

# Policy, Governance & Finance

## Special Committee Meeting of Witney Town Council



**Monday, 23rd June, 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](mailto: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](mailto:derek.mackenzie@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

**Standing Order 30(d)(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. 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 42. Matters raised shall relate to the following items on the agenda.

4. **Committee Terms of Reference** (Pages 4 - 8)

To review and consideration of the report of the Deputy Town Clerk in respect of the Committee Terms of Reference (TOR).

This item was deferred from the meeting of the Committee on 9<sup>th</sup> June 2025. (Minute F324 Refers - Policy, Governance & Finance 9 June 2025)

5. **Committee Objectives & Work Programme for the Municipal Year**

To review and consideration of the report of the Town Clerk/CEO in respect of the Committee Objective & Work Programme.

This item was deferred from the meeting of the Committee on 9<sup>th</sup> June 2025. (Minute F325 Refers - Policy, Governance & Finance 9 June 2025)

**(Report to Follow)**

6. **Accounts & Audit (England) Regulations 2015 - Annual Governance & Accountability Return (AGAR) 2024-25** (Pages 9 - 24)

To receive and consider the report of the RFO to agree the Annual Governance statement.

In line with The Accounts & Audit (England) Regulations 2015. To receive and consider the Annual Governance & Accountability Return for 2024/25.

7. **Internal Audit 2024-25** (Pages 25 - 32)

To receive and consider the final report of the Internal Auditor for 2024/25.

8. **Grants & Subsidised Lettings** (Pages 33 - 39)

To receive the report of the Deputy Town Clerk.

9. **Bridge Street Desilting** (Pages 40 - 42)

To receive a verbal report from Officers further to the earlier consideration of the report of the Operations Manager (Minute F326 Refers - Policy, Governance & Finance 9 June 2025)

Report attached for Information.

10. **EXCLUSION OF PRESS & PUBLIC**

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

To receive the confidential report of the Town Clerk/CEO.

**(Report To Follow)**



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