Full Council

Meeting of Witney Town Council

Monday, 13th July, 2026 at 7.00 pm

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

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 our Privacy Policy.

To view the meeting please follow this link **Join 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 6 - 27)

   To approve and adopt the minutes of the Annual Council Meeting held on 6 May and the Council Meetings held on 13 April and 22 June 2026 in accordance with Standing Order 26 including questions on the minutes as to the progress of any item.

Date of Publication 3 July 2026

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 pul participation, in line with Standing Order 25. Matters raised shall relate to the following items on t agenda.

5. **Witney Community Policing Issues**

To receive an update from the Witney Police Team (if appropriate).

6. **An Update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors**

To receive a short verbal update from Oxfordshire County Councillors representing Witney Wards and West Oxfordshire District Councillors.

7. **Report Back from the Councillors on the Work with External Bodies where they serve as the Town Council's Nominated Representative**

To receive a short verbal update from councillors who sit on external bodies where they serve as the Town Council's nominated representative.

8. **Minutes of Committees and Sub Committees**

To receive and NOTE the RESOLUTIONS in the minutes of the meetings held between xxx and xxx, and agree the RECOMMENDATIONS contained therein.

a) **Planning & Development Committee - 21 April, 12 May, 2 June & 23 June 2026** (Pages 28 - 52)

b) **Climate & Biodiversity Committee - 19 May 2026** (Pages 53 - 61)

c) **Parks & Recreation Committee - 1 June 2026** (Pages 62 - 67)

d) **Halls, Cemeteries & Allotments Committee - 8 June 2026** (Pages 68 - 74)

e) **Stronger Communities Committee - 15 June 2026** (Pages 75 - 81)

f) **Policy, Governance & Finance - 27 May 2026 & 22 June 2026** (Pages 82 - 92)

g) **Witney: Past, Present & Future Working Party - 26 May 2026** (Pages 93 - 95)

h) **Climate Action Working Party Minutes - 11th June 2026** (Pages 96 - 101)

To note the outstanding actions due to the next meeting of the Climate & Biodiversity Committee not being held until 8 September 2026.

9. **Committee Terms of Reference** (Pages 102 - 107)

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

10. **Representation on Outside Organisations** (Pages 108 - 109)

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

11. **Committee Items requiring a Decision**

To consider any urgent matters requiring the Council's attention before the next scheduled meeting cycle.

a) **Halls, Cemeteries & Allotments** (Pages 110 - 111)

To receive and consider the report of the Operations Manager.

b) **Policy, Governance & Finance** - TO FOLLOW

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

c) **Parks & Recreation** (Pages 112 - 113)

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

d) **Stronger Communities** - TO FOLLOW

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

12. **Standing Orders - Review** (Pages 114 - 144)

To receive and consider the report of the Deputy Town Clerk with accompanying revised Standing Orders for approval.

13. **Financial Regulations - Review** (Pages 145 - 165)

To receive and consider the revised Financial Regulations for approval.

14. **Civic Announcements** (Pages 166 - 169)

To receive the report of the Mayor & Mayor's Secretary.

15. **Health & Safety** (Pages 170 - 178)

To receive and consider the report of the Compliance & Environment Officer.

16. **Vandalism & Anti Social Behaviour** (Page 179)

To receive an update showing the latest vandalism to Council property and reported Anti-Social Behaviour.

17. **Complaints, Feedback & Information Governance** (Pages 180 - 187)

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

18. **Future of Local Government in Oxfordshire**

To receive a verbal update from Officers, if appropriate.

19. **Communication from the Leader**

To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with.

20. **Correspondence**

To receive any correspondence received (if applicable).

a) **Police and Crime Commissioner Newsletters**

To receive the updates from the Thames Valley Police & Crime Commissioner.

April 2026
May 2026
June 2026

Town Hall, Market Square
Witney
Oxon
OX28 6AG

Mrs Sharon Groth FSLCC FCMI
Town Clerk

T: 01993 704379
E: info@witney-tc.gov.uk

w: www.witney-tc.gov.uk

b) **NALC Local Council Award Scheme - Silver Award** (Pages 188 - 189)

To receive official notice of the Town Council's silver accreditation in the National Association of Local Council's 'Local Council Award Scheme'.

c) **Ministry of Housing, Communities & Local Government** (Pages 190 - 191)

To receive a response from the Ministry, Housing & Community Government in response to a letter from the Council regarding Local Council Tax & Funding Framework.

d) **Review of speed limits on Oxfordshire rural A and B class road network** (Pages 192 - 208)

To receive and consider any response to the general review of speed limits on Oxfordshire's rural A and B class road network.

21. **Questions to the Leader of the Council**

Questions to the Leader of the Council concerning the business of the Council in accordance with Standing Order 22.

22. **Sealing of Documents**

The following documents have been signed since the last meeting. Due to the urgency the documents were signed by the Deputy Mayor in the absence of the Mayor.

Date	No. of Seal	Nature of Document
11 June 2026	100	Lease of The Leys Recreation Ground Multi-Activity Hub Courtside CIC **In Duplicate**
11 June 2026	101	Concession contract relating to The Leys Recreation Ground Multi-Activity Hub **In Duplicate**
11 June 2026	102	Parent Company Guarantee Courtside Hubs CIC **In Duplicate**

Town Clerk

Members Interests & Registration Of Gifts & Hospitality

Members are reminded that any changes to the register of interests previously completed by them or any registration of Gifts or Hospitality received which exceed £50 should be reported to the Town Clerk **within 28 days** of the occurrence.

MEETING OF THE
WITNEY TOWN COUNCIL

Held on Monday, 13 April 2026

At 7.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor J Doughty (Vice-Chair, in the Chair)

Councillors:	O Collins	G Doughty
	J Aitman	D Edwards-Hughes
	T Ashby	D Newcombe
	D Enright	J Robertshaw
	R Smith	S Simpson
	A Mubin	J Treloar
	R Crouch	
Officers:	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Mark Lewis	Head of Estates & Operations
	Nigel Warner	Responsible Financial Officer
Others:	PC Hannah Leggott	Thames Valley Police

184 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor A Bailey. Councillor T Ashby advised he would arrive late to the meeting.

Before the formal proceedings of the meeting, the Chair read a short acknowledgement in memory of former Councillor & Mayor Clive Knowles, following which the Council observed a minute's silence.

185 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or Officers.

186 **MINUTES**

That, the minutes of the meeting held on 16 February 2026 were received.

Resolved:

That, the minutes of the meeting held on 16 February 2026 be approved as a correct record of the meeting and be signed by the Chair.

187 **PUBLIC PARTICIPATION**

There was no public participation.

188 **WITNEY COMMUNITY POLICING ISSUES**

The Council received a verbal update from PC Hannah Leggott of Thames Valley Police (TVP) on current policing matters in Witney.

PC Leggott advised that TVP had experienced no significant concerns locally and reported that the recent Easter period had passed without any notable issues, which was welcomed by Members. She also outlined recent community engagement via the two “Have a Go” days held by TVP, one at The Leys in Witney and another in Carterton.

Members then raised a number of questions to PC Leggott.

In response to a query regarding TVP’s flag policy, PC Leggott explained that flags displayed on the public highway fell within the remit of OCC as the Highway Authority. Police only become involved where there was a risk to public safety, or where matters such as hate-related incidents arose.

Concerns were raised regarding three recent events held on Church Green by a group targeting teenagers, particularly in relation a monthly charge reportedly made to attendees and the distribution of multivitamins. PC Leggott confirmed TVP were aware of this activity and advised that their Schools Officer was actively reviewing the matter.

Members also raised concerns regarding individuals posing as veterans in and around the Woolgate area. PC Leggott confirmed that TVP was aware of the issue and that officers had attended and moved individuals on approximately three weeks prior. She was not aware of this being an ongoing issue, however encouraged further reporting should the behaviour continue.

A question was raised regarding whether the police station in Witney was currently manned, following a report that a member of the public had used the external telephone but received no immediate answer. Members heard that the telephone was connected to the TVP central call centre rather than directly to the station itself. Whilst there may occasionally be a delay, all calls were routed to that manned facility.

In response to a question on shoplifting, PC Leggott advised that offenders involved in recent incidents were typically individuals travelling into the town specifically to carry out this activity.

With regard to anti-social behaviour, PC Leggott responded that current levels were not considered high, although she acknowledged that such incidents were never pleasant for those affected.

A Member formally thanked Thames Valley Police for their persistence in addressing drug dealing activity in and around the Cogges estate.

Resolved:

That, the verbal updates be noted.

Cllr T Ashby arrived at 7:16pm
PC Leggott left the meeting at 7:18pm

189 **AN UPDATE FROM WITNEY OXFORDSHIRE COUNTY COUNCILLORS AND WEST OXFORDSHIRE DISTRICT COUNCILLORS**

Oxfordshire County Council

Cllr J Robertshaw provided an update on the progress of pothole repairs across the area and advised that a review of booking for the recycling centre provision was being sought. He also confirmed that highway works at Shores Green were progressing well and remained on track for completion in June.

West Oxfordshire District Council

Cllr R Crouch advised that work on achieving Council of Sanctuary status was nearing completion and was expected to formally commence shortly. She also reported that the Ukraine resettlement and support programme was due to come to an end in November.

Cllr D Enright updated Members on activity at Marriotts Walk Shopping Centre, noting the introduction of bright, colourful umbrella displays which had enhanced the appearance of the area. He also advised that plans were being developed to review the public spaces within the centre, with a view to providing additional seating and planting, including improvements to under-utilised grassed areas. Members also heard that a successful Easter period had been experienced, including the delivery of an Easter egg hunt.

In response to this update, Cllr J Treloar asked that the lighting within the multi-storey car park be reviewed, having observed areas where it appeared to be underperforming.

