attraction of visitors and shoppers to Witney and welcomed the long-awaited plans for the new layout of the High Street which were due to be presented in May after the County Council Elections. In addition, a motion had been passed concerning provision of banks and banking hubs in the District.

Cllr R Smith advised that the Community Infrastructure Levy agreement was due to be signed off by WODC in June. Also, that the electoral boundary review had been postponed due to the impending devolution and reorganisation of Oxfordshire's local government organisations.

**Resolved:**

That, the updates be noted.

208 **REPORT BACK FROM THE COUNCILLORS ON THE WORK WITH EXTERNAL BODIES WHERE THEY SERVE AS THE TOWN COUNCIL'S NOMINATED REPRESENTATIVE**

RAF Brize Norton Local Consultation Group

Cllr D Newcombe reported back on a recent meeting where much of the discussion was in relation to minor ground maintenance issues, such as grass cutting and hedge maintenance along with noise complaints from aircraft activity. The consultation group had been assured that measures were in place to mitigate noise. The Council understood this would be something expected from the UK's largest operational air base.

Witney Allotment Association (WAA)

Cllr R Smith advised that the WAA had held their Annual General Meeting which she has facilitated as Chair. It was hoped that the two new sub-committees would now work toward their establishments and separation of the agreed activities.

Witney Sports & Social Club

Cllr Smith also updated on the recent Annual General Meeting and the Committee welcomed the upcoming redevelopment, the financing of which they hoped would be attainable by the Council.

Witney Town Band

Cllr O Collins had attended the recent Annual General Meeting. He reported that their finances and moral was good and that they had passed on their thanks to the Council for the support which had been provided to them over the past years.

Witney Twinning Association

Cllr Collins also advised of the plans for the celebration of the anniversary of the two twin towns which would take place on 2<sup>nd</sup> May with an event in the Corn Exchange. All Members were welcome to attend and were reminded to respond to the invitation that had been sent by Friday 18 April.

Cllr A Bailey advised, as Chair of the Climate, Biodiversity & Planning Committee, he had attended a workshop regarding the introduction of Oxfordshire's Local Area Energy Plans (LAEPs) which was concerned with how the County could be powered by renewable, locally generated energy in the future.– He advised he would keep the Council updated with any future information and on developments.

**Resolved:**

That, the updates be noted.

209 **CLIMATE, BIODIVERSITY & PLANNING COMMITTEE - 4 MARCH & 25 MARCH**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

**Resolved:**

That the minutes of the Climate, Biodiversity & Planning Committee meetings held on 4 March & 25 March be received and any recommendations therein approved.

210 **PARKS & RECREATION COMMITTEE - 10 MARCH**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

PR 142 – The Town Clerk/CEO presented a plaque received from Witney Town Football Club which was to be displayed in the Corn Exchange as a recognition of the agreed community partnership.

**Resolved:**

That the minutes of the Parks & Recreation Committee meeting held on 10 March be received and any recommendations therein approved.

211 **HALLS, CEMETERIES & ALLOTMENTS COMMITTEE - 17 MARCH**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

**Resolved:**

That the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 17 March be received and any recommendations therein approved.

212 **STRONGER COMMUNITIES COMMITTEE - 24 MARCH**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

**Resolved:**

That the minutes of the Stronger Communities Committee meeting held on 24 March be received and any recommendations therein approved.

213 **POLICY, GOVERNANCE & FINANCE COMMITTEE - 31 MARCH**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

Additionally, the Chair of the Committee provided a short verbal update of the decisions made at the special meeting of the Committee that had immediately proceeded this Council meeting. Full minutes would be prepared and presented at the next meeting.

**Resolved:**

1. That, the minutes of the Policy, Governance & Finance Committee meeting held on 17 March be received and any recommendations therein approved and,
2. That, the verbal update from the Special meeting held on 14 April be noted and the recommendations be approved.

214 **CIVIC ANNOUNCEMENTS**

The Council received the report of the Mayor and Mayor's Secretary which highlighted the civic engagements of the Mayor and Deputy since the last meeting.

The Mayor advised that the two performances of "every Brilliant Thing" had been well attended and had resulted in an amount of over £1,100 being raised for the Mayor's charities. He thanked all those that had attended as well as the generosity of the writer, the sole performer and the Corn Exchange staff.

He expressed thanks to his Deputy and Secretary for the support they had provided over this period as it was his final meeting as Mayor, he also extended those thanks to all Members.

**Resolved:**

That, the report be noted.

