

Policy, Governance & Finance

Committee Meeting of Witney Town Council



Monday, 22nd September, 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 5 - 13)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 21 July 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.

Policy

5. **Subsidised Letting Policy Review** (Pages 14 - 17)

To receive and consider a revised Subsidised Letting Policy.

6. **Lost Property Policy** (Pages 18 - 24)

To receive and consider a draft Lost Property Policy.

7. **Open Water Policy** (Pages 25 - 37)

To receive and consider a Draft Open Water Policy.

8. **Community Window Policy** (Pages 38 - 39)

To adopt a Community Window Policy as recommended by the Stronger Communities Committee at their meeting of 15 September 2025.

9. **Mental Health and Wellbeing Policy** (Pages 40 - 42)

To adopt a Mental Health and Wellbeing Policy as recommended by the Personnel Sub Committee at their meeting of 10 September 2025.

10. **Corporate Volunteering Policy** (Pages 43 - 45)

To adopt a Corporate Volunteering Policy as recommended by the Personnel Sub Committee at their meeting of 10 September 2025.

11. **Long Service Award Policy** (Pages 46 - 47)

To adopt a Long Service Award Policy as recommended by the Personnel Sub Committee at their meeting of 10 September 2025.

Governance

12. **Payment of Accounts** (Pages 48 - 69)

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

13. **Internal Audit Report 2025**

To note a non-material error in relation to the AGAR/Annual Internal Audit Report 2025. The date of the first internal audit visit was erroneously reported as having taken place on 16.10.25, when instead it was 16.10.24.

14. **Annual Governance Statement 2026 - Assertion 10** (Pages 70 - 72)

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

15. **Public Works Loan Board - Approval of Loan** (Pages 73 - 74)

To receive notification of Council borrowing in relation to the West Witney Project.

Finance

16. **Finance Report**

To receive and consider the report of the R.F.O concerning the financial position of items under the remit of this Committee in 20xx/xx.

17. **Budget Parameters 2026-27** (Pages 75 - 80)

To receive and consider the report of the Responsible Financial Officer (RFO)

18. **Financial Matters referred from Spending Committees** (Pages 81 - 83)

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

19. **Grants & Subsidised Lettings** (Pages 84 - 103)

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

20. **Broadcasting of Council Meetings** (Pages 104 - 106)

To receive and consider the report of the Committee Clerk.

21. **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

22. **Strategic Property, Legal & Insurance Matters**

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

(To Follow)

Staffing

23. **HR & Health & Safety Support** (Pages 107 - 109)

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

24. **Minutes - Personnel Sub Committee 10 September 2025**

The Committee will adjourn for the meeting of the Personnel Sub- Committee.

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



Town Clerk

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