Cllr R Smith advised that a business rates motion had been brought at West Oxfordshire District Council, resulting in a decision to review discounts for local businesses. She also highlighted plans for improved education and communication with businesses to provide greater clarity on how business rates were calculated. Additionally, she reported that the Local Plan 2043 remained on track, with a target for delivery in summer/autumn.

Resolved:

That, the verbal updates be noted.

190 **REPORT BACK FROM THE COUNCILLORS ON THE WORK WITH EXTERNAL BODIES WHERE THEY SERVE AS THE TOWN COUNCIL'S NOMINATED REPRESENTATIVE**

Witney & District Twinning Association
Cllr R Crouch provided an update which advised members that representatives in Le Touquet had established a dedicated team to promote and support the twinning relationship. A request was made for consideration to be given to the procurement of suitable gifts for the Mayor to present during official visits.

Members were also advised that limited information was available regarding the proposed visit of delegates from Le Touquet and Underhaching over the May bank holiday so it remained unclear whether an informal drinks reception would be required. It was hoped that confirmation would be received by 17 April.

Additionally, it was advised that Korbinian Rausch had been elected as the new Mayor of Unterhaching, appointed for a seven-year term from 4th May.

Witney Town Charity
Cllr R Crouch advised that the Charity continued to carry out regular inspections of the Almshouses to identify and address any issues affecting residents.

RAF Brize Norton Local Consultation Group
Cllr D Newcombe advised that two forthcoming events were planned for April. One event would promote the 30th Anniversary of the Tactical Medical Wing to which all members had been invited, while the other would provide an update on the extensive runway improvement works that were continuing at the base.

Resolved:

That, the verbal updates be noted.

191 **PLANNING & DEVELOPMENT COMMITTEE - 17 FEBRUARY, 10 MARCH & 31 MARCH 2026**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

Cllr J Treloar noted he was omitted from the attendees list for the meeting of 10 March.

Resolved:

1. That, the Cllr Treloar be added to the attendee list for 10 March 2026 and,
2. That, the minutes of the Planning & Development Committee held on 17 February, 10 March & 31 March 2026 be received and any recommendations therein approved.

192 **PARKS & RECREATION COMMITTEE - 9TH MARCH**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

Resolved:

That, the minutes of the Parks & Recreation Committee held on 9 March 2026 be received and any recommendations therein approved.

193 **HALLS, CEMETERIES & ALLOTMENTS COMMITTEE - 16TH MARCH**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments Committee held on 16 March 2026 be received and any recommendations therein approved.

194 **STRONGER COMMUNITIES COMMITTEE - 23RD MARCH**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

SC147 – Members were updated that the Deputy Town Clerk would be reviewing the information gathered regarding the delivery of the newsletter.

Resolved:

That, the minutes of the Stronger Communities Committee held on 23 March 2026 be received and any recommendations therein approved.

195 **POLICY, GOVERNANCE & FINANCE COMMITTEE - 30TH MARCH**

The Vice-Chair of the Committee presented the above minutes to Council and moved their acceptance.

Resolved:

That, the minutes of the Policy, Governance & Finance Committee held on 30 March 2026 be received and any recommendations therein approved.

196 **ANNUAL TOWN MEETING MINUTES - 18 MARCH 2026**

The Council received the minutes of the Annual Town Meeting held on 18 March.

The Chair expressed his thanks to the Councillors who had attended and advised Members that it had been the best attended in the past 20 years.

The Committee Clerk provided a verbal update of the action taken as a result of questions that arose in the meeting which had been passed to other organisations for actioning and advised that Officers would publish updates to residents.

Additionally, in response to a Members question, it was confirmed that Officers were looking into the potential of a youth-based politics event to be held to garner younger residents' views.

Resolved:

1. That, the minutes of the Annual Town Meeting held on 18 March be noted and,
2. That, the verbal update be noted and updates publicised in the most appropriate way.

197 **CIVIC ANNOUNCEMENTS**

The Council received the report of the Mayor and Mayor's Secretary which highlighted the civic engagements of the Mayor and Deputy since the last meeting.

The Deputy Mayor also took the opportunity to specifically highlight and congratulate Volunteer Link-Up on achieving its recent Kings Award. Members heard that this reflected a significant level of long-term commitment, collaboration and sustained effort by the volunteers to achieve. Members recognised this a testament to the dedication and positive impact of the volunteers within the community, and the Council noted their appreciation for their work.

Resolved:

That, the report be noted.

198 **MAYOR ELECT**

The Chair, Cllr J Doughty invited nominations for the position of Town Mayor for the ensuing municipal year.

Cllr R Smith proposed, seconded by Cllr J Treloar that Deputy Mayor Cllr J Doughty serve as Town Mayor. With no further nomination's forthcoming, it was therefore duly agreed that Cllr Jane Doughty be Mayor Elect by the Council for the municipal year 2026/2027

Resolved:

That, Cllr Jane Doughty be Mayor Elect/Designate for the ensuing municipal year.

199 **HEALTH & SAFETY**

The Council received the report of Compliance & Environment Officer along with a verbal update from the Head of Estates & Operations concerning current Health & Safety matters.

The HE&O highlighted the outcome of recent Health & Safety checks at Tower Hill Chapel. These identified the need to introduce a formal booking arrangement for the building in order to ensure its use was properly recorded and managed. Members noted that this was necessary to maintain appropriate oversight and compliance with Health & Safety requirements.

Members were advised that the Health & Safety Policy Statement had been updated, including a change to the Council's appointed Health & Safety Advisor and it was explicitly emphasised that Health & Safety was the responsibility of the Council. Members unanimously agreed the adoption of the updated Health & Safety Policy Statement recognising their responsibilities under the Policy to support, promote and comply with the Council's Health & Safety arrangements in order to help maintain a safe working environment and mitigate risk.

Members were pleased to note an increase in the reporting of near-miss incidents, which was welcomed as a positive indication that encouragement to staff to report concerns was proving effective. It was recognised that near-miss reporting was an important mechanism for identifying potential hazards at an early stage, ensuring appropriate action could be taken and issues were not overlooked.

Resolved:

1. That, the report and verbal update be noted; and
2. That, the updated Health & Safety Policy Statement be adopted and Members' responsibilities under the Policy be recognised.

200 **VANDALISM & ANTI SOCIAL BEHAVIOUR**

The Council received the report of vandalism and anti-social behaviour that had occurred since the last meeting.

Members noted the incidents outlined and acknowledged the continued impact such behaviour can have on Council assets, staff and users, even when overall levels were not considered excessive.

The Council also heard that, upon completion of the Courtside development at The Leys, additional security measures would be introduced, including the installation of modern, high-quality CCTV. Members welcomed this improvement and noted that the enhanced security was expected to provide reassurance to users of the site and assist in the deterrence and investigation of future incidents.

Resolved:

That, the report be noted.

201 **FUTURE OF LOCAL GOVERNMENT IN OXFORDSHIRE**

The Committee Clerk provide a verbal update advising Members that responses had been submitted in respect of all three proposed models as previously resolved by the Council. A decision was expected to be made in June or July 2026.

Resolved:

That, the verbal update be noted.

202 **CIVILITY & RESPECT**

Members received and considered the report of the Deputy Town Clerk which outlined the options available to the Council in relation to the Civility & Respect initiative.

It was proposed by Cllr R Crouch, seconded by Cllr D Enright, that the Civility & Respect Pledge, as presented, be adopted and signed by all Members of the Council. The proposal was unanimously agreed.

During discussion, Members reflected on the importance of fully understanding the commitments being made when signing the pledge.

A Member raised a question regarding training. It was recognised that, whilst Council-provided training opportunities had been well supported and well attended by Members, there was currently no mandatory training that Members were required to undertake. However, it was acknowledged that some subject areas carried greater risk and importance than others, in particular GDPR and IT security training.

The Committee Clerk highlighted the availability of training opportunities for Members and advised that, should any Member feel, they would benefit from further or additional training, they should contact officers in order for this to be arranged.

Resolved:

That, the Civility & Respect Pledge be adopted and signed by all Members of the Council.

203 **COMMUNICATION FROM THE LEADER**

There was no communication from the Leader.

204 **POLICE & CRIME COMMISSIONER - NEWSLETTER**

The Council received the latest newsletter from the Office of the Police and Crime Commissioner.

Resolved:

That, the newsletter be noted.

205 **NOTIFICATION OF THE ELECTION RESULT AT LE TOUQUET**

The council received notification of the re-election of Daniel Fasquelle as Mayor of Le Touquet for a further five-year term in Witney's twinned French town of Le Touquet Paris Plage.

Resolved:

That, the correspondence be noted.

206 **NATIONAL EMERGENCY BRIEFING**

The Council received and considered the correspondence relating to the *National Emergency Briefing* film.

Members noted that the film was the work of private individuals and was not produced or endorsed by any Government body.

It was further noted that a public showing of the film was scheduled to take place on 13 June in Eynsham, which some Members indicated they may attend.

Following discussion, it was proposed that consideration as to whether Witney Town Council should arrange or support a showing of the film be deferred to the Climate & Biodiversity Committee for further consideration at its meeting scheduled for 19 May. This proposal was unanimously agreed.

Resolved:

1. That, the correspondence be noted; and
2. That, consideration of whether the Town Council should arrange a showing of the film be referred to the Climate & Biodiversity Committee.

207 **NOTICE OF DEFINITIVE MAP AND STATEMENT LEGAL EVENT MODIFICATION ORDER 2026**

The Council received the correspondence regarding the Notice of Definitive Map and Statement Legal Event Modification Order 2026 for Witney paths 43 and 55.

Resolved:

That, the correspondence be noted.

208 **NORTH LEIGH NEIGHBOURHOOD DEVELOPMENT PLAN**

The Council received and considered correspondence relating to the North Leigh parish Neighbourhood Development Plan.

Following discussion, it was proposed and unanimously agreed that the matter be deferred to the Planning & Development Committee for full consideration at its next meeting on 21 April 2026.

Members additionally requested that the Committee give specific consideration to any potential implications the development plan may have on the proposed Community Governance Review as part of its deliberations.