215 **MAYOR ELECT**

The Chair, Cllr O Collins invited nominations for the position of Town Mayor for the ensuing municipal year.

Cllr Collins proposed his Deputy, Cllr A Bailey to serve as Town Mayor. With no further nomination's forthcoming, a vote was taken and other than one abstention, Members were unanimous in agreement.

Therefore, Cllr A Bailey was duly voted Mayor Elect by the Council for the municipal year 2025/2026.

**Resolved:**

That, Cllr Andy Bailey be voted Mayor Elect/Designate for the ensuing municipal year.

*Councillor G Meadow left the meeting at 7:31pm*

216 **HEALTH & SAFETY**

The Council received the report of the newly appointed Compliance and Environment Officer regarding Health & Safety matters.

Members welcomed the report and the regular updates that it provides.

**Resolved:**

That, the report be noted.



217 **VANDALISM & ANTI SOCIAL ANTI-SOCIAL BEHAVIOUR**

The Council received a list of vandalism reports since the last meeting.

Members were disappointed to see the detail recorded however, thanked the Operations Team for stepping in and dealing with incidents as soon as possible.

**Resolved:**

That, the report be noted

218 **ANNUAL TOWN MEETING MINUTES - 19 MARCH 2025**

The Council received the minutes of the Annual Town Meeting held on 19 March.

The Chair expressed his thanks to the Councillors who had attended and that it had been an enjoyable evening with no kerfuffle or major issues.

The Committee Clerk provided a verbal update of the action taken as a result of questions that arose in the meeting which had been passed to other organisations for actioning. Members thanked him for resolving these so swiftly and asked the Officers consider publication of this work to update residents.

**Resolved:**

1. That, the minutes of the Annual Town Meeting held on 19 March be noted and,
2. That, the verbal update be noted and publicised in the most appropriate way.

*Councillor G Meadow returned to the meeting at 7:36pm*

219 **CIVILITY & RESPECT UPDATE**

The Council received the report of the Deputy Town Clerk which provided a reminder to Members of the National Association of Local Council's (NALC) Civility & Respect pledge which Witney Town Council signed up to in October 2022.

It was emphasised to all Councillors that the pledge covered all aspects of their engagement. .

Members were also reminded of the training opportunities that were available to them and should contact the Deputy Town Clerk to participate in any of them.

**Resolved:**

1. That, the report be noted and,
2. That, the Councils adherence to the NALC Civility & Respect pledge be noted and,
3. That, Members review and consider any training requirements in order to fulfil their roles.

220 **GOVERNANCE – REGISTER OF INTERESTS, HOSPITALITY & DATA PROTECTION**

The Council received the report of the Deputy Town Clerk this time providing a reminder to Councillors of their obligations concerning the declarations of their interests, hospitality and data protection.

Members were reminded of the Data Protection training session scheduled for 14 June 2025, those who were unable to attend the previous session were strongly encouraged to attend the June session.

**Resolved:**

1. That, the report be noted and,
2. That, Members note their obligations regarding Register of interest, Gifts & Hospitality and Data Protection and,
3. That, a data protection training session will be run for all Members on 14 June 2025.

221 **COMMUNICATION FROM THE LEADER**

There was no communication from the Leader.

222 **BRONZE NALC LOCAL COUNCIL AWARD SCHEME**

The Council received correspondence relating to the awarding of the National Association of Local Councils Bronze Award to the Council.

Members offered their thanks to Officers, in particular the Deputy Town Clerk, who had worked extremely hard to ensure that that Council met the required standards.

The award was evidence that the Council was well managed and governed in line with legislation.

**Resolved:**

That, the correspondence be noted.

223 **COURTSIDE CIC**

The Council received a confidential update from Courtside CIC regarding the progress of the Leys Community Hub.

A Member asked what arrangements were in place by Courtside to provide activities for older residents. Officers advised they would follow this up with Courtside and report back.

**Resolved:**

1. That, the correspondence be noted and,
2. That, Officers ask for details of activities for older residents from Courtside.

224 **ENVIRONMENT AGENCY - FLOODING & LOCAL PLAN 2041**

The Council received correspondence from the Environment Agency which was in reply to the Council letter of 6 January regarding the Flooding & Local Plan 2041.

**Resolved:**

That, the correspondence be noted.

225 **PCC FEBRUARY & MARCH NEWSLETTERS**

The Council received notice of the Police & Commissioners February & March 2025 newsletters.

**Resolved:**

That, the correspondence be noted.

