

**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 6 October 2025

At 7.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor A Bailey (Chair)

Councillors:	J Doughty	G Doughty
	O Collins	D Edwards-Hughes
	G Meadows	D Newcombe
	D Enright	J Robertshaw
	R Smith	J Treloar
	R Crouch	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Nigel Warner	Responsible Financial Officer
Others:	Four members of the public	
	PSCO Chris Jones (Thames Valley Police)	

565 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Mubin, J Aitman, T Ashby, D Temple and S Simpson.

Cllr D Enright joined the meeting at 7:01pm

566 DECLARATIONS OF INTEREST

Councillor O Collins declared a non-Pecuniary interest in Agenda item 11 as he was a non-paid Director of West Oxfordshire Community Transport and therefore would not take part in this item.

Later in the meeting as the Agenda Item arose, Councillors D Enright & R Crouch declared a pecuniary interest in Agenda Item 14 owing to their roles as elected members of the Executive Committee of West Oxfordshire District Council.

There were no other declarations from Members or Officers.

567 MINUTES

The minutes of the meeting of the Council held on 28 July 2025 were received.

446 – Members heard that the re-siting of the Mayoral boards would be actioned soon, and they would be moved to the Administration/Reception Office.

Resolved:

That, the minutes of the Council meeting held 28 July 2025 be approved as a correct record of the meeting and be signed by the chair.

568 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

The Committee received representations from the Chair of West Oxfordshire Community Transport concerning Agenda Item 11. He provided annual usage figures and thanked the Council for their continued support while outlining the need for increased grant funding so that they may maintain the services that were critical to their users.

The Committee reconvened.

569 **MOTION - SUPPORT FOR WEST OXFORDSHIRE COMMUNITY TRANSPORT (WOCT)**

With the permission of the Chair, this item was moved up the agenda so the member of public could hear the discussion and outcome.

Cllr R Smith opened the discussions with an explanation of her reasoning for bringing the motion which was to overturn the decision to not award an increase in the annual grant to West Oxfordshire Community Transport (WOCT) by £2,500 at the meeting of the Stronger Communities Committee on 15 September 2025.

Cllr R Crouch as seconder to the Motion expressed her belief that it should be Oxfordshire County Council (OCC) that should be providing the funding for the community bus service, a belief that was shared by many of the Members present including the OCC Councillor, but this motion was about providing certainty should those funds not materialise.

Additional support for the Motion was expressed by Members, who felt that the Council was in the fortunate position due to its financial competency to step in and provide a modest increase to the existing funding of WOCT, especially when it was confirmed by the Members of WOCT present that it was needed within the next eight weeks to ensure that cashflow did not have to be redirected from other services.

However, this was not the feeling of some members who were concerned for the setting of precedence and that the funding would essentially allow OCC to avoid addressing the existing funding shortfall.

Cllr Smith in response to Members questions provided her closing thoughts prior to the Mayor speaking on his disappointment for the loss of cross-party support on a subject that provided support to 35,000 passenger journeys each year.

The Mayor moved to a requested named vote. The motion was passed, with voting as follows:

In Favour	Six - Cllrs A Bailey, R Smith, R Crouch, D Enright, G Meadows, D Newcombe
Against	Four - Cllrs G Doughty, D Edwards-Hughes, J Treloar, J Robertshaw
Abstentions	Two - Cllr O Collins, J Doughty

Resolved:

1. That, the Motion be passed and therefore,
2. That, Witney Town Council, in acknowledgement that WOCT provides an essential community bus service for the residents of Witney, to increase the grant by £2,500, if this need is not met by OCC as an outcome of their September/October meeting with WOCT and,
3. That, this be funded from a supplementary estimate from the general reserve.

*Two members of the public left at 7:37pm
Cllr O Collins left the meeting briefly between 7:39 and 7:44pm*

570 **WITNEY COMMUNITY POLICING ISSUES**

The Council heard from PCSO Chris Jones of Thames Valley Police (TVP) who held the position of schools' officer and had day to day dealing with the prevention of anti-social behaviour.