Resolved:

1. That, the correspondence be noted; and
2. That, consideration of the North Leigh Neighbourhood Development Plan be referred to the Planning & Development Committee at its meeting on 21 April 2026, with due regard given to any implications for the Community Governance Review.

209 **QUESTIONS TO THE LEADER OF THE COUNCIL**

There were no Questions for the Leader of the Council.

210 **SEALING OF DOCUMENTS**

Resolved:
That the seal of the Council be affixed to any documents arising from decisions taken by this meeting of the Council.

The meeting closed at: 8.21 pm

Chair

ANNUAL COUNCIL MEETING
OF WITNEY TOWN COUNCIL

Held on Wednesday, 6 May 2026

At 7.07 pm in the Gallery Room, The Corn Exchange, Witney

Present:
Councillor J Doughty (Chair)

Councillors:	A Mubin	G Doughty
	J Aitman	D Edwards-Hughes
	T Ashby	G Meadows
	O Collins	D Newcombe
	R Smith	J Robertshaw
	D Temple	S Simpson
	D Enright	J Treloar
	R Crouch	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	Six members of the public.	

Prior to the commencement of the official business the Mayor Elect, Cllr J Doughty acknowledged the hard work and achievements of the outgoing Mayor Cllr Andy Bailey, who was unfortunately unable to attend the meeting.

Additionally, the Mayor's Chaplain, Reverend Dr Hester Jones blessed the Town Council for the year ahead.

218 ELECTION OF TOWN MAYOR

Following the appointment of Cllr J Doughty as Mayor-Elect at the meeting of the Council on 13 April 2026, the Chair invited any further nominations for the position of Town Mayor for the ensuing municipal year, none were forthcoming.

All Members were in agreement and Cllr J Doughty was therefore nominated and duly elected Chair/Mayor by the Council.

Resolved:

1. That, Cllr Jane Doughty be elected Town Mayor/Chair of Witney Town Council for the ensuing municipal year 2026/27 and,
2. That, the Declaration of Acceptance of Office be signed following the meeting in the presence of the Proper Officer of the Council.

219 **ELECTION OF DEPUTY MAYOR**

The new Mayor invited nominations for the position of Deputy Town Mayor for the ensuing municipal year. One nomination was made and therefore Cllr S Simpson was duly elected Deputy Mayor by the Council with unanimous approval.

Resolved:

1. That, Cllr Sandra Simpson be elected Deputy Town Mayor/Chair of Witney Town Council for the ensuing municipal year 2026/27 and,
2. That, the Declaration of Acceptance of Office be signed following the meeting in the presence of the Proper Officer of the Council.

220 **ELECTION OF LEADER**

The Chair invited nominations for the position of Leader of the Town Council. Cllr R Smith was nominated and re-elected by the Council unanimously.

Resolved:

That, Cllr Ruth Smith be elected as the Leader of the Town Council for the ensuing municipal year 2026/27.

221 **ELECTION OF DEPUTY LEADER**

The Chair invited nominations for the position of Deputy Leader of the Town Council. Cllr J Aitman was nominated and re-elected by the Council unanimously.

Resolved:

That, Cllr Joy Aitman be elected as the Leader of the Town Council for the ensuing municipal year 2026/27.

222 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor A Bailey.

223 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or Officers.

224 **MINUTES**

The minutes of the meeting held on 13 April 2026 were received.

Minute 190 – Cllr O Collins asked that congratulations be forwarded to the Mayors of Le Touquet and Underhaching following their elections.

Minute 202 – The Leader provided a reminder to Members to contact the Committee Clerk if they were yet to sign the Civility & Respect Statement of Assurance; she also reminded those present of the need to be respectful in their communications and interactions with Officers. In closing she was joined by the Mayor in thanking all council staff for the support that they provide.

Resolved:

1. That, letters of congratulations be issued to the Mayors of Witney's Twinned towns and,
2. That, Members sign the Civility & Respect Assurance Pledge and note the need to be respectful in their communications with officers and residents and,
3. That, the minutes of the meeting held on 13 April 2026 be approved as a correct record of the meeting and be signed by the Chair.

225 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

Former Mayor Brenda Churchill addressed the Council, offering her congratulations and best wishes to the newly elected Mayor. Her remarks were warmly received and appreciated by all those present.

The Committee reconvened.

Five Members of the public left.
The Mayor provided her thanks for those that had attended and for the service that they provide(d) to the Town both in the past and currently.

226 **ADOPTION OF MEETINGS CALENDAR**

The Council received the updated proposed calendar of meetings and formally noted the change from six to five cycles of meetings across the municipal year.

A Member noted that he was surprised annually to see the Town Hall open between Christmas & New Year. Other Councils were not open during this time, and it seemed right that this issue should be looked at by the Policy, Governance & Finance Committee.

Resolved:

That, the calendar of Council meetings for 2026/27 be adopted.

227 **APPOINTMENT OF ANY NEW COMMITTEES**

Following consideration there was no request for additional Committees.

Resolved:

There were no new committees to be appointed.

228 **REVIEW (OR REQUEST FOR THE TOWN CLERK TO REVIEW) ANY TERMS OF REFERENCE**

Following a proposal from the Leader the Council, seconded by Cllr D Temple it was agreed unanimously that the terms of reference for the Policy, Governance & Finance Committee, Personnel Sub Committee and Disciplinary & Grievance Panel be reviewed to ensure they aligned on staffing and human resources matters.

Additionally, Members were advised by the Deputy Town Clerk that each committee would have the opportunity to review their remits at their first meeting within the 2026/27 cycle of meetings.

Resolved:

1. That, the terms of the of the Policy, Governance & Finance and Personnel Sub Committees, along with the Disciplinary & Grievance Panel be reviewed and,
2. That, Members consider any changes to the Committees on which they sit prior to the first meetings in 2026/27.

229 **APPOINTMENT OF COMMITTEES, SUB-COMMITTEES & WORKING PARTIES AND THE ELECTION OF CHAIRS**

Members received the report of the Deputy Town Clerk and considered appointments to standing committees, sub committees, working parties and task & finish groups. In addition, the Chairs were also elected at this juncture.

The following appointments were proposed, seconded, and agreed unanimously:

Planning & Development Committee

G Doughty (Chair)	D Temple
J Aitman	G Meadows
J Treloar	R Smith

Climate & Biodiversity Committee

S Simpson (Chair)	D Newcombe
J Doughty	G Meadows
A Mubin	R Smith
J Aitman	J Robertshaw

Parks & Recreation Committee

J Aitman (Chair)	D Temple
R Crouch	J Doughty
D Edwards- Hughes	S Simpson
J Treloar	R Smith

Halls, Cemeteries & Allotments

R Crouch (Chair)	J Treloar
G Doughty	D Enright
J Robertshaw	R Smith
J Doughty	O Collins

Stronger Communities Committee

T Ashby (Chair)	A Bailey
G Meadows	A Mubin
D Enright	J Doughty
S Simpson	R Smith

Policy Governance and Finance Committee

R Smith (Chair)	J Doughty
J Aitman	R Crouch
S Simpson	G Doughty
T Ashby	

Personnel Sub- Committee

R Smith (Chair)	J Doughty
J Aitman	R Crouch
D Newcombe	G Doughty
T Ashby	

Disciplinary & Grievance Panel

To be constituted from the pool of Members who do not hold a seat on either the Personal Sub Committee or Policy, Governance & Finance Committee.

Community Voices (was Inclusivity & Diversity Panel)

R Smith	T Ashby
J Aitman	R Crouch
S Simpson	G Doughty

Climate Action Working Party

S Simpson	D Edwards-Hughes
D Enright	J Aitman
J Robertshaw	

Community Governance Task & Finish Group

O Collins	R Smith
A Bailey	G Meadows
S Simpson	R Crouch
D Edwards-Hughes	

Witney: Past, Present & Future Working Party

J Treloar	R Crouch
G Meadows	A Mubin
J Robertshaw	R Smith

There were thanks to the members of this Working Party, along with officers for facilitating such an engaging an excellent event to mark St George's Day.

(Cllr D Edwards-Hughes left the meeting briefly so was not present for the vote of the agreement to the membership of the CG T&F Group and the WPPF Working Party)

Members unanimously agreed that the VJ & VE Day 80th Anniversary Task & Finish Group be disbanded as their task had been successfully completed.

It was proposed by Cllr T Ashby, seconded by Cllr D Enright that the Pavillion Working Party be disbanded. Although the pavilion was yet to be handed over from West Oxfordshire District Council to the Town Council, it was felt the Working Party was no longer required as any outstanding work would principally be under the remit of the Policy, Governance & Finance Committee. A vote was taken; other than one abstention all other Members were in agreement.

Resolved:

1. That, the report be noted and,
2. That, the membership of the standing committees, sub committees, working parties and task & finish groups and their Chairs be agreed as detailed above and,
3. That the VJ & VE Day 80th Anniversary Task & Finish Group and Pavillion Working Party be disbanded.

230 **APPOINTMENT TO ADVISORY COMMITTEES & EXTERNAL BODIES/OUTSIDE ORGANISATIONS**

The Council received and considered the report of the Deputy Town Clerk concerning nominations for advisory committees and external bodies/outside organisations.

The Chair sought nominations for vacancies on outside organisations all to serve until the Annual Council Meeting following the next ordinary election in 2027.