226 **OXFORDSHIRE COUNTY COUNCIL - CHURCH GREEN & CORN STREET PARKING RESTRICTIONS**

The Council received notification of the amendments to the Parking restrictions which had come into effect on 7 April 2025.

**Resolved:**

That, the correspondence be noted.

227 **WODC NET ZERO UPDATES FOR SALT CROSS GARDEN VILLAGE**

The Council received an update of progress on the Salt Cross Garden Village Net Zero aims.

**Resolved:**

That, the correspondence be noted.

228 **THAMES VALLEY FLOOD SCHEME**

The Council received notification from the Environment Agency regarding the closure of the Thames Valley Flood Scheme.

**Resolved:**

That, the correspondence be noted.

229 **QUESTIONS TO THE LEADER OF THE COUNCIL**

There were no questions for the Leader of the Council.

230 **SEALING OF DOCUMENTS**

The Town Clerk advised that the following documents were sealed by the Council.

Date	No of Seal	Nature of Document
18 February 2025	93	Lease of Unit 29 Stanley Court in duplicate with HTF Holdings
18 February 2025	94	Rent Deposit Deed for Lease of Unit 29 Stanley Court in duplicate with HTF Holdings
11 March 2025	96	Declaration of Nature Reserve under the National Parks & Access to the Countryside Act 1949
18 March 2025	97	Renewal/Extension to the lease for Unit 3 Coseley Building, Windrush Industrial Estate, Witney with Welland Property Trustee Ltd. (Previous Seal ref 90 refers).

The Chair also advised that the certificates presented to recipients of Citizen of the Year Awards had also been sealed.

**Resolved:**

1. That, the above sealed documents be noted and,
2. That the seal of the Council be affixed to any documents arising from decisions taken by this meeting of the Council.

---

The meeting closed at: 7.47 pm

---

Chair

## ANNUAL COUNCIL



---

**Agenda Item:** Appointment of any New Committees

**Meeting Date:** Wednesday, 7th May 2025

**Contact Officer:** Deputy Town Clerk

---

The purpose of this report is to consider whether to create any new Council Committees in line with Standing Orders 11(d)(x) and 30.

### Background

The Town Council currently has five standing committees which report back to the Full Council in each meeting cycle.

### Current Situation

The Town Council declared a Climate Emergency on 26<sup>th</sup> June 2019 in which it was resolved:

‘Witney Town Council joins other Councils in declaring a Climate Emergency, and commits to the vision of carbon neutrality by 2028 at the latest’

With limited time remaining before 2028, it is proposed that the Council’s Climate, Biodiversity & Planning Committee be divided into two separate committees: **Planning & Development** and **Climate & Biodiversity**. The latter would meet in person three times per year to focus on advancing climate and biodiversity issues in line with adopted Council policy. A proposed Committee Structure is attached as Appendix A.

Following reports include the proposed new Committee.

### Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council’s Climate Emergency declaration in 2019.

- a) Equality – no direct implications.
- b) Biodiversity – progression of biodiversity issues.
- c) Crime & Disorder – no direct implications.
- d) Environment & Climate Emergency – progression of climate issues.

### Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

## **Recommendations**

Members are invited to note the report and

1. consider the proposed new Council Committees – Planning & Development and Climate & Biodiversity.

# Full Council

Sets the Precept  
Oversees and ratifies Committee Decisions  
Approves the borrowing of money  
Sets the delegation powers of committees and approval of standing orders  
Approves timetable of meetings/committee structure/membership & appointment to outside bodies etc.  
Deals with matters relating to elections



## Council Committees

<b>Climate &amp; Biodiversity Committee</b>  Energy Efficiencies & Carbon Neutrality Biodiversity Waterways Lake & Country Park Management Planting/Floral Displays Treestock	<b>Planning &amp; Development Committee</b>  Consultations on Planning & Licencing Applications Street Naming Applications Flooding Highway Issues/Witney Traffic Advisory	<b>Parks &amp; Recreation Committee</b>  Sports Pitches Recreation Grounds Play Areas Skate Park Splash Park	<b>Halls, Cemeteries &amp; Allotments</b>  Public Halls Cemeteries Closed Churchyards Allotments	<b>Stronger Communities</b>  Communications Community Engagement Youth Services Street Furniture & Infrastructure Third Party Events In Bloom Entries	<b>Policy, Governance &amp; Finance</b>  Financial, human and property resources Civic Items Grants Policy Matters Audit & Legislation Recommends Budget & Precept
--	---	--	---	--	---

