

Policy, Governance & Finance

Committee Meeting of Witney Town Council



Monday, 21st July, 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 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 8(e)(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 - 15)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meetings held on 9 June & 23 June 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 25. Matters raised shall relate to the following items on the agenda.

5. **Annual Residents Survey Results**

To receive and consider the report of the Deputy Town Clerk concerning the results of the 2025 annual residents satisfaction survey for this Committee.

Policy

6. **Social Media Policy Review**

To receive and consider a revised Social Media Policy for Witney Town Council as discussed at the Stronger Communities Committee on 14 July 2025.

7. **Councillor Training Policy Review** (Pages 16 - 23)

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

Governance

8. **Payment of Accounts** (Pages 24 - 43)

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

9. **Model Publication Scheme**

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

Due to time restraints, this item will now be deferred until the Council meeting on 6th October 2025.

Finance

10. **Finance Report** (Pages 44 - 114)

To receive and consider the report of the R.F.O concerning the financial position of items under the remit of this Committee in 2025/26.

11. **Financial Matters referred from Spending Committees** (Pages 115 - 116)

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

12. **Grants & Subsidised Lettings** (Pages 117 - 186)

To receive and consider the report of the Deputy Town Clerk

13. **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

14. **Youth Services Grants**

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

15. **IT Provision**

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

16. **Draft Medium Term Financial Strategy 2025-2031** (Pages 187 - 192)

To receive and consider the joint report of the Town Clerk/CEO and Responsible Financial Officer (RFO).

17. **Draft Corporate Strategic Plan 2025-2029** (Pages 193 - 220)

To receive and consider the report of the Town Clerk/CEO.

18. **Property, Legal & Insurance Matters**

To receive and consider the confidential report of the Town Clerk/CEO.

19. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on 9 July 2025, and approve the recommendations contained therein. (Sent under separate cover)



Town Clerk