Witney Traffic Advisory Committee	J Aitman, D Enright S Simpson R Smith
Oxfordshire Association of Local Councils [Larger Councils]	R Crouch
West Witney Sports & Social Club	D Newcombe R Smith
Witney Town Band	R Smith
Witney & District Twinning Association	J Doughty (Mayor) R Crouch O Collins
West Oxfordshire Museum Centre	O Collins
St Mary's Church Preservation Trust	J Doughty (Mayor)

Volunteer Link Up	J Aitman
RAF Brize Norton – Local Consultation Working Group	D Newcombe
Witney Allotment Association	R Crouch
Witney Youth Council Mentors	G Meadows S Simpson J Aitman
Friends of the Cemeteries	D Enright J Doughty
Home Start Champions	J Aitman A Bailey S Simpson
Lower Windrush Valley Project	A Bailey
West Oxfordshire Community Transport	D Enright
Witney Fair Trade Action Group Champion	R Smith
Witney Infrastructure Neighbourhood Group	R Smith D Enright
Witney Community Profile Steering Group	J Aitman
Witney Flood Group Liaison	D Temple
Windrush Pavillion Community Trust	J Aitman R Crouch G Doughty
Witney Town Centre Forum	A Bailey D Edwards-Hughes G Meadows

Nominees Serving as Trustees

The following were proposed as Town Council nominees to serve on outside bodies for a four-year term of office.

At the request of the Witney Town Charity who had a suitably skilled individual to serve as a trustee, Cllr J Aitman agreed to stand down to be replaced by Matthew Lee who would serve as a town council nominated trustee.

Witney Town Hall Charity	Cllr R Crouch & Mrs L J Semaine
Witney Town Charity	Mr B Beadle, Cllr R Crouch, Mr C Woodward & Mr M Lee

Witney Education Foundation (WEF)	Mr C K Woodward

Resolved:

1. That, the report be noted and,
2. That, the appointments to advisory committees & external bodies/outside nominations be agreed as detailed above and,
3. That, arrangements for the provision of updates from Members to Full Council meetings remain the same.

231 **REVIEW OF ANY DELEGATION ARRANGEMENTS**

The Council received a verbal update from the Deputy Town Clerk to outline that the formal review of the Scheme of Delegation was carried out in June 2025. The next review would be due in June 2027.

Resolved:

1. That, the verbal update be noted and,
2. That, no formal review be undertaken at this time.

232 **STANDING ORDERS**

The Council noted that, due to wider service demands on Officer time, the review of the Standing Orders had not been completed in time for this meeting. A revised version would be presented to the meeting of the Council on 22 June 2026.

A request arose from Cllr T Ashby for the inclusion of an order to allow the submission of questions from members to the Leader ahead of meetings of the Council. It was agreed that Officers prepare a draft of wording for consideration with would include a review after three cycles of meeting to review if the task was too onerous.

Resolved:

1. That, the update be noted and that the review of the Standing Orders be presented to the meeting of the Council on 22 June 2026 and,
2. That, the review includes an order to reflect the submission of Members questions to the leader.

233 **FINANCIAL REGULATIONS**

The Council noted that, due to wider service demands on Officer time, the review of the Financial Regulations had not been completed in time for this meeting. A revised version will be presented to the meeting of the Council on 22 June 2026.

Resolved:

That, the update be noted and that the review of the Financial Regulations be presented to the meeting of the Council on 22 June 2026.

234 **CODE OF CONDUCT**

Following The Leader's address to Members to remind them of the importance of maintaining high standards of conduct and behaviour, it was proposed by Cllr D Enright, and seconded by Cllr G Doughty that the Council reaffirmed its agreement to the Oxfordshire Code of Conduct. Members were unanimously in agreement.

Resolved:

That, the Council reaffirms its agreement to the Oxfordshire Code of Conduct.

235 **COUNCILLOR ATTENDANCE REGISTER**

The Council received an annual attendance register for Members of the Council for the 2025/26 municipal year.

The Leader of the Council thanked Members for their attendances and highlighted that it should be understood when viewing such figures that many factors have influenced individual Councillor's attendance such as illness, bereavement and family or dependent commitments.

A reminder was issued by the Committee Clerk that apologies from Members should be passed directly rather than any third party or after the meeting has commenced. It was subsequently agreed that future reports should show clearly where apologies are not received by Officers prior to meetings.

Additionally, it was highlighted that the number of attendances of Cllr R Smith should read 53.

Resolved:

That, the annual Councillor attendance register for 2025/26 be noted.

Before closing the meeting, the newly elected Mayor, Cllr J Doughty, thanked Members for their support for both her and Cllr G Doughty over the past year, and expressed her appreciation for the time, effort and commitment Councillors gave alongside their busy personal and professional lives. She also echoed that apologies be passed on to the officers when Councillors were unable to attend.

The Mayor remarked that Witney was a wonderful town and expressed her confidence that 2027 would be a great year for the community. In closing, she encouraged everyone to continue working together with kindness, civility, integrity and accountability.

The meeting closed at: 8.21 pm

Chair

MEETING OF THE
WITNEY TOWN COUNCIL

Held on Monday, 22 June 2026

At 7.30 pm in the Gallery Room, The Corn Exchange, Witney

Present:
Councillor J Doughty (Chair)

Councillors:	A Bailey	A Mubin
	O Collins	G Doughty
	G Meadows	D Newcombe
	J Aitman	S Simpson
	T Ashby	J Treloar
	R Smith	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Nigel Warner	Responsible Financial Officer
Others:	One member of the public.	

330 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D Enright, R Crouch and D Edwards-Hughes.

331 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members.

332 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

The Council received representations from a resident regarding the recent designation of the Burford Road verges as a Roadside Verge Nature Reserve (RVNR). The resident thanked the Council and neighbouring parishes for their support and encouraged continued biodiversity initiatives, including consideration of biodiversity impacts in relation to future works at Tower Hill Cemetery.

The Leader thanked the resident for his continued engagement and contribution to local biodiversity projects.

The Committee reconvened.

The Member of the public left the meeting at 7:45pm.

333 **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2026**

The Council received a copy of the return along with a verbal update from the Responsible Financial Officer (RFO) in respect of the Annual Governance and Accountability Return (AGAR) for 2025/26 under its obligations pursuant to the Accounts & Audit (England) Regulations 2015.

The Policy, Governance & Finance Committee (PGF) had scrutinised the documents and recommended approval and adoption at the meeting held earlier in the evening.

The RFO summarised the key elements of the AGAR for those Members not present at the earlier meeting. In relation to Section 1 – Annual Governance Statement, Members heard that the PGF Committee had recommended that questions 1 to 8 and 10 be answered "Yes" and question 9 be marked "Not Applicable".

The RFO also highlighted the restatement of the fixed assets figure contained within Section 2 – Accounting Statements. Members were advised that the figure represented the historical purchase value of the Council's assets rather than their current value and that, in his opinion, any amendments, however minor or clerical in nature, should be reported in the interests of transparency.

Finally, it was noted that the External Auditor's review was due to be completed by 30 September 2026, following which the External Auditor Report and Certificate would be presented to Council for consideration of any comments raised.

Members were unanimous in agreement to approve the submission of the Annual Governance and Accountability Report for 2025/26 as presented.

Resolved:
1. That, the Annual Internal Audit report be noted and,
2. That, the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2026 be approved and adopted with questions 1 to 8 and 10 answered “Yes” and question 9 marked as “Not Applicable” and,
3. That, the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2026 be approved and adopted and,
4. That, the draft Notice of Public Rights and Publication for 2025/26 be noted.

334 **STANDING ORDERS REVIEW**

The Council received and considered the report of the Deputy Town Clerk (DTC), this matter having been deferred from the Annual Council Meeting (06.05.2026 Minute No. 232 refers).

In relation to Standing Order 5(k), Members noted that the Council now live broadcasted its meetings and that the proposed amendment was necessary to reflect this. Members also agreed that the amendment to Standing Order 5(q) would provide greater clarity in the recording of Members’ voting decisions.

A Member asked for some minor amendments within the document to improve clarity and ensure gender neutral language.

With regard to Standing Order 10(a)(xiv), Members were reminded that the inclusion of a provision relating to written questions to the Leader had been proposed at the Annual Council Meeting. However, at this meeting, the Member who had originally proposed the amendment requested that the additional wording be removed, having reflected that the provision was not necessary.

The recording of meetings was also discussed, with some Members questioning whether the wording should be strengthened. Officers advised that legislation protects the rights of individuals to record public meetings and that there was no requirement for recording to be disclosed. Members noted that elected Members should always remain mindful of their conduct and comments, both within and outside the Council Chamber.

Following consideration, Members agreed to approve the amendments to Standing Orders 5(k) and 5(q) and that the Standing Orders would stand adjourned until the meeting of the Council on 13 July 2026 to allow any further discussion.

Resolved:

1. That, the report be noted and,
2. That, the amendments to Standing Orders 5(k) and 5(q) be approved and
3. That, the proposed additional wording to 10(a)(xiv) be removed and,
4. That, the Standing Orders stand adjourned until the meeting of the Council on 13 July 2026 where they may be discussed further.

335 **FINANCIAL REGULATIONS REVIEW**

The Council received and considered the report of the Responsible Financial Officer (RFO) concerning revisions to the Council's Financial Regulations.

Members were advised that the proposed changes had been made to improve transparency and ensure continuity of practice following the Council's transition to electronic banking arrangements.

A Member requested a number of minor amendments to ensure the consistent use of the term "Members" throughout the document in place of "Councillors". The Committee was content that these drafting amendments be made.

The RFO also provided clarification regarding amendments to the Council's procurement procedures, explaining that these changes had been introduced to improve transparency and consistency.

During consideration of the document, a Member raised a question regarding paragraph 4.8 concerning restrictions on Precept voting by Members with amounts of unpaid Council Tax. The RFO advised that the provision had been included in line with model guidance issued by the National Association of Local Councils (NALC). However, he would review the wording further and seek clarification from NALC before reporting back to Members. It was noted that, subject to that review, no amendment would be made.

Resolved:

1. That, the report be noted and,
2. That, the amendments to the Financial Regulations be approved subject to minor drafting amendments to improve consistency and clarity and,
3. That, Officers review paragraph 4.8 with the National Association of Local Councils and report back to Members and,
4. That, the Financial Regulations are adopted at the meeting of the Council on 13 July 2026.