## Sub- Committees & Working Party's

				VE & VJ Day 80 <sup>th</sup> Anniversaries Community Voices	Personnel Sub-Committee Disciplinary & Grievance Panel Community Governance Review Pavilion Working Party
<div>Witney Youth Council</div>					

# Witney Town Council – Calendar of Meetings 2025-26

			All meetings held at the Corn Exchange, Witney unless otherwise stated on the published Agenda						
PLANNING & DEVELOPMENT	6pm	Tuesday	13 May 3 Jun *†	24 Jun 15 Jul *†	5 Aug 26 Aug 16 Sep *†	7 Oct 28 Oct 18 Nov*†	9 Dec 6 Jan 27 Jan *†	17 Feb 10 Mar 31 Mar*†	21 Apr*†
CLIMATE & BIODIVERSITY	6pm	Tuesday	20 May		9 Sep		13 Jan		
PARKS & RECREATION	6pm	Monday	12 May	30 Jun	1 Sep	3 Nov	12 Jan	9 Mar	
HALLS, CEMETERIES AND ALLOTMENTS	6pm		19 May	7 Jul	8 Sep	10 Nov	19 Jan	16 Mar	
STRONGER COMMUNITIES	6pm		2 Jun ×	14 Jul	15 Sep	17 Nov	26 Jan	23 Mar	
POLICY, GOVERNANCE & FINANCE (& Personnel sub-committee)	6pm		9 Jun	21 Jul	22 Sep	24 Nov	2 Feb	30 Mar	
COUNCIL	7pm		23 Jun***	28 Jul	6 Oct	8 Dec 15 Dec ** 5 Jan ~	16 Feb	13 Apr	

## Sub- Committees

## Working parties

**Annual Council Meeting** – Wednesday 6 May 2026

**Annual Town Meeting** – Wednesday 18 Mar 2026

**NOTE:** CHRISTMAS BREAK – Meetings will not be called between 16 Dec 2025 and 05 Jan 2026 unless deemed necessary

\* Indicates Full Planning Committee Meeting, including minutes      † Meeting to incorporate Environmental/Climate Items  
Full Planning/Environmental meetings will be held ‘in person’ with other planning meetings being held online.

\*\* Meeting on 15 Dec 2025 for budget purposes only      \*\*\* Meeting for adoption of AGAR  
× Meeting outside of normal schedule due to Bank Holiday      ~ For Budget Precept Sign Off

**Witney Traffic Advisory Committee** at 3.00pm – 24 June 2025, 23 Sept 2025, 20 Jan 2026 & 17 March 2026



## ANNUAL COUNCIL



**Agenda Item:** Appointment of Standing Committees, Sub-Committees and Working Parties and the Election of Chairs

**Meeting Date:** Wednesday, 7<sup>th</sup> May 2025

**Contact Officer:** Deputy Town Clerk

The purpose of this report is to provide an update on the Council's Committees and for their Chairs to be elected for the ensuing municipal year in line with Standing Order 11(d)(vii).

### Background

Members will be aware of the Council's Committee Structure and how the membership works from the previous Annual Council meeting.

Due to the importance of the Council achieving its goal of climate emergency goals (including carbon neutrality by 2028) it is suggested via an earlier report to create separate Planning & Development and Climate, Biodiversity & Planning Committees, which are included in the report below.

For ease the Deputy Town Clerk has provided the following table with details of the membership required.

Committee/Sub-Committee	Membership required
a) Climate & Biodiversity Committee	Membership tbc at meeting
b) Planning & Development Committee	Membership tbc at meeting
c) Parks & Recreation Committee	6 Members + Ex-officio Town Mayor & Leader
d) Halls, Cemeteries & Allotments Committee	6 Members + Ex-officio Town Mayor & Leader
e) Stronger Communities	6 Members + Ex-officio Town Mayor & Leader
f) Policy, Governance & Finance	1 Member + Chair of the above 5 Standing Committees (a-e) and Ex-officio Town Mayor & Leader. <i>Dependent on whether Leader or Mayor is Chair of any other Committee</i>

g) Personnel Sub-Committee <i>[this is a sub-committee of the Policy, Governance &amp; Finance Committee]</i>	Town Mayor, Leader, and Chair of above Standing Committees. <b>Subject to inclusion of an elected Member with experience in this field maybe 1 additional Member</b>
h) Disciplinary & Grievance Panel	3 Members* – must not be Chair or Members of Personnel/Policy Governance & Finance Committee