PCSO Jones updated Members on Motorcycle exhaust noise complaints, electric scooters and bicycles, as well as the background to the application by TVP to introduce a Public Spaces Protection Order to stop the use of the A40 for Pony & Trap racing.

He also provided an insight into the work of TVP who were using an app called "hotspot" to help target crime and anti-social behaviour. TVP were taking a proactive approach to target known offenders and troublemakers with an aim to educate over prosecution.

He also outlined the Safeguarding partnership work that had been introduced to schools in order to educate from an early secondary school age. Details would be provided on the scheme to the Council for distribution so that the resources could be utilised by Members.

In response to Members questions PCSO Jones confirmed that work had been successful however, was ongoing to reduce the use of E-Bikes with four modified bikes being taken by Officers in recent weeks.

He was unaware of the level of anti-social being witnessed by the Town Council on and around its property and asked that the Committee Clerk provide details so that he may review further.

Further questions were raised by Members in relation to vaping, which had been raised by prospective Youth Councillors and anti-social behaviour at Burwell.

Resolved:

1. That, the update be noted and,
2. That, details of the Vandalism & Anti-Social behaviour documented by the Council be forwarded to PCSO Jones and,
3. That, details of the safeguarding partnership be forwarded to Members on receipt.

Cllr G Meadows left the meeting at 8:01pm

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

West Oxfordshire District Council

Cllr J Doughty confirmed that a Motion brought to increase the enforcement of illegal e-bikes and scooters use had been successful.

Cllr R Crouch advised that a Motion to provide support to residents affected by the Israel/Palestine war had also been passed.

Cllr D Enright encouraged Members to visit and promote the new markets across the town and district and advised that consideration was being given to the markets in the Market Square and the Marriotts area to complement each other.

Cllr R Smith – Updated Members on the progress of her questions to the executive members of WODC to review the provision of the two football pitches at Madley Park so that they be utilised as soon as possible.

Oxfordshire County Council

Cllr J Robertshaw reminded Members that the new Oxford congestion charge had been approved and that Witney residents were now able to apply for a limited number of exemptions for trips that they made into the City.

He also encouraged Members to speak with him should they be interested in carrying out the necessary fix my street superuser training to enable them to report Pothole repairs.

Lastly, he advised that there was an extensive budget review for SEND taking place within OCC.

Resolved:

That, the verbal updates be noted.

During the following agenda item.

Cllr G Meadows rejoined at 8:07pm

Cllr D Edwards-Hughes left the meeting between 8:07pm and 8:09pm

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

Cllr O Collins provided an update from **Witney & District Twinning Association**; following the success of the renaming event held in May; Le Touquet-Côte d'Opale Airport would now be known as Elizabeth II Le Touquet-Paris-Plage International Airport in tribute to the former monarch.

He also advised that for the first time in many years it was hoped that representatives from both twinned towns would be in attendance at both the Remembrance Service and the Christmas Light Switch on Event.

Cllr R Crouch advised that **Witney Town Charity** had carried out recent checks on the Newlands Almshouses and all was well.

Cllr R Crouch, also updated members on the strategic financial review undertaken by **Witney Education Foundations** which had led to a reduction in the level of grants it would be issuing. It was later established this update was provided in her capacity as the WODC Nominee to WEF rather than as the Town Council Nominee who had sent apologies.

Cllr G Meadows advised that the **Henry Box Collection** was considering dissolving of the charity due to there being no continued need as the collection was under the protection of the school.

Cllr R Smith advised members that a Coffee Morning held by the **Witney Fairtrade Action Group** was well attended at the Methodist Church.

Cllr R Smith also updated on the actions being taken by **Witney Infrastructure Neighbourhood Group** (WING) following their recent interactions with Charlie Maynard MP around the road infrastructure need of Witney, specifically the West End Link Road.

In response to a Member's question Cllr Smith advised that as the North Witney Development was already in the Local Plan this was a current issue and if Members did have any comments or thoughts to speak with her or Cllr D Enright, the other Council representative of WING.

Cllr D Enright updated on the frustration with Oxfordshire County Council being felt by the **Witney Traffic Advisory Committee** with the slow progress of footpath improvements as well as the long-awaited High Street & Market Square changes. Cllr Enright had also taken up the role of Chair of the Committee so welcomed Members contributions.

