

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 22nd June, 2026 at 6.00 pm

To members of the Policy, Governance & Finance Committee - T Ashby, S Simpson, G Doughty, J Aitman, J Doughty, R Crouch and R Smith (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 [PGF Meeting 22.06.2026](#)

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. Election of Vice-Chair

To elect a Vice-Chair of the Committee for the 2026/27 Municipal Year.

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

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meetings held on 30 March and 27 May 2026.
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

5. **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.

6. **Committee Terms of Reference** (Pages 13 - 15)

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

7. **Annual Resident's Survey 2026** (Pages 16 - 21)

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

Policy

8. **Litter Picking Policy** (Pages 22 - 27)

To receive and consider approval for a town council Litter picking Policy.

Governance

9. **Payment of Accounts**

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

10. **Accounts & Audit (England) Regulations 2015 - Annual Governance & Accountability Return (AGAR) 2025-26** (Pages 28 - 45)

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 2025/26.

11. **Internal Audit 2026** (Pages 46 - 53)

To receive and consider the final report of the Internal Auditor for 2025/26.

Finance

12. **Finance Report**

To receive and consider the report of the R.F.O concerning the financial position of items under the remit of this Committee in 2026/27. (to follow).

13. **Financial Matters referred from Spending Committees** (Pages 54 - 59)

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

a) **Skate Park Fencing** (Pages 60 - 63)

To receive and consider the report of the Head of Estates & Operations.

14. **Grants & Subsidised Lettings**

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

15. **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

16. **Property, Legal & Insurance Matters** (Pages 64 - 73)

To receive and consider confidential updates reported by the Senior Management Team.

17. **Staffing Matters**

To receive the confidential minutes of the Personnel Sub-Committee meetings held on 8 and 30 April 20: and agree any recommendations contained therein (sent under separate cover).



Town Clerk