**NOTE: The Vice-chair of these Committees/Sub-Committees will be appointed at the first meeting.**

<b>Working Parties/ Task &amp; Finish Groups</b>	<b>Membership required</b>
Community Voices (Was Inclusivity & Diversity Panel)	Chairs of Committees
VE-Day 80 <sup>th</sup> Anniversaries T & F Group	Currently elected: - Cllrs J Robertshaw, J Treloar, A Bailey, and R Smith  <i>As this also covers events for VJ Day on 15<sup>th</sup> August it is suggested the group is left in place for the 2025/26 year.</i>
Community Governance T & F Group	Currently elected: - O Collins, R Smith, A Bailey, G Meadows, S Simpson, R Crouch, D Edwards-Hughes  <i>It is suggested this group is left in place for the 2025/6 year due to the discussions on WODC electoral changes and devolution which may bring its work to the forefront.</i>
Pavilion Working Party	Currently elected: R Crouch, D Newcombe, R Smith  <i>Work ongoing.</i>

**NOTE: The Chair of the Working Parties/Task & Finish Groups will be appointed at the first meeting.**

#### Christmas Lights Working Party

This WP was set up in 2024 to review the contract which was due for tender during the year. It is suggested the WP is disbanded as the review was completed and the contract awarded.

#### Youth Council Task & Finish Group

This T&FG was set up in 2023 with the aim of re-establishing a Witney Youth Council. It is suggested the T&F Group is disbanded as the Youth Council was re-established in 2024. The Council still has Youth Council mentors which are separate to this Group.

## Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no direct implications.
- b) Biodiversity – no direct implications.
- c) Crime & Disorder – no direct implications.
- d) Environment & Climate Emergency – no direct implications.

## Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

## Social Value

Social value is the positive change the Council creates in the local community within which it operates.

## Recommendations

Members are invited to note the report and consider the following;

1. that the membership to the Council's Standing Committees (a to e) be elected
2. that the Chairs of those Standing Committees be elected
3. that in order to form the Policy, Governance & Finance Committee at f – it be made up of the Committee Chairs (a to e) plus Ex-Officio Town Mayor and Leader
4. that the Personnel Sub-Committee is formed of the Town Mayor and Leader, plus the Chairs of the Standing Committees (a to e), and potentially plus 1 additional Member [preferably with personnel experience]
5. that a Disciplinary & Grievance Panel is elected – *to be formed from Councillors not sitting on the Policy, Governance & Finance Committee* – membership is a minimum of 3
6. that the membership of the Task & Finish Groups and Working Party be reaffirmed
7. that the Christmas Lights Working Party and Youth Council Task and Finish group be officially disbanded.

## ANNUAL COUNCIL



---

**Agenda Item:** Appointment to Advisory Committees & External Bodies/Outside Organisations

**Meeting Date:** Wednesday, 7th May 2025

**Contact Officer:** Deputy Town Clerk

---

The purpose of this report is to comply with Standing Order 11 (d)(xii) concerning the representation on and arrangements for reporting back work of local organisations and groups the Council is connected with.

### Background

The Town Council appoints representatives to the following Advisory Committees/Outside Bodies, and it is usually recommended that those appointed as per below should serve until the Annual Council Meeting following the next ordinary election of Councillors in 2027, although Members may wish to step down at this juncture if they so wish.

Witney Traffic Advisory Committee	-	4 – J Aitman, T Ashby, S Simpson, R Smith
Oxfordshire Association of Local Councils [Larger Councils]	-	1 – R Crouch
West Witney Sports & Social Club	-	2 – D Newcombe, R Smith
Witney Town Band	-	1 – O Collins
Witney & District Twinning Association	-	3 (Mayor (Ex officio)) R Crouch, R Smith
West Oxfordshire Museum Centre	-	1 – O Collins
St Mary's Church Preservation Trust	-	Mayor
Volunteer Link Up	-	1 – J Aitman
RAF Brize Norton – Local Consultation Working Group	-	1 – D Newcombe
Witney Allotment Association	-	1 – R Crouch
Witney Youth Council Mentors	-	2 – G Meadows, S Simpson, J Aitman
Friends of the Cemeteries	-	2 – D Enright, J Doughty
Home Start Champions	-	3 – J Aitman, A Bailey, S Simpson

