

Policy, Governance & Finance

Committee Meeting of Witney Town Council



Monday, 2nd February, 2026 at 7.00 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 - 14)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 24 November 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. **Tree Policy** (Pages 15 - 19)

To receive an updated Tree policy for the Council, recommended for adoption by the Climate & Biodiversity Committee on 13 January 2026.

6. **Memorial Tree Policy** (Pages 20 - 23)

To receive an updated Memorial Tree policy for the Council, recommended for adoption by the Climate & Biodiversity Committee on 13 January 2026.

7. **Information Technology Policy**

To receive and consider the report of the Deputy Town Clerk together with an updated Information Technology Policy (to follow).

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. **Interim Internal Audit Report 2025-26** (Pages 44 - 50)

To receive and consider the interim report of the Internal Auditor, Auditing Solutions for 2025/26.

10. **Annual Town Meeting 2026** (Pages 51 - 54)

To receive and consider the report of the Senior Administrative Officer & Committee Clerk.

11. **Committee Calendar 2026/27**

To receive and consider the report of the Deputy Town Clerk, with accompanying draft Committee Calendar for 2026/27. (to follow)

Finance

12. **Financial Matters referred from Spending Committees** (Pages 55 - 57)

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

13. **Grants & Subsidised Lettings** (Pages 58 - 170)

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

14. **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

15. **External Stocktake Update** (Pages 171 - 179)

To receive and note the external stocktake report for the Council's bar operations for July-October 2025.

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

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



Town Clerk