5. That, an annual review be undertaken in May or June of each year.

The meeting closed at: 8.18 pm

Chair

PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 21 April 2026

At 6.00 pm in the Virtual Meeting via MS Teams - Virtual Meeting

Present:
Councillor G Doughty (Chair)

Councillors:	J Aitman	D Temple
	J Doughty	R Crouch (In place of R Smith)
	G Meadows	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None	

P212 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor R Smith, Councillor R Crouch attended as a substitute.

P213 **DECLARATIONS OF INTEREST**

Councillor J Aitman declared a personal interest by virtue of knowing the applicant of planning application 26/00633/HHD.

There were no other declarations from Members or Officers

P214 **PUBLIC PARTICIPATION**

There was no public participation.

Cllr D Temple joined the meeting at 6:02pm and heard all applications.

Cllr G Meadows joined the meeting at 6:07pm and heard applications 4.6 to 4.10

P215 **PLANNING APPLICATIONS**

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

Resolved:

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

P216 **NORTH LEIGH NEIGHBOURHOOD DEVELOPMENT PLAN**

The Committee received and considered the North Leigh Neighbourhood Development Plan proposal.

Resolved:

That, the following response be submitted on behalf of the Town Council,

Witney Town Council welcomes the preparation of the North Leigh Neighbourhood Plan and recognises the considerable effort that has gone into its development. The Plan presents a clear and ambitious vision for the area, and the Council commends all those involved.

However, the Town Council does have some concerns about the potential impact of future development on Witney, particularly in terms of infrastructure. As North Leigh's principal service centre, Witney already faces pressure on key services. It is therefore important that any additional development, especially on the edges of existing settlements, considers the cumulative impact on transport, healthcare, education, and other essential services relied upon by residents of both communities.

The Council also notes that local government structures are expected to change significantly in the coming years, with Local Government Reorganisation (LGR) anticipated in 2027–28, alongside possible governance reviews. These changes may affect how services are delivered and how strategic planning is coordinated. As such, it is important that the Neighbourhood Plan remains flexible enough to adapt to this evolving landscape.

Overall, Witney Town Council is supportive of the North Leigh Neighbourhood Plan and its objectives. This support is, however, subject to the need for careful consideration of cross-boundary impacts, particularly in relation to infrastructure and service provision, and for continued dialogue to ensure alignment with wider strategic planning priorities.

P217 **STREET TRADING CONSENT - ALI'S TORNADO CHIPS**

The Committee received and considered an application for street trading consent from Ali's Tornado Chips.

Concerns were raised as to the effect that the issuing of the consent would have on the established trader(s) in the immediate area it was agreed that any response should reflect this.

It was therefore agreed that the following response be submitted:

Witney Town Council has no objection to the application however ask that the existing vendors that use trade in this location are considered in any decision making.

Resolved:

That, the above response be forwarded to the licencing team at West Oxfordshire District Council.

The meeting closed at: 6.29 pm

Chair

Witney Town Council

Planning Minutes - 21 April 2026

215

215- 1	26/037	Plot Ref :-26/00676/LBC	Type :-	LISTED BUI
	Applicant Name :-	.	Date Received :-	26/03/2026
	Location :-	The Surgery 1 Farm Mill Lane	Date Returned :-	22/04/2026
	Proposal :	Internal alterations to include removal of a wall between two storage areas and installation of new wall and door to create a WC		
	Observations :	Witney Town Council has no objections regarding this application.		

215- 2	26/038	Plot Ref :-26/00633/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	27/03/2026
	Location :-	69B Newland	Date Returned :-	22/04/2026
	Proposal :	Extension of existing dropped kerb.		
	Observations :	Witney Town Council has no objections regarding this application.		

215- 3	26/039	Plot Ref :-26/00723/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	27/03/2026
	Location :-	24 Park Road	Date Returned :-	22/04/2026
	Proposal :	Conversion of loft including addition of front and rear dormers to create additional living space.		
	Observations :	Witney Town Council has no objections regarding this application.		

215- 4	26/040	Plot Ref :-26/00580/FUL	Type :-	FULL
	Applicant Name :-	.	Date Received :-	31/03/2026
	Location :-	Welcome Evangelical Church High Street	Date Returned :-	22/04/2026
	Proposal :	Alternations and extensions to church building, and alterations to vehicle access and landscaping		
	Observations :	Witney Town Council has no objections regarding this application.		

215- 5	26/041	Plot Ref :-26/00703/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	31/03/2026
	Location :-	2 Plumbers Yard 56a Crawley Road	Date Returned :-	22/04/2026
	Proposal :	Single storey rear extension		
	Observations :	Witney Town Council raises no objection to this planning application on material		

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planning grounds. However, the Council notes that the proposed development would result in a reduction in permeable surface area, which may increase surface water run-off and the risk of flooding in the locality.

The Town Council encourages the incorporation of appropriate mitigation measures to manage surface water sustainably. Such measures should aim to reduce both the rate and volume of run-off and should accord with Policy EH7 (Flood Risk) of the West Oxfordshire Local Plan 2031, as well as the National Planning Policy Framework (NPPF) (Paragraphs 159–169), which seeks to ensure that development does not increase flood risk elsewhere.

The Town Council therefore requests that permeable surfacing, soakaways, rainwater attenuation, or other sustainable drainage system (SuDS) features are considered, where feasible, to mitigate surface water impacts and ensure compliance with both local and national policy objectives.

215- 6 26/042 Plot Ref :-26/00682/S73 Type :- VARIATION

Applicant Name :- . Date Received :- 01/04/2026

Location :- Mulberry House
9 Church Green Date Returned :- 22/04/2026

Proposal : Variation of condition 4 (to allow bird and bat boxes to be attached to the fabric of the wall and be surrounded by stone slips, giving them a 60mm ingress into the external face of the wall) and discharge of condition 5 (landscaping details) of planning permission 23/03353/FUL. (Retrospective).

Observations : Witney Town Council has no objections regarding this application.

215- 7 26/043 Plot Ref :-26/00712/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 01/04/2026

Location :- 48 Winfield Drive Date Returned :- 22/04/2026

Proposal : Conversion of existing integral garage to create additional living space.

Observations : Witney Town Council has no objections regarding this application.

215- 8 26/044 Plot Ref :-6/00757/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 02/04/2026

Location :- 2 Willowbank Date Returned :- 22/04/2026

Proposal : Addition of windows to the side elevation

Observations : Witney Town Council has no objections regarding this application.

215- 9 26/045 Plot Ref :-26/00789/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 14/04/2026

Location :- 31 Sherbourne Road Date Returned :- 22/04/2026

Proposal : Internal and external alterations to change ground floor and first floor layouts to include insertion of ground floor window in side elevation and ground floor window to serve new kitchen with external timber cladding (both to front elevation). Removal of existing garden walling to create new vehicular access together with the replacement of existing shingle parking space with permeable concrete block paving.

Observations : Witney Town Council has no objections regarding this application.

215- 10 26/046 Plot Ref :-26/00776/S73 Type :- VARIATION

Applicant Name :- .

Date Received :- 14/04/2026

Location :- Scrap Yard Rear Of 58 West End

Date Returned :- 22/04/2026

Proposal : Variation of condition 2 of planning permission 23/02730/FUL to allow changes to internal layout (Plots 1 - 5), reconfiguration of garden boundaries (Plots 6 - 9) and changes to parking layout.

Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 6:29pm

Signed : ________________ Chairman Date: ________

On behalf of :- Witney Town Council

PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 12 May 2026

At 6.00 pm in the Virtual Meeting via MS Teams - Virtual Meeting

Present:

Councillor G Doughty (Chair)

Councillors:	J Aitman R Smith	J Treloar
Officers:	Adam Clapton Derek Mackenzie	Deputy Town Clerk Senior Administrative Officer & Committee Clerk
Others:	One member of the public.	

P236 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor G Meadows.

P237 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

P238 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

The committee received representations from the applicant of Planning application 25/02661/OUT.

The Committee reconvened.

P239 **PLANNING APPLICATIONS**

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

Resolved:

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

P240 **APPLICATION FOR NEW PAVEMENT LICENCE - THE EDGE EATERY, HIGH STREET W/26/00390/PAVLIC**

The Committee noted the Pavement Licence Application for The Edge Eatery, 62a High Street under the Business and Planning Act 2020.

Given the short statutory timescale for Witney Town Council to respond, by prior agreement, documents were circulated electronically to members of this Committee.

Resolved:

To note that, a No Objection response was forwarded to the Licencing team at West Oxfordshire District Council on 6 May 2026.

P241 **WITNEY SHORES GREEN - CONSULTATION ON PROPOSED ACCESS TO WITNEY TRAFFIC IMPROVEMENTS**

The Committee received and considered the request for comment on the proposed access to Witney traffic improvements. The following response was agreed for submission to the consultation.

Witney Town Council is supportive of the proposed traffic measures associated with the completion of the new Shores Green junction to the east of Witney.

This position reflects the view that the measures have the potential to contribute positively to road safety in the surrounding area. In particular, it was thought that the introduction of revised traffic arrangements and speed management would likely assist in reducing the likelihood and severity of collisions.

The proposed changes are also noted in the context of planned development in the Oxford Hill and Cogges area. The Council considers it appropriate that traffic management measures are introduced in advance of this growth, to help ensure that the highway network is suitably prepared to accommodate future demand. This forward-looking approach would support the effective functioning of the road network the agreed development moves forward.

The proposed reduction in speed limits, including on the approach to the single carriageway section near Hill Farm, is supported in principle as a proportionate measure to reflect local road conditions and its anticipated usage.

It is also recognised that lower vehicle speeds can contribute to environmental benefits, including the potential for improvements in local air quality, particularly in an area of existing and proposed residential development.

Overall, the Council considers that the proposals represent a reasonable and balanced approach to managing traffic in this location, and is content to support their implementation, subject to appropriate monitoring and any necessary future adjustment.