Lower Windrush Valley Project	-	1 – A Bailey
West Oxfordshire Community Transport	-	1 – D Enright
Witney Fair Trade Action Group Champion	-	1 – R Smith
Witney Infrastructure Neighbourhood Group	-	2 – R Smith, A Bailey
Witney Community Profile Steering Group	-	2 – J Aitman
Witney Flood Group Liaison	-	1 - J Robertshaw

### **NOMINEES – SERVING AS TRUSTEES**

Listed below are the Town Council nominees serving on other outside bodies. The expiry dates of terms of office on these bodies are shown. The terms of office are set by the various bodies and Council appointments are made on the expiry of the term or vacancies caused by resignation, disqualification, etc.:

(\* Denotes Non-Member of Witney Town Council)

Term of office expires

#### Witney Town Hall Charity – 4-year term of office

The Witney Town Hall Charity owns the Town Hall, Townhouse and the Buttercross and is the Town Council's landlord. The primary purpose of the Charity is to ensure the properties are kept in good order, and secondly with the rental income a small grant pot is provided to support the work of local organisations.

Mr H B Eaglestone*	May 2025
Ms Mandy Collicut* (Co-opted Trustee)	Feb 2027
Cllr O Collins	May 2027
Cllr S Simpson	May 2027
Mrs R Crouch*	May 2026
Mr D Semaine* (Co-opted Trustee)	Oct 2027
Mrs L J Semaine*	Jun 2026
(The Town Council does not nominate co-opted Trustees)	

#### Witney Town Charity – 4-year term of office

The charitable objectives of the Witney Town Charity are:

1. The provision and maintenance of Almshouses for poor persons
2. The relief of poor persons in conditions of need, hardship, or distress. It operates 18 Almshouses and also provides grants for those in need.

Within its constitution it allows for 6 Witney Town Councillors to be on the Trust as nominated Trustees

Mr B Beadle*	May 2026
Mrs M Jones*	Jun 2028
Mrs R Crouch*	May 2026
Cllr G Meadows	May 2027

Cllr J Aitman  
Mr C Woodward\*

Jun 2025  
Feb 2026

Witney Educational Foundation (WEF) – 4-year term of office

WEF provides financial support for the schools of Witney and surrounding communities to enable all students to enjoy full range of activities offered by each school. It also provides grants for families in need, to assist with the cost of extra-curricular activities, educational visits, school clothing and other essential items.

Cllr J Aitman  
Mrs L Duncan\*  
Mr R W Barton\*  
Mr C K Woodward\*

Jul 2027  
May 2025  
May 2028  
May 2026

Cogges Welfare Trust Charity – 4-year term of office

The Cogges Welfare Trust Charity maintains the charities property including the upkeep of the Witney Market Clock and Clock House. Remaining income is used for the relief of hardship etc. by the way of grants to people in need.

Cllr J Aitman  
Cllr A Bailey  
Mr H W Chirgwin\*

Jul 2028  
Jul 2028  
Jul 2028

Madley Park Hall Trust - 4-year term of office

Objectives and aims: The provision and maintenance of a village hall for the use of the inhabitants of Witney and the surrounding area without distinction of political, religious, or other opinions, including use for:

- (a) meetings, lectures, and classes, and
- (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants

J Aitman

May 2027

## Current Situation

Arising from the above, the nominees required are listed below:

1. Witney Town Hall Charity: -

**1 Council-nominated vacancy**

The term of office of Mr H Eaglestone expires in June 2025. A verbal update on whether he wishes to remain a trustee will be provided at the meeting.

2. Witney Town Charity: -

**1 Council-nominated vacancy**

The term of office of Cllr J Aitman is due to come to an end in May/June. It is understood from the Committee they would like this arrangement to continue.

### 3. Witney Educational Foundation: -

### 1 Council-nominated vacancy

The term of office for Mrs L Duncan is due to come to an end in May. The Charity has advised she does not wish to continue in this role past the date so a replacement should be elected.

#### Reporting Arrangements Review

In line with Standing Order 11 (d)(xii) Members are also to review the arrangements for reporting the work of the above bodies to the Council.

Previously, this has been a standing item on the Full Council agendas throughout the year. Members are asked if they would like this to continue or offer a suitable alternative.

### **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no direct implications.
- b) Biodiversity – no direct implications.
- c) Crime & Disorder – no direct implications.
- d) Environment & Climate Emergency – no direct implications.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

### **Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

### **Recommendations**

Members are invited to note the report and

1. consider the appointments to the outside bodies/organisations, and
2. consider the appointments as trustees to the three organisations where trusteeships have or are due to expire this municipal year
  - a. 1 x Witney Town Hall Charity
  - b. 1 x Witney Town Charity
  - c. 1 x Witney Educational Foundation
3. Consider arrangements for reporting back to Council on the work of the bodies/organisations.



