

Annual Council Meeting of Witney Town Council



Wednesday, 6th May, 2026 at 7.00 pm

To members of the Annual Council Meeting Committee - A Mubin, J Aitman, T Ashby, O Collins, R Smith, D Temple, D Enright, A Bailey, R Crouch, G Doughty, J Doughty, D Edwards-Hughes, G Meadows, D Newcombe, J Robertshaw, S Simpson and J Treloar (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

In accordance with the Openness of Local Government Bodies Regulations 2014, public meetings may be filmed, audio-recorded, or photographed. Anyone intending to record the proceedings is asked, as a courtesy, to inform the Committee Clerk before the meeting begins.

This meeting will be broadcast live via Microsoft Teams and recorded; by attending or participating, you consent to the recording and public sharing of audio and video, which may be made available for later viewing. For details on how personal data is handled, please see the [Privacy Notice](#)

To view the meeting please follow this link [Annual Council Meeting | Join meeting in Teams | Microsoft Teams](#)

Agenda

1. Election of Town Mayor

To receive nominations for the position of Chair/Mayor for the civic year 2026/27 and to elect the Chair/Mayor.

2. Election of Deputy Mayor

To receive nominations for the position of Deputy Chair/Mayor for the civic year 2026/27 and to elect the Deputy Chair/Mayor.

3. Election of Leader

To receive nominations for the position of Leader of Witney Town Council for the council year and to elect the Leader.

4. Election of Deputy Leader

To receive nominations for the position of Deputy Leader of Witney Town Council for the Council year and to elect the Deputy Leader.

5. **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.

6. **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.

7. **Minutes** (Pages 4 - 12)

To approve and adopt the minutes of the Council Meeting held on 13 April 2026 in accordance with Standing Order 26 including questions on the minutes as to the progress of any item.

8. **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.

9. **Adoption of Meetings Calendar** (Page 13)

To formally adopt the timetable of Council Committee meetings for the 2026/27 municipal year.

10. **Appointment of any new Committees**

To consider whether to create any new Council Committees in accordance with Standing Order 9.

11. **Review (or request for the Town Clerk to review) any terms of reference**

To consider whether any Committee terms of reference should be reviewed for the municipal year 2026/27.

12. **Appointment of Committees, Sub-Committees & Working Parties and the Election of Chairs** (Pages 14 - 16)

To receive and consider the report of the Deputy Town Clerk, and appoint Members to the Standing Committees, Sub-Committees, Working Parties, Task & Finish Groups and elect Chairs for the municipal year 2026/27.

13. **Appointment to Advisory Committees & External Bodies/Outside Organisations (TO FOLLOW)**

To receive and consider the report of the Deputy Town Clerk and appoint Members to Advisory Committees & External Bodies/Organisations and elect Chairs for the municipal year 2026/27.

14. **Review of any delegation arrangements** (Pages 17 - 27)

The Scheme of Delegation was adopted by Council in June 2025. The next formal review is set for June 2027. Dependent on the resolution of Agenda Item 10 an immediate review may be required.

15. **Review and adopt appropriate Standing Orders, financial regulations, code of conduct and other Council policies**

To review any Council policies, if appropriate in accordance with Standing Order 9.

Full reviews of both the Standing Orders and Financial Regulations will take place and will be presented to the meeting of the Council on 22 June 2026.

The Code of Conduct is the adopted Oxfordshire Code of Conduct. No changes are proposed; the Council may wish to consider a reaffirmation of the Code.

- a) **Standing Orders** (Pages 28 - 56)
- b) **Financial Regulations** (Pages 57 - 76)
- c) **Code of Conduct** (Pages 77 - 90)

16. **Councillor Attendance Register** (Page 91)

To receive the annual attendance list for Town Councillors during the municipal year 2025/26.

It should be noted Members are expected to attend all meetings to which they are summonsed, however they are volunteers and may not be able to attend for a variety of reasons such as ill health or caring commitments.



Town Clerk