Resolved:

That, the response be submitted to Oxfordshire County Council.

P242 **APPLICATION FOR NEW PAVEMENT LICENCE - THE PLOUGH, 98 HIGH STREET W/26/00452/PAVLIC**

The Committee received and considered an application for a pavement licence for The Plough, 98 High Street.

Resolved:

That, a No Objection response be forwarded to the licencing team at West Oxfordshire District Council.

The meeting closed at: 6.31 pm

Chair

Witney Town Council

Planning Minutes - 12 May 2026

239

239- 1 26/047 Plot Ref :-26/00794/S73 Type :- VARIATION

Applicant Name :- . Date Received :- 22/04/2026

Location :- 2 Burwell Drive Date Returned :- 13/05/2026

Proposal : Variation of condition 3 of planning permission 20/03058/HHD to allow amendments to materials of the side extension cladding from timber to composite, and alterations to window and door colour

Observations : Witney Town Council has no objections regarding this application.

239- 2 26/048 Plot Ref :-25/02661/OUT Type :-

Applicant Name :- . Date Received :- 22/04/2026

Location :- 61 Mirfield Road Date Returned :- 13/05/2026

Proposal : Outline application with all matters reserved for the erection of 1 self build dwelling. (Amended description)

Observations : Witney Town Council has no objections regarding this application.

239- 3 26/049 Plot Ref :-26/00913/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 24/04/2026

Location :- 4 Tetbury Drive Date Returned :- 13/05/2026

Proposal : Conversion of garage to living space with addition of windows to the side elevation

Observations : Witney Town Council has no objections regarding this application.

239- 4 26/050 Plot Ref :-26/00925/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 24/04/2026

Location :- 26 South Lawn
OX28 5HX Date Returned :- 13/05/2026

Proposal : Erection of a single storey rear extension

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

239- 5 26/051 Plot Ref :-26/00921/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 24/04/2026

Location :- 19 Stanton Close Date Returned :- 13/05/2026

Proposal : Conversion of loft to living space with addition of rear dormer, front rooflight, and associated works

Observations : Witney Town Council has no objections regarding this application.

239- 6 26/052 Plot Ref :-326/00908/S73 Type :- VARIATION

Applicant Name :- . Date Received :- 27/04/2026

Location :- 107 High Street Date Returned :- 13/05/2026

Proposal : Removal of condition 1 of 10/1077/P/S73 which restricts occupancy, and variation of condition 2 of W2000/0406 to allow for additional parking facilities

Observations : Witney Town Council has no objections regarding this application.

239- 7 26/053 Plot Ref :- 26/00849/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 27/04/2026

Location :- 37 Burford Road Date Returned :- 13/05/2026

Proposal : Erection of first floor extension over existing garage and single storey rear extension.

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

239- 8 26/054 Plot Ref :-26/00997/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 28/04/2026

Location :- 24 Mary Ellis Way Date Returned :- 13/05/2026

Proposal : Erection of single storey rear extension

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

239- 9 26/055 Plot Ref :-26/01011/ADV Type :- ADVERTISIN

Applicant Name :- . Date Received :- 29/04/2026

Location :- Witney Service Station
Welch Way Date Returned :- 13/05/2026

Proposal : Erection of D6 digital internally illuminated advertisement display.

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West

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Oxfordshire Local Plan 2031.

239- 10 26/056 Plot Ref :-26/01026/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 30/04/2026

Location :- 62 Burwell Meadow Date Returned :- 13/05/2026

Proposal : Erection of two storey extention, extention of single storey rear extention to replace conservatory, and associated works.

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

The Meeting closed at : 6:31pm

Signed : ________________ Chairman Date: __________

On behalf of :- Witney Town Council

<u>PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL</u>

Held on Tuesday, 2 June 2026

At 6.00 pm in the Virtual Meeting via MS Teams - Virtual Meeting

Present:

Councillor G Doughty (Chair)

Councillors:	J Aitman	J Treloar
	G Meadows	R Smith
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None.	

P274 **<u>APOLOGIES FOR ABSENCE</u>**

An apology for absence was received from Councillor D Temple prior to the meeting; however, due to the late receipt, it was not reported during the meeting.

P275 **<u>DECLARATIONS OF INTEREST</u>**

There were no declarations of interest from Members or officers.

P276 **<u>PUBLIC PARTICIPATION</u>**

There was no public participation.

Cllr J Treloar joined the meeting at 6:04pm.

P277 **<u>PLANNING APPLICATIONS</u>**

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

Resolved:

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

P278 **NOTIFICATION OF PLANNING APPEAL - 46A MARKET SQUARE, WITNEY**

The Committee received notification of Planning Appeal 26/00013/APPEAL in respect of 46a Market Square, Witney.

Resolved:

That the notification of the Planning Appeal be noted.

P279 **NOTIFICATION OF PLANNING APPEAL - 46A MARKET SQUARE, WITNEY**

The Committee received notification of Planning Appeal 26/00013/APPEAL in respect of 46a Market Square, Witney.

Resolved:

That the notification of the Planning Appeal be noted.

P280 **A40 BARNARD GATE JUNCTIONS - EXPERIMENTAL TRO**

The Committee received notification of the introduction of the Experimental Traffic Regulation Order for the Barnard Gate A40 no right turn restrictions.

Resolved:

That the notification be noted.

P281 **APPLICATION FOR A NEW PREMISES LICENCE - MCDONALDS, DUCKLINGTON LANE - W/26/00532/PRMA**

The Committee received and considered the application from McDonalds Restaurant, Ducklington Lane, Witney for a new premises licence under the Licencing Act 2003.

It was agreed that the following submission be made.

Witney Town Council has no objection to this application.

Members nevertheless wish to raise concerns regarding the potential for public nuisance arising from the proposed 24-hour operation. In particular, consideration should be given to the possible impacts of late-night activity, including noise, anti-social behaviour, and littering in the surrounding area.

The Council encourages the applicant and the Licensing Authority to ensure that appropriate measures are in place, and that the premises are subject to ongoing monitoring and review, to mitigate any such impacts should they arise.

These observations are made in relation to the licensing objectives set out in the Licensing Act 2003, specifically the prevention of public nuisance and the prevention of crime and disorder.

Resolved:

That, the Council makes the above submission to this application.

The meeting closed at: 6.21 pm

Chair

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Witney Town Council

Planning Minutes - 2 June 2026

Committee Members Present :-

277

277- 1 26/057 Plot Ref :-26/01040/FUL Type :- FULL

Applicant Name :- . Date Received :- 07/05/2026

Location :- 11 Market Square Date Returned :- 03/06/2026

Proposal : Installation of new shopfront and associated works.

Observations : Witney Town Council has no objections to this application.Members consider that the proposal will enhance the appearance of the premises and make a positive contribution to the surrounding area. The Council also welcomes the introduction of a new business to the town, recognising the benefits this brings to the local economy and vitality of the area.

277- 2 26/058 Plot Ref :-26/01041/LBC Type :- LISTED BUI

Applicant Name :- . Date Received :- 07/05/2026

Location :- 11 Market Square Date Returned :- 03/06/2026

Proposal : Removal of existing shopfront and existing internal wall. Installation of new shopfront and non-illuminated signs.

Observations : Witney Town Council has no objections to this application.Members consider that the proposal will enhance the appearance of the premises and make a positive contribution to the surrounding area. The Council also welcomes the introduction of a new business to the town, recognising the benefits this brings to the local economy and vitality of the area.

277- 3 26/059 Plot Ref :-26/01056/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 07/05/2026

Location :- 3 Brook Lane Date Returned :- 03/06/2026

Proposal : Erection of single storey rear extension to replace conservatory

Observations : Witney Town Council has no objections regarding this application.

277- 4 26/060 Plot Ref :-26/00987/FUL Type :- FULL

Applicant Name :- . Date Received :- 07/05/2026

Location :- Unit 8 Nimrod De Havilland Way Date Returned :- 03/06/2026

Proposal : Installation of windows to front and rear elevations.

Observations : Witney Town Council has no objections to this application.

Members welcome the introduction of additional windows, recognising the benefit of increased natural daylight for workers within an industrial environment.

The Council considers that such improvements help to create a healthier and more supportive workplace environment, contributing positively to employee welfare and satisfaction.

This aligns with the National Planning Policy Framework, which seeks to achieve healthy, inclusive places that promote wellbeing, and support development that provides a high standard of amenity for existing and future users.

277- 5 26/061 Plot Ref :-26/00897/FUL Type :- FULL

Applicant Name :- . Date Received :- 07/05/2026

Location :- Scrap Yard Rear Of 58 West End Date Returned :- 03/06/2026

Proposal : Change of use of land to enlarge the domestic garden of plot 10

Observations : Witney Town Council has no objections regarding this application

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277- 6 26/062 Plot Ref :-26/01091/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 12/05/2026

Location :- 178 Manor Road Date Returned :- 03/06/2026

Proposal : Erection of single storey front extension.

Observations : Witney Town Council has no objections regarding this application

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277- 7 26/063 Plot Ref :-26/01075/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 12/05/2026

Location :- 4 Saxon Way Date Returned :- 03/06/2026

Proposal : Erection of a single storey rear extension, addition of an open front porch, conversion of detached rear garage to gym, addition of cladding to outbuilding, and associated works

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

277- 8 26/064 Plot Ref :-26/00944/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 13/05/2026

Location :- 11 Crawley Road Date Returned :- 03/06/2026

Proposal : Erection of a single storey rear extension and front porch, adjustment of existing roof height and construction of rear dormer to create first floor living space along with installation of solar panels and erection of a semi covered carport

Observations : Witney Town Council has no objections regarding this application.

277- 9 26/065 Plot Ref :-26/00876/LBC Type :- LISTED BUI

Applicant Name :- . Date Received :- 14/05/2026

Location :- Archway Between 75 And 77 High Date Returned :- 03/06/2026

Proposal : Internal and external alterations to include repairs to the beam structure, external gate, and front wall of the archway, as well as the addition of insulation to the room above the archway

Observations : Witney Town Council has no objections to this application.