## **Member Code of Conduct**

### **1.0 Introduction**

The Council has a duty to promote and maintain high standards of conduct by members and co-opted members of the Council, and formally adopt a code of conduct, in accordance with the *Localism Act 2011*.

### **2.0 Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of the Councillor and in Local Government.

### **3.0 Definitions**

For the purposes of this Code of Conduct, a “Councillor” means a member or co-opted member of the local authority. A “co-opted member” is defined in the *Localism Act 2011 Section 27(4)* as “a person who is not a member of the authority but who

- 3.1 is a member of any committee or sub-committee of the authority, or;
- 3.2 is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

### **4.0 General Principles of Councillor Conduct**

Everyone in public office and all who serve the public or deliver public services, including Councillors and local authority officers, should uphold the Seven Principles of Public Life, also known as the Nolan Principles, (see Appendix A).

Building on these principles of selflessness, objectivity, accountability, openness, honesty and integrity and leadership, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in Councillors, on all occasions a Councillor shall:



- act with integrity and honesty
- act lawfully
- treat all persons fairly and with respect; and
- lead by example and act in a way that secures public confidence in the role of Councillor.
- impartially exercise their responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently in accordance with the local authority's requirements and in the public interest.

These general principles have been incorporated into the obligations of the Code of Conduct as set out below.

## **5.0 Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including at face-to-face meetings, at online or telephone meetings, in written communication, in verbal communication, in non-verbal communication and in electronic and social media communication, posts, statements and comments.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **6.0 Standards of Councillor Conduct**

This section sets out the obligations (in bold below), which are the minimum standards of conduct required of a Councillor. Should a Councillor's conduct fall short of these standards, a complaint may be made against them, which may result in action being taken.

Guidance is also included below each obligation to help explain the reasons for the

obligations and how they should be followed.

## **6.1 Respect**

**A Councillor:**

**6.1.1 Shall treat everyone, including other Councillors and members of the public with respect.**

**6.1.2 Shall treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from everyone. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the relevant social media provider and/or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

## **6.2 Bullying, Harassment and Discrimination**

**A Councillor:**

**6.2.1 Shall not bully any person.**

**6.2.2 Shall not harass any person.**

**6.2.3 Shall promote equalities and not discriminate against any person.**

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes

alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Legislation places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **6.3 Impartiality of Officers of the Council**

A Councillor:

#### **6.3.1 Shall not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral, (other than political assistants where applicable). They should not be coerced or persuaded to act in a way that would undermine their neutrality. A Councillor may question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, a Councillor must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **6.4 Confidentiality and access to information**

A Councillor:

#### **6.4.1 Shall not disclose information either given to them in confidence by anyone or acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, unless**

- i. They have received the consent of a person authorised to give it; or**
- ii. They are required by law to do so; or**
- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. the disclosure is reasonable and in the public interest; and also made in good faith and in compliance with the reasonable requirements of the**

**local authority and consultation with the Monitoring Officer has taken place prior to its release.**

- 6.4.2 Shall not improperly use knowledge gained solely as a result of their role as a Councillor for the advancement of themselves, their friends, family members, employer or business interests.**
- 6.4.3 Shall not prevent anyone from getting information that they are entitled to by law.**
- 6.4.4 When making decisions on behalf of, or as part of, the Council shall have due regard to any professional advice provided by the Council's Officers.**

## **6.5 Disrepute**

A Councillor:

- 6.5.1 Shall not bring their role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions.

## **6.6 Use of position**

A Councillor:

- 6.6.1 Shall not use, or attempt to use, their position improperly to the advantage or disadvantage of anyone.**

A Councillor should not take advantage of opportunities, responsibilities and privileges to further their own or others' private interests or to disadvantage anyone unfairly.

## **6.7 Local authority Resources and Facilities**

A Councillor:

- 6.7.1 Shall not misuse council resources.**
- 6.7.2 Shall, when using the resources of the local authority or authorising their use**

**by others, act in accordance with the local authority's requirements; and ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which they have been elected or appointed.**

A Councillor may be provided with resources and facilities by the local authority to assist them in carrying out their duties as a Councillor. Examples may include office support, stationery, equipment such as phones, computers and transport and access and use of local authority buildings and rooms.

