

Annual Council Meeting of Witney Town Council



Wednesday, 8th May, 2024 at 7.00 pm

To members of the Annual Council Meeting Committee - O Collins, J Aitman, T Ashby, R Smith, D Temple, D Enright, A Bailey, L Cherry, R Crouch, G Doughty, J Doughty, D Edwards-Hughes, G Meadows, D Newcombe, J Robertshaw, S Simpson and J Treloar (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 2024/25

To receive nominations for the position of Chair/Mayor for the civic year 2024/2025 and to elect the Chair/Mayor.

2. Election Of Deputy Mayor 2024/25

To receive nominations for the position of Deputy Chair/Mayor for the civic year 2024/2025 and to elect the Deputy Chair/Mayor.

3. Election of Leader 2024/25

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

4. Election of Deputy Leader 2024/25

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

5. **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.

6. **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.

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

To approve and adopt the minutes of the Council Meeting held on 15 April 2024 in accordance with Standing Order 18 including questions on the minutes as to the progress of any item.

8. **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.

9. **Adoption of Meetings Calendar 2024/25** (Page 13)

To formally adopt the timetable of Council Committee meetings for the 2024/2025 municipal year.

10. **Appointment of any new Committees in accordance with Standing Order 30**

To consider whether to create any new Council Committees.

11. **Review (or request the Town Clerk to review) any TORS**

To consider whether any Committee terms of reference should be reviewed for the municipal year 2024/25.

12. **Appointment of Committees, Sub-Committees and Working Parties and the Election of Chairs** (Pages 14 - 15)

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 the Chairs for the municipal year 2024/25.

13. **Appointment to Advisory Committees & External Bodies/Outside Organisations** (Pages 16 - 18)

To receive and consider the report of the Deputy Town Clerk and appoint Members Advisory Committees & External Bodies/Outside Organisations and Elect the Chairs for the municipal year 2024/25.

14. **Review of Council Policies**

To review any Council policies if appropriate, noting that Standing Orders and Financial Regulations were updated in 2023.

15. **Annual Town Meeting Minutes - 20 March 2024** (To Follow)
To receive the minutes of the Annual Town Meeting held on 20 March 2024.
16. **Climate Emergency Action Plan** (Pages 19 - 23)
To receive the report of the Head of Estates & Operations.
17. **Community Governance Review** (To Follow)
To receive the report of the Deputy Town Clerk.
18. **Councillor Attendance Register 2023/24** (Page 24)
To receive the annual Councillor attendance register for the 2023/2024 municipal year.



Town Clerk