Resolved:

That the updates be noted.

A member of the public left at 8:15pm

573 **PLANNING & DEVELOPMENT COMMITTEE - 5 AUGUST, 26 AUGUST & 16 SEPTEMBER 2025**

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

Resolved:

That the minutes of the Planning & Development Committee meetings held on 5 August, 26 August & 16 September 2025 be received and any recommendations therein approved.

574 **PARKS & RECREATION COMMITTEE - 1 SEPTEMBER 2025**

In the absence of the Chair and Vice Chair of the Committee the Mayor presented the above minutes to Council and moved their acceptance.

Resolved:

That the minutes of the Parks & Recreation Committee meeting held on 1 September 2025 be received and any recommendations therein approved.

575 **HALLS, CEMETERIES & ALLOTMENTS COMMITTEE - 8 SEPTEMBER 2025**

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

H401 – In response to a Member's question it was confirmed that the signage was under consideration by Oxfordshire County Council though it was understood that funding was the obstacle.

H448 & H449 – It was clarified to Members that a total of £2,000 for hearing loop technology would be entered into the budget for consideration.

Resolved:

That the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 8 September 2025 be received and any recommendations therein approved.

576 **CLIMATE & BIODIVERSITY COMMITTEE - 9 SEPTEMBER 2025**

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

It was noted that the Biodiversity & Green Spaces and Compliance & Environment Officers had been present at the meeting however had been omitted from the list of attendees.

Resolved:

That, subject to the amendment of the list of attendees, the minutes of the Climate & Biodiversity Committee meeting held on 9 September 2025 be received and any recommendations therein approved.

577 **STRONGER COMMUNITIES COMMITTEE - 15 SEPTEMBER 2025**

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 15 September 2025 be received and any recommendations therein approved.

578 **POLICY, GOVERNANCE & FINANCE COMMITTEE - 22 SEPTEMBER 2025**

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

SC 549 –A Member requested that a full list of income streams be provided by the Responsible Financial Officer (RFO) when consideration of the budget setting arose during the next cycle. The RFO confirmed he was happy to provide this.

Additionally, a staffing structure was requested. The Committee Clerk confirmed that this was already publicly available on the Council’s website library.

Resolved:

1. That, a comprehensive listing of the Council income streams be prepared by the RFO and,
2. That, the minutes of the Policy Governance & Finance Committee meeting held on 22 September 2025 be received and any recommendations therein approved.

579 **WORKING GROUP MEMBERSHIP**

National Pride Working Party

The Council received the resolution of the Stronger Communities Committee made on 15 September 2025 (Minute SC521(1) refers) and considered appointments to a National Pride Working Party

The appointment of six members, Cllr J Robertshaw, Cllr J Treloar, Cllr G Meadows, Cllr R Crouch, Cllr A Mubin and Cllr R Smith were proposed, seconded, and agreed unanimously.

Additionally, Cllr R Smith made a proposal for the inclusion of two member of the public. Again, to unanimous approval.

Witney Town Centre Forum

The Council received the resolution of the Stronger Communities Committee made on 15 September 2025 (Minute SC526 refers) and considered appointments to the reestablished Town Centre Forum.

The appointment of Cllr G Meadows, Cllr D Edwards-Hughes & Cllr A Bailey were proposed, seconded, and agreed unanimously.

The Deputy Town Clerk advised that a meeting arranged by Witney Chamber of Commerce was to be held the following week and that attendance by one or more of the appointees as a representative would be welcomed. Details would be forwarded to all three members.

Resolved:

1. That, the membership of the National Pride Working Party be agreed as detailed above and,
2. That, the two named members of public be approached with an invite to join the National Pride Working Party.
3. That, the membership of the Witney Town Forum be agreed as detailed above.

580 **CONCLUSION OF AUDIT FOR YEAR ENDING 31 MARCH 2025**

The Council received and considered the report of the RFO which provided detail of the External Auditor's report and commentary.