## **6.8 Compliance with the Code of Conduct**

A Councillor:

- 6.8.1 Shall undertake Code of Conduct training as required by the local authority.**
- 6.8.2 Shall cooperate with any Code of Conduct assessment, investigation, hearing and/or determination.**
- 6.8.3 Shall not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 6.8.4 Shall comply with any sanction imposed on them following a finding that they have breached the Code of Conduct.**

It is extremely important for a Councillor to demonstrate high standards, to have your actions open to scrutiny and not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

## **7.0 Registering and Declaring Interests**

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

### **7.1 Disclosable Pecuniary Interests**

A Councillor must, within 28 days of taking office as a member or co-opted member, notify the Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State (see Appendix B), where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You must disclose the interest at any meeting of the Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. If it is a 'sensitive interest', you must disclose the fact that you have an interest but do not have to disclose the nature of it. (A sensitive interest is an interest which, in the opinion of the Monitoring Officer, if disclosed, could lead to the Councillor, or a person connected with them, being subjected to violence or intimidation.) You are personally responsible for deciding whether or not you should disclose an interest in a meeting.

Following any disclosure of an interest not on the Council's register, or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, by the Clerk, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

Where you have a disclosable pecuniary interest on a matter to be considered, you must notify the Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

You must ensure that your register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Clerk and Monitoring Officer.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Appendix B is a criminal offence under the Localism Act 2011.

## **7.2 Other Registerable Interests**

You must also register your other registerable interests with the Monitoring Officer within 28 days of taking office and ensure these are kept up to date by notifying any changes within 28 days.

Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Appendix C), you must disclose the interest. Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have an Other Registerable Interest on a matter to be considered, you must notify the Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

### **7.3 Non-Registerable Interests**

Where a matter arises at a meeting which ***directly relates*** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests at 7.1 above), or the financial interest or wellbeing of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a sensitive interest you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which ***affects*** your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests as set out at 7.2 above and appendix C you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have a Non-Registerable Interest on a matter to be considered, you must notify the Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

## **8.0 Gifts and Hospitality**

A Councillor:

- 8.1 Shall not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 8.2 Shall register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 8.3 Shall register with the Monitoring Officer any significant gift or hospitality that they have been offered but have refused to accept.**

The presumption should always be not to accept significant gifts or hospitality but there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered.

You do not need to register gifts and hospitality which are not related to your role as a Councillor.

It is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor.



## **Appendix A – The Seven Principles of Public Life**

The principles are:

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B: Disclosable Pecuniary Interests

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in the table below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>

<b>Contracts</b>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.</p>

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issues share capital of that class.

\* 'Director' includes a member of the committee of management of an industrial and provident society.

\* 'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Appendix C: Disclosure of Other Registrable Interests

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any Body
  - (i) exercising functions of a public nature
  - (ii)** directed to charitable purposes or
  - (iii)** one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

**Councillor Meeting Attendance 2024-2025**

	Expected Attendances	Present	Percentage	Absent	Apologies received	In Attendance
Cllr Abdul Mubin *	6	5	83%	0	1	1
Cllr Andy Bailey	40	31	78%	2	7	0
Cllr David Edwards-Hughes	17	15	88%	0	2	0
Cllr Dean Temple	14	9	64%	1	4	0
Cllr Denis Newcombe	28	21	75%	4	3	0
Cllr Duncan Enright	16	11	69%	0	5	0
Cllr Geoff Doughty	27	25	93%	0	2	3
Cllr Georgia Meadows	36	34	94%	1	1	0
Cllr Jack Treloar	18	15	83%	1	2	0
Cllr James Robertshaw	15	11	73%	0	4	3
Cllr Jane Doughty	38	32	84%	0	6	0
Cllr Joy Aitman	49	37	76%	0	12	1
Cllr Lisa Cherry *	6	4	67%	0	2	0
Cllr Owen Collins	36	26	72%	0	10	0
Cllr Rachel Crouch	28	26	93%	0	2	2
Cllr Ruth Smith	51	48	94%	0	3	0
Cllr Sandra Simpson	38	36	95%	0	2	0
Cllr Thomas Ashby	30	23	77%	0	7	1

(\*) Cllr A Mubin replaced Cllr L Cherry on 14.11.2024. Cllr Cherry resigned.

Please note that Members of Witney Town Council are unpaid volunteers, some in full time employment or with a variety of caring needs which affects their ability to attend.

Also, Councillors may sit on varying Committees, for example the Climate, Biodiversity & Planning Committee held 18 Meetings during the 2024-25 Council Year.