Members welcome the proposed alterations, which are considered to enhance and support the retention of a art of a key heritage structure on the High Street. The building occupies a prominent and important position, forming part of the entranceway to the Witney Museum, and its preservation and improvement are therefore strongly supported.

The Council considers that the proposals will reinforce the historic character of the area. This approach is consistent with the National Planning Policy Framework Section 16: Conserving and Enhancing the Historic Environment.

The Meeting closed at : 6:21pm

Signed : ______________________ Chairman Date: ______________

On behalf of :- Witney Town Council

PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 23 June 2026

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor G Doughty (Chair)

Councillors:	J Aitman	J Treloar
	G Meadows	R Smith
	D Temple	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None.	

P336 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

P337 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members.

P338 **ELECTION OF VICE-CHAIR**

The Chair called for nominations for the position of Vice-Chair of the Committee.

It was proposed and seconded that Councillor J Aitman be elected. There being no other nominations it was:

Resolved:

That, Councillor Joy Aitman be elected Vice-Chair of the Committee for the 2026/27 municipal year.

P339 **MINUTES**

The minutes of the Planning & Development Committee meetings held on 31 March, 21 April, 12 May & 2 June 2026 were received.

There were no matters arising.

Resolved:

That, the minutes of the Planning & Development Committee meetings held on 31 March, 21 April, 12 May & 2 June 2026 be approved as correct records of the meetings and be signed by the Chair.

P340 **PUBLIC PARTICIPATION**

There was no public participation.

P341 **PLANNING APPLICATIONS**

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

Resolved:

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

P342 **PLANNING DECISIONS**

The Committee received and considered a schedule of planning decisions received from West Oxfordshire District Council (WODC).

The Committee Clerk summarised the reasoning for the decisions that were contrary to the Committee's submission. Members were pleased to see the number of applications that endorsed their comments.

Resolved:

That, the list circulated advising of WODC planning decisions be noted.

Cllr J Treloar left the meeting at 6:20pm

P343 **TERMS OF REFERENCE**

The Committee received and considered the report of the Deputy Town Clerk which outlined the current Terms of Reference for the Committee along with any changes for consideration.

No recommendations for change were made.

Recommended:

1. That, the report be noted and;
2. That, the recommended changes be approved at the meeting of the Council on 13 July 2026.

Cllr J Treloar returned to the meeting at 6:22pm

P344 **APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE - SMARTS TAKE AWAY, 50 MARKET SQUARE - W/26/00570/PRMV**

The Committee noted the Application for Minor Variation from Smarts Take Away, 50 Market Square under the Licencing Act 2003.

Resolved:

That, a No Objection response be forwarded to the licencing team at West Oxfordshire District Council.

P345 **APPLICATION FOR A NEW PREMISES LICENCE - COURTSIDE CIC THE LEYS, WITNEY**

The Committee received the application from Courtside CIC, The Leys for a new premises licence.

Members noted their position as the landowner on which the premises stood along with their duty as elected representatives being consulted through this process. The Committee welcomed the new facility being made available to the town, its residents and visitors from outside of the town.

Resolved:

That, the Council makes No Objection to this application.

P346 **NOTIFICATION OF PLANNING APPEAL - 10 HANGAR CLOSE, WITNEY**

The Committee received notification of Planning Appeal 26/00015/APPEAL respect of 10 Hangar Close, Witney.

Members considered their original response submitted 10 March 2026. It was agreed unanimously that the submission was comprehensive and therefore no additional submission should be submitted.

Resolved:

That, the notification of the Planning Appeal be noted.

Cllr D Temple left the meeting during the following agenda item at 6:46pm

P347 **OXFORDSHIRE COUNTY COUNCIL - QUIET LANES PILOT PROGRAMME**

The Committee received and considered correspondence from Oxfordshire County Council regarding the Quiet Lanes pilot programme and considered potential locations within Witney.

Members discussed a number of suggested routes, including Church Lane, Avenue Two/Station Lane, Farm Mill Lane, Narrow Hill, Burwell Meadow, High Street, Puck Lane, Gloucester Place and Farmers Close. These suggestions highlighted a range of local issues, including active travel usage, vehicle speeds, delivery access, and the balance between restricting traffic.

During discussion, Members noted that several of the routes identified were already relatively low traffic or self-regulating in nature, such as Church Lane, Dark Lane and Puck Lane. It was further acknowledged that the urban layout and complexity of Witney's highway network may make the retrospective introduction of Quiet Lane measures more challenging compared to rural areas, where the scheme was more readily applicable.

Members also noted that any scheme would initially be implemented on a temporary basis through an Experimental Traffic Regulation Order (ETRO), for a minimum of six months and up to eighteen months, allowing for monitoring and review before any permanent decision was made.

Consideration was given to whether to defer submitting an expression of interest until initial pilots elsewhere in the county had been delivered and evaluated however this may be at the risk of initial funding budgets and protection of local concerns being reflected in the programme.

A proposal was made by Cllr G Doughty, seconded by Cllr R Smith, to support the Church Green Residents' Association who had expressed for many years the traffic issues that they suffer in seeking a Quiet Lane designation for the short section of road between Church Green and the entrance to The Leys (Station Lane) it was thought that this may address vehicle movements and pedestrian safety.

The proposal was put to the vote and carried with three Members in favour, one against and one abstention.

Resolved:

That, the Town Council submits an expression of interest to Oxfordshire County Council for the section of road between Church Green and the entrance to The Leys to be considered as part of the Quiet Lanes pilot programme.

P348 **PAVEMENT LICENCE - FLEECE & FLAGON, 47 CORN STREET, WITNEY**

With the express permission of the Chair, the Committee received and considered the Pavement Licence renewal application for Fleece & Flagon, 47 Corn Street under the Business and Planning Act 2020.

Given the short statutory timescale for Witney Town Council to respond, documents had been circulated electronically to members of this Committee ahead of the meeting.

Resolved:

That, a no objection response be forwarded to the licencing team at West Oxfordshire District Council.

The meeting closed at: 7.01 pm

Chair

Witney Town Council

Planning Minutes - 23 June 2026

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341- 1	26/066	Plot Ref :-26/01226/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	27/05/2026
	Location :- 2 Viner Close		Date Returned :-	24/06/2026

Proposal : Erection of two storey front extension.

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

341- 2	26/067	Plot Ref :-26/01235/LBC	Type :-	LISTED BUI
	Applicant Name :- .		Date Received :-	28/05/2026
	Location :- 18 Woodford Mill		Date Returned :-	24/06/2026

Proposal : Internal and external alterations to include replacement of existing timber windows with aluminium windows

Observations : Witney Town Council has no objection to this application. The Council welcomes the proposed replacement of the existing wooden windows with aluminium units, noting that they may offer an improved aesthetic appearance and represent a more sustainable and cost-effective long-term solution for future occupants in terms of maintenance and durability.

341- 3	26/068	Plot Ref :-26/01125/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	01/06/2026
	Location :- The Three Pigeons Inn		Date Returned :-	24/06/2026

Proposal : Replacement of external kitchen extraction unit. (Retrospective).

Observations : Witney Town Council has no objection to this application.

341- 4	26/069	Plot Ref :-26/01126/LBC	Type :-	LISTED BUI
	Applicant Name :- .		Date Received :-	29/05/2026
	Location :- The Three Pigeons Inn		Date Returned :-	24/06/2026

Proposal : Replacement of external kitchen extraction unit. (Retrospective).

Observations : Witney Town Council has no objection to this application.

341- 5	26/070	Plot Ref :-26/00944/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	08/06/2026
	Location :- 11 Crawley Road		Date Returned :-	24/06/2026

Proposal : Erection of a single storey rear extension and front porch, adjustment of existing roof height and construction of rear dormer to create first floor living space along with installation of solar panels and erection of a semi covered carport

Observations : Witney Town Council has no objection to this application.

The Council welcomes the introduction of solar panels, recognising their contribution towards reducing carbon emissions and supporting measures to address climate change.

An approach they consider is consistent with the objectives of the West Oxfordshire Local Plan 2031, particularly those policies that promote sustainable construction and renewable energy, as well as the National Planning Policy Framework (NPPF), which encourages the transition to a low-carbon future and supports the use of renewable and low-carbon energy sources.

341- 6 26/071 Plot Ref :-26/00776/S73 Type :- VARIATION

Applicant Name :- . Date Received :- 02/06/2026

Location :- Scrap Yard Rear Of 58 West End Date Returned :- 24/06/2026

Proposal : Variation of condition 2 of planning permission 23/02730/FUL to allow changes to internal layout (Plots 1 - 5), reconfiguration of garden boundaries (Plots 6 - 9) and changes to parking layout. External alterations to windows, doors and external amenity space of plot 5 (amended description)

Observations : Witney Town Council has no objection to this application.

The Council recognises that the amendments to the plans could address concerns raised by neighbouring residents in relation to parking provision. However, it is noted that this may be to the detriment of permeable drainage on the site.

The Council would therefore encourage the applicant to ensure that appropriate sustainable drainage measures are incorporated, in line with the objectives of the West Oxfordshire Local Plan 2031, particularly Policy EH7 (Flood Risk), which seeks to minimise surface water runoff and promote the use of sustainable drainage systems.

341- 7 26/072 Plot Ref :-26/01286/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 03/06/2026

Location :- 35 Spring Meadow Date Returned :- 24/06/2026

Proposal : Single storey rear/side extension to existing dwelling

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

341- 8 26/073 Plot Ref :-26/01274/LBC Type :- LISTED BUI

Applicant Name :- . Date Received :- 08/06/2026

Location :- 31 West End Date Returned :- 24/06/2026

Proposal : Alterations to include conversion of dwelling into two separate dwellings and associated works. Internal alteratiions to include changes to floor layouts and general repairs

Observations : Witney Town Council has no objection to this application.