Members thanked the RFO for the comprehensive summary and explanations. It was unanimously agreed that it be delegated to the Town Clerk/CEO to respond to Moore on the points that they raised in their accompanying letter and obtain clarification on the additional fee charged.

Resolved:

1. That, the report be noted and,
2. That, the Council notes that the Council's External Auditor – Moore – has completed the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2025, and in their opinion the information is in accordance with the Proper Practices (external Audit Report and Certificate 2024/25 and Notice of Conclusion of Audit for year ended 31 March 2025) and,
3. That, the supplementary letter from the auditors Moore be noted and,
4. That, authority is delegated to the Town Clerk/ Chief Executive to respond to Moore and,
5. That, notification of the Notice of Conclusion of Audit was published on 26 September 2025.

The Responsible Financial Officer left the meeting at 8:29pm

581 **MOTION - RECOMMENDATIONS FROM SPENDING COMMITTEES IN PGF REPORTS**

The Council received the motion on Recommendations from Spending Committees in Policy, Governance & Finance Reports, proposed by Cllr R Smith and seconded by Cllr G Meadows.

Members debated the motion with differing opinions. Some Members thoughts were that the motion would be detrimental to governance and that Committees should be trusted to take decisions on which they were asked without the overarching risk of those decisions being overturned by the political majority.

In response to the concerns, Cllr Smith & Meadows outlined that the motion was being brought to provide transparency and time for the precept paying public to engage with Council decisions and that the PG&F Committee was an oversight to the spending Committees and therefore it was logical for them to agree and evaluate all spending of the Council.

In response to a challenge from Members on the amendment of the Financial Regulations, the Town Clerk/CEO provided an explanation of the difference between recommendations and resolutions made by a Committee and outlined the necessity for robust financial regulations.

In response to a Member's request that the Financial Regulations be reviewed prior to the proposed amendment it was confirmed that they are reviewed annually with the last review being in June 2025.

A vote on the motion, as presented, was taken with the result being:

For	Nine
Against	Five

Resolved

1. That, the motion as presented, be passed with no amendment.
2. That, all decisions of spending committees—both affirmative and negative—be clearly summarised to the PG&F Committee, so that scrutiny of decisions is complete and transparent, and overall decision-making is improved and,
3. That, this principle be applied immediately and for the remainder of this term of office and,
4. That, when the Financial Regulations are next reviewed (June 2026), they be amended to include the following wording:

Where a recommendation on expenditure is not carried by a Spending Committee, the Policy, Governance & Finance Committee reserves the right to re-examine the matter at its meeting. The PGF Committee may overturn the decision if additional information is presented that demonstrates a clear public need and its affordability, within an existing budget or supplementary estimate from the General Fund.

582 **CLIMATE ACTION PLAN**

The Council received the report of the Compliance & Environment Officer which outlined proposed budget allocation for improvements to Burwell Hall and the introduction of a water fountain at The Leys

Officers provided clarification that the recommendations were simply to consider the allocation of the sums into the budget; prior to any spending all Members of the Council would have the opportunity to scrutinise in the budget setting cycle of meetings.

Additionally, Officers would prepare a fully costed and researched report prior to the commissioning of any works.

A vote was taken on the recommendations within the report with the additional request that the notes of the Climate Action Working Party on 25 September 2025 be noted.

For	Nine
Against	One
Abstentions	Two

Resolved

1. That, the report be noted and
2. That the following capital project requests be considered in the budget setting for the 2026/27 municipal year. Installation of Public Water Refill Station £4,500, Installation of Solar PV Panels at Burwell Hall £16,000 and installation of Ceiling Insulation at Burwell Hall £22,000 and,
3. That, the notes of the Climate Action Working Party be noted.

583 **SUSPENSION OF STANDING ORDER NO 5(W)**

During the voting period of the previous item, it was proposed that there be a suspension of Standing Order 5(w) which was unanimously agreed and therefore it was

Resolved:

That, Standing Order 5(w) be suspended in order to allow the meeting to continue as it had now lasted for two hours.

