

# Policy, Governance & Finance

## Committee Meeting of Witney Town Council



**Monday, 9th June, 2025 at 6.00 pm**

To members of the Policy, Governance & Finance Committee - R Smith, J Aitman, R Crouch, A Bailey, J Doughty, T Ashby, G Doughty and S Simpson (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. 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.

#### **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. Election of Vice-Chair**

To elect a Vice-Chair of the Committee for the 2025/26 Municipal Year.

#### **4. 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 31 March & 14 April 2025.

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

5. **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.

6. **Committee Terms of Reference**

To review the Committee Terms of Reference (TOR) if appropriate. The current TOR's are attached.

7. **Committee Objectives & Work Programme for the Municipal Year**

To receive and consider the report of the Town Clerk/C.E.O concerning the priorities of this Committee during 2025/26.

**Policy**

8. **Financial Regulations Adoption**

To adopt the revised Financial Regulations. Adjourned from the meeting of the Council 7 May 2025. Minute 257 refers.

9. **Community Engagement Strategy** (Pages 14 - 35)

To review and consider the recommendations of the Stronger Communities Committee made 2 June 2025 to approve the final version of the Community Engagement Strategy.

10. **Volunteer Policy** (Pages 36 - 67)

To receive and consider the proposed Volunteer Policy from the Compliance and Environment Officer.

11. **Memorial Bench Policy** (Pages 68 - 74)

To re-adopt the Memorial Bench Policy.

**Governance**

12. **Payment of Accounts**

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

**(To Follow)**

**Finance**

13. **Financial Matters referred from Spending Committees** (Pages 75 - 76)

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

14. **Grants & Subsidised Lettings**

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

15. **Bridge Street Desilting** (Pages 77 - 79)

To receive and consider the report of the Operations Manager in respect of desilting at Bridge Street, Witney.

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. **Property, Legal & Insurance Matters**

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

**(To Follow)**

a) **Witney Swifts Licence Agreement** (Pages 80 - 86)

To receive and consider the confidential report of the Head of Estates & Operations.

b) **West Witney Consultation & Project Update** (Pages 87 - 93)

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



Town Clerk