

# Policy, Governance & Finance Committee Meeting of Witney Town Council



**Monday, 30th March, 2026 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](mailto: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 [Policy, Governance & Finance Committee | Meeting-Join | Microsoft Teams](#)

## **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](mailto: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 - 9)
  - a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 2 February 2026.
  - 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. **Procurement Policy Review (TO FOLLOW)**

To receive and consider the report of the Responsible Financial Officer together with an updated Procurement Policy

##### 6. **Corn Exchange Art Display Policy (TO FOLLOW)**

To receive and consider approval of the Corn Exchange Art Display Policy.

#### **Governance**

##### 7. **Payment of Accounts (TO FOLLOW)**

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

##### 8. **Interim Audit Report** (Pages 10 - 16)

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

##### 9. **Effectiveness of Internal Control: Corporate & Financial Risk Assessment (TO FOLLOW)**

To receive and consider the report of the Responsible Financial Officer.

#### **Finance**

##### 10. **Finance Report** (Pages 17 - 68)

To receive and consider the report of the R.F.O concerning the financial position of items under the remit of this Committee in 2025/26.

##### 11. **Financial Matters referred from Spending Committees (TO FOLLOW)**

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

##### 12. **Grants & Subsidised Lettings (TO FOLLOW)**

To receive and consider the report of the Deputy Town Clerk

13. **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

14. **Property, Legal & Insurance Matters (TO FOLLOW)**

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

15. **The Station - Draft Service Level Agreement 2026-2029 (TO FOLLOW)**

16. **Staffing Matters**

To receive the confidential minutes of the Personnel Sub-Committee held on 24 February and 25 March 2026 and agree any recommendations contained therein.



Town Clerk