The Council welcomes the proposed renovations and the preservation of features of this historic building, recognising their importance in maintaining the character and heritage of Witney.

The Council also supports the provision of additional housing within walking distance of the town centre, as this may help encourage opportunities for active travel, reducing reliance on private vehicles and promoting more sustainable patterns of movement.

341- 9 26/074 Plot Ref :-26/01273/FUL Type :- FULL

Applicant Name :- . Date Received :- 08/06/2026

Location :- 31 West End Date Returned :- 24/06/2026

Proposal : Conversion of dwelling into two separate dwellings and associated works

Observations : Witney Town Council has no objection to this application.

The Council welcomes the proposed renovations and the preservation of features of this historic building, recognising their importance in maintaining the character and heritage of Witney.

The Council also supports the provision of additional housing within walking distance of the town centre, as this may help encourage opportunities for active travel, reducing reliance on private vehicles and promoting more sustainable patterns of movement.

341- 10 26/075 Plot Ref :-26/01320/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 08/06/2026

Location :- 71 Oxford Hill Date Returned :- 24/06/2026

Proposal : Demolition of existing single storey extension and erection of new two storey rear extension together with the insertion of additional windows , one in exisiting first floor side elevation and one in side elevation of entrance porch.

Observations : Witney Town Council has no objections regarding this application.

341- 11 26/076 Plot Ref :-26/01382/FUL Type :- FULL

Applicant Name :- . Date Received :- 11/06/2026

Location :- 23 Burwell Meadow Date Returned :- 24/06/2026

Proposal : Conversion of existing C3 Dwelling House into 7 Bedroom HMO (Sui Generis). (Retropsective).

Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 7:01pm

Signed : Chairman Date:

On behalf of :- Witney Town Council

CLIMATE & BIODIVERSITY COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 19 May 2026

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor S Simpson (Chair)

Councillors:	J Robertshaw	R Smith
	J Aitman	J Doughty
	G Meadows	
Officers:	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Janine Sparrowhawk	Compliance & Environment Officer
	Carl Whitehead	Biodiversity & Green Spaces Officer
Others:	One member of the public.	

CB243 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor D Newcombe.

It was also noted that Cllr R Smith was running late however would be joining the meeting.

CB244 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or Officers.

CB245 **ELECTION OF VICE-CHAIR**

The Chair called for nominations for the position of Vice-Chair of the Committee.

It was proposed and seconded that Councillor G Meadows be elected. There being no other nominations, it was:

Resolved:

That, Councillor Georgia Meadows be elected Vice-Chair of the Committee for the 2026/27 municipal year.

CB246 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

The committee received representations from a resident concerning Agenda Item 9 who shared his thoughts on the proposals for the introduction of PV Solar panels as well as wider climate action activity.

The Committee reconvened.

CB247 **MINUTES**

The minutes of the Climate & Biodiversity Committee meeting held on 13 January 2026 were received.

CB28 – An update was provided on the progress of the Nature Verges projected being spearheaded by a resident. Members heard that engagement was ongoing between the Council, Oxfordshire Country Council and the neighbouring parish councils of Minster Lovell, Hailey and Curbridge. The Biodiversity & Green Spaces Officer was also due to meet with the group for an onsite visit in June.

Resolved:

That, the minutes of the Climate & Biodiversity Committee meeting held on 13 January 2026 be approved as a correct record of the meetings and be signed by the Chair.

CB248 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets which were the responsibility of the committee.

A question arose from a Member regarding income from fishing rights, it was confirmed that it was not expected that the Newland Angling Club, who historically had utilised fishing rights on the river section within the Country Park, would be replaced by any other entity.

Resolved:

1. That, the report be noted and,
2. That, the management accounts of the Climate & Biodiversity Committee for the period to 31 March 2026 be approved.

CB249 **COMMITTEE TERMS OF REFERENCE**

The Committee considered whether any changes were needed to the current Terms of Reference.

It was unanimously agreed that the following additional term be added to reflect the oversight of the Climate & Biodiversity Working Party.

(k) To oversee the work of the Council's Climate Action Working Party.

Recommended:

That, the Terms of Reference including the above suggested change be recommended for approval by the Full Council at the meeting of 13 July 2026.

CB250 **ANNUAL RESIDENTS SURVEY RESULTS**

The Committee received and considered the report of the Deputy Town Clerk concerning the results of the residents' annual satisfaction survey, which was conducted at the beginning of the year.

Members were advised that the report represented the survey results for services within the remit of this Committee, presenting combined 'satisfactory', 'good' and 'excellent responses alongside negative feedback. Comparative data from previous years was included to assist with benchmarking performance trends. The report also contained all unedited comments received in relation to the services.

Members welcomed the overall increase in satisfaction ratings and noted the positive comments received, particularly in relation to the Country Park, where accessibility improvements were recognised as having made a significant impact. Clarification was provided regarding comments about the use of material to fill holes on the lake pathway. It was confirmed that the material used is binding ballast, which is appropriate for this type of surface; when damp, it forms a firm, durable compound, although it may initially appear dusty in dry conditions.

The Committee noted that the cycle stand had been temporarily removed to facilitate the installation of new noticeboards, with works nearing completion, and requested that the cycle stand be reinstated as soon as possible.

Concern was expressed regarding the reduction in responses from residents under the age of 18. Members agreed that further work should be undertaken to raise awareness of the Country Park and lake, recognising it as a valuable community asset. It was suggested that this could include increased promotion through social media and other channels, as well as exploring opportunities to involve the Youth Council in supporting engagement and awareness-raising initiatives.

Members placed on record their appreciation for the continued hard work and commitment of the Operations Team, Ranger, and Biodiversity and Green Spaces Officer in delivering and maintaining high-quality services.

Resolved:

1. That the report be noted;
2. That officers explore opportunities to increase awareness and usage of the Country Park and lake, particularly among younger residents, including through social media and engagement with the Youth Council; and
3. That the cycle stand be reinstated at the earliest opportunity following completion of the noticeboard works.

CB251 **CLIMATE ACTION PLAN REPORT**

The Committee received and considered the report of the Compliance and Environment Officer (C&EO) providing an update on the Council's Climate Change Strategy and Action Plan.

The C&EO presented the report, advising that it was a detailed and comprehensive document covering a wide range of climate-related priorities. Members were informed that, following a period of competing operational demands, the C&EO was in a position to progress the proposals within the Action Plan. It was also noted that, as previously requested by Members, colour coding had been incorporated into the Action Plan to clearly identify priority actions requiring more immediate attention.

Members noted the findings of the energy assessments commissioned through Energy Solutions Oxfordshire for the Council's buildings. It was reported that a recent assessment of the Windrush Cemetery Depot (undertaken in December 2025) identified a range of potential energy efficiency measures, many of which could be progressed through existing maintenance budgets, alongside further opportunities such as solar photovoltaic panels and alternative heating systems. The building was fully electric, with relatively modest annual energy costs, and therefore presents opportunities for targeted improvements to further reduce emissions.

Members further noted the assessment of the Corn Exchange, completed in April 2026, which highlighted the building as the Council's largest energy consumer in terms of electricity, gas and water usage. The report identified a number of potential improvements; however, it also noted that further investigation would be required where limited data was available, particularly in relation to insulation and building fabric. Members acknowledged that, due to the building's scale and usage, it offered significant potential for carbon reduction, particularly through measures such as solar panel installation and improved energy efficiency controls.

In relation to Burwell Hall, Members heard that the assessment was undertaken in 2022 and that improvements had already been made since that time, including the upgrade of the gas boiler system. The report identified additional opportunities for further savings through fabric improvements, enhanced controls, and renewable energy installations. In response to a question, it was confirmed that an updated assessment could be commissioned; however, this would incur an additional cost. Members agreed that the existing report continued to provide a sufficient evidence base for the time being and that a further assessment was not currently required.

The Committee welcomed the benchmarking information included within the report and expressed particular interest in the significant emissions reductions achieved by Corsham Town Council. Members recommended that the C&EO engage with those councils, especially Corsham, to better understand the measures implemented and associated costs, with a view to applying relevant learning to Witney's own approach.

Members also considered the Council's first Eco Fair held in October 2025 and agreed that a further event should be planned for autumn 2026. Discussion took place regarding the merits of holding the event on a weekday or at the weekend. It was noted that while weekday events may support attendance from partner organisations and council stakeholders, a weekend event could enable greater participation from residents, volunteers, and smaller community groups. Members agreed that further exploration of format and promotion would be beneficial to maximise engagement. In addition, it was suggested that climate- and energy-focused organisations could be invited to attend existing "Councillors at the Café" sessions to further raise awareness of the Council's climate objectives.

In relation to funding, Members considered how the allocated £50,000 capital budget for carbon reduction projects could best be utilised, and how this may be enhanced by matched funding available through Energy Solutions Oxfordshire's Green Fund. It was suggested that priority projects could include energy improvement works at Windrush Cemetery Depot (estimated at approximately £14,000) and the installation of solar panels at the Corn Exchange (estimated at approximately £34,000).

Members agreed that further detailed consideration of these options was required and therefore agreed that a Climate Action Working Party meeting be convened on 11 June 2026 to review the proposals in more detail. It was proposed by Cllr R Smith, seconded by Cllr J Doughty, and unanimously agreed that officers should scope the proposals further and present options to that meeting to inform recommendations on the allocation of the budget.

Recommended:

1. That the report be noted;
2. That authority be delegated to officers to scope options for the allocation of the £50,000 carbon reduction budget and report back to the Climate Action Working Party meeting scheduled for 11 June 2026;
3. That officers engage with other councils, including Corsham Town Council, to gather information on effective carbon reduction measures and the associated costs they incurred; and
4. That a further Eco Fair be considered for autumn 2026, with the Climate Action Working Party to further explore the format, including the potential for a weekend event, and improved promotion and engagement opportunities.

CB252 **SEASONAