

Policy, Governance & Finance

Committee Meeting of Witney Town Council



Monday, 24th November, 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 - 14)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 22 September 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. **Thermal Imaging Camera Loan Policy** (Pages 15 - 22)

To receive and consider the report of the Compliance & Environment Officer together with a thermal imaging camera loan policy.

6. **Communications Strategy** (Pages 23 - 38)

To receive an updated Communications Strategy for the Council, recommended for adoption by the Stronger Communities Committee on 17 November 2025.

7. **Flag-flying Policy** (Pages 39 - 43)

To receive an updated flag-flying policy for the Council, recommended for adoption by the Stronger Communities Committee on 17 November 2025.

8. **Complaints Policy Review** (Pages 44 - 50)

To receive and consider the report of the Deputy Town Clerk together with an updated Council Complaints Policy.

Governance

9. **Payment of Accounts** (Pages 51 - 73)

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

10. **Grant Monitoring** (Pages 74 - 104)

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

11. **Model Publication Scheme Review** (Pages 105 - 111)

To receive and consider the report from the Deputy Town Clerk together with an updated scheme.

12. **Privacy Notice Review** (Pages 112 - 119)

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

Finance

13. **Finance Report: Revised Revenue Budget 2025/26 and Draft Base Revenue Budget for 2026/27**
(Pages 120 - 177)

To receive and consider the report of the Responsible Financial Officer (RFO) and the Draft Revised Revenue Budget for 2025/26 and Draft Budget for 2026/27.

14. **Revenue Growth Items, Special Revenue Projects, and Capital Projects** (Pages 178 - 181)

To receive and consider the report of the Responsible Financial Officer (RFO) with an update on the current year's work programme relating to Capital and Special Revenue Projects; as well as projects identified during the course of the year for inclusion as Revenue Growth Items or Special Revenue Projects in the Council's Revenue Budget or Capital Projects for 2026/27 and beyond.

a) **Out of Hours Service** (Pages 182 - 185)

To receive and consider the report of the Environment & Compliance Officer.

b) **Public Hall Bars - Minimum Hire Charge** (Pages 186 - 189)

To receive and consider the report of the Venue & Events Officer.

c) **Online Bookings System** (Pages 190 - 192)

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

15. **Schedule of Proposed Fees & Charges 2026/27** (Pages 193 - 196)

During the Budget Setting Cycle the Council reviews its Fees and Charges for various facilities and services it operates.

Included is the schedule of charges in respect of the assets and services which fall under the responsibility of this Committee, and the Committee is requested to review and approve or amend, as necessary.

16. **Financial Matters referred from Spending Committees**

To receive and consider the report of the Deputy Town Clerk **(To follow)**.

17. **Grants & Subsidised Lettings** (Pages 197 - 203)

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

18. **Annual Grants** (Pages 204 - 222)

To receive and consider the joint report of the Deputy Town Clerk and Responsible Financial Officer.

19. **Local Government Pension Scheme (LGPS) - 2025 Valuation Results and Funding Strategy Statement (FSS) Employer Consultation** (Pages 223 - 312)

To receive and consider

- a) The 2025 valuation of the Oxfordshire Pension Fund including the Council's draft 2025 valuation results; and
- b) The invitation to respond to the Funding Strategy Statement (FSS) employer consultation – documentation enclosed.

20. **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

21. **Corporate Strategic Plan 2025-29**

To receive and consider adoption of a Corporate Strategic Plan for the Council, provided by the Town Clerk/C.E.O. **(To follow)**

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

To receive and consider the confidential report of the Town Clerk/C.E.O. **(To follow)**

a) **Community Governance - Witney Boundary Review** (Pages 313 - 316)

To receive and consider the report of the Deputy Town Clerk

23. **Staffing Matters**

To receive the confidential minutes of the Personnel Sub-Committee held on 18 November 2025 and agree any recommendations contained therein.



Town Clerk