*During the following agenda item.
Cllr D Newcombe left the meeting between 8:57pm and 9pm
Cllr D Enright left the meeting between 9pm and 9:03pm*

584 **PUBLIC CONVENIENCE PROVISION IN WITNEY**

The Council received and considered the report of the Town Clerk/CEO regarding the decision by West Oxfordshire District Council to amend its provision for Public Conveniences within Witney.

Members were in unanimous agreement with the recommendation not to take any action in respect of the Langdale Car Park facilities and were pleased to hear that these would remain an option for visitors and residents.

Regarding the facilities at The Leys, Members were supportive of the Town Clerk progressing with discussions with WODC to seek the freehold of the facilities in order to safeguard the building for alternative future use, providing the terms were acceptable.

Members heard from the Town Clerk/CEO that it was necessary for a resolution to be made by the Council for her to progress in principle so that WODC had the necessary assurance to enter discussions.

A vote was taken on the issue of progressing with The Leys freehold discussions with the following result.

For	Ten
Against	Nil
Abstention	Two

Resolved:

1. That, the report be noted and,
2. That, the Town Clerk be authorised to proceed with discussions with WODC to seek the freehold in order to safeguard The Leys facilities for future alternative use and,
3. That, no action is taken in respect of taking over the responsibility of the Langdale Car Park facilities.

585 **CONSULTATION - HIGH STREET & MARKET SQUARE (WITNEY) PROPOSED HIGHWAY IMPROVEMENTS**

The Council received notification of a consultation on a Traffic Regulation Order resulting from the High Street/Market Square improvements.

Members agreed that as this was regarding TRO's only, the Council would not enter a formal response to the consultation.

Resolved:

That, the correspondence be noted.

586 **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 expressed thanks to his Deputy and Secretary as well as all Members that had assisted in promoting his mayoral charities and attending the various flag raising events that had taken place.

The Deputy Mayor took the opportunity to add that a recent business opening event she attended had led to a kind donation which she had passed on to a charity auction. Additionally, the business had entered discussions to sponsor the children's advent fayre event on 30 November.

Resolved:

That, the reports be noted.

*During the following agenda item.
Cllr O Collins left the meeting between 9:13pm and 9:15pm*

587 **HEALTH & SAFETY**

The Council received the report of the Compliance & Environment Officer which provided an update on Health & Safety matters.

Members thanked officers for their work in these areas ensuring Council compliance.

Resolved

That, the report be noted.

588 **VANDALISM & ANTI SOCIAL BEHAVIOUR**

The Council received the report of vandalism & Anti-Social behaviour which had occurred since the last meeting.

They also received a verbal update from the Committee Clerk outlining some of the issues and the interaction that had occurred with the local neighbourhood team in order that they were well informed as issues arose. He also advised that year to date that 54 incidents had been reported with an estimated cost to the Council of £8,400.

Members were disappointed to hear that acts of graffiti and littering were continuing at the area around the COVID Memorial and reemphasised their agreement with the recommendation of the Stronger Communities Committee to erect additional signage to inform of its significance.

Resolved:

That, the report and verbal update be noted.

During the following agenda item.

Cllr J Treloar left the meeting between 9:19pm and 9:21pm

Cllr D Edwards-Hughes left the meeting between 9:20pm and 9:23pm

589 **FUTURE OF LOCAL GOVERNMENT IN OXFORDSHIRE**

The Council received and considered the report of the Town Clerk/CEO which provided an update on the activity she had taken part in as the work of the reorganisation of Local Government progressed.

Resolved:

That, the report be noted.

590 **COMMUNICATION FROM THE LEADER**

There were no communications from the Leader.

591 **NALC - SEIZING THE OPPORTUNITY OF DEVOLUTION**

The Council received the correspondence from the National Association of Local Councils (NALC) regarding their thoughts on devolution of local government.

Resolved:

That the correspondence be noted.

592 **CIVILITY & RESPECT PROJECT NEWSLETTER**

The Council received the latest Civility & Respect newsletter from the National Association of Local Councils (NALC).

Additionally, the Town Clerk made a statement regarding the outcome of a Code of Conduct complaint submitted in August, following a social media post that made unfounded allegations about the "appalling behaviour" of Town Council staff and suggested that "it starts at the top." The Clerk felt the post was unfair and damaging to the reputation of both staff and the Council. Although the Code of Conduct was engaged at the District Council level, the post was not deemed a personal attack, and no further action was taken. A separate referral to Oxfordshire County Council was also dismissed on a technicality. The Clerk expressed disappointment at the lack of recourse, highlighting concerns about the imbalance in accountability between officers and elected members, and the limited protections for staff who cannot publicly defend themselves.

The Town Clerk emphasised the need for the Council to be able to correct misinformation and uphold the integrity of its staff and operations when unfair public comments are made. It was noted that this situation reflects a broader misunderstanding of the structure and role of Town and Parish Councils. In response and following advice from the Oxfordshire Association of Local Councils, the Town Clerk has contacted Breakthrough Communications to explore how the Council's communications can more effectively represent the professionalism and impartiality of its officers.

Resolved:

1. That, the correspondence be noted and,
2. That, the statement of the Town Clerk/CEO be noted.

593 **OCC RESPONSE TO RESIDENT SURVEY FEEDBACK**

The Council received and considered the response from Oxford Country Council in response to the Council's letter highlighting residents' concerns.

Members welcomed the comprehensive answers provided to the points raised and asked that the Officers consider replicating the level of information provided to residents' queries in future communications.

Resolved:

1. That the correspondence be noted and,
2. That, Officers consider how best to communicate the points provided.

594 **WODC RESPONSE TO RESIDENT SURVEY FEEDBACK**

The Council received and considered the response from West Oxfordshire District Council (WODC) to the letter sent by the Town Council regarding the issues raised in the residents survey it carried out.

Resolved:

That the correspondence be noted.

595 **CERTIFICATE OF ADOPTION - THORNEY LEYS (GUILD CLOSE) WITNEY: 410.203 S38**

The Council received the notification of the adoption of the road and pathways at Guild Close by Oxfordshire County Council.

Resolved:

That the correspondence be noted.

596 **PUBLIC SPACE PROTECTION ORDER (PSPO) - A40 DUAL CARRIAGEWAY**

The Council received a tabled notification via the Deputy Town Clerk of correspondence received from West Oxfordshire District Council in relation to Thames Valley Police's application for a Public Space Protection Order (PSPO) to combat the use of A40 for Pony & Trap racing.

Members were given a summary of the proposal and details of a public meeting that would be held to engage with residents and obtain their views.

The Council had previously agreed to support the proposal and the consultation would be referred to the next Stronger Communities Committee meeting.

Resolved:

That, the correspondence be noted.

597 **QUESTIONS TO THE LEADER OF THE COUNCIL**

Cllr J Doughty asked that the Leader encourage Councillors to commit to attending the Advent Fayre event on 30 November 2025 and that Officers issue additional details of timetabling for the day. In response the Leader noted that the date had been in Councillors diaries for some time and that she looked forward to seeing their attendance.

598 **SEALING OF DOCUMENTS**

There were no items sealed since the last meeting.

Resolved:

That the seal of the Council be affixed to any documents arising from decisions taken by this meeting of the Council.

The last remaining member of the public left the meeting at 9:32pm

599 **EXCLUSION OF PRESS & PUBLIC**

Resolved:

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.

600 **PROPERTY & LEGAL MATTERS**

The Council received and considered the confidential verbal update from the Town Clerk/CEO which consisted of an update on Courtside Hubs CIC's redevelopment of The Leys.

Some Members had taken the opportunity of the visit to the site to see the work that was ongoing within the previous week, the Town Clerk was able to provide additional information on the current financial arrangements and the progress of the Head of Terms that were being drawn up by the Council's legal advisors.

Resolved:

That the confidential verbal update be noted.

601 **LONGSTANDING SERVICE RECOGNITION - TOWN CLERK/C.E.O**

The Mayor led an acknowledgment to the Town Clerk/CEO, Sharon Groth for her attainment of 25 years-service with the Town Council, 18 years of which had been served as Town Clerk and presented a long service award certificate on behalf of the Council.

The meeting closed at: 9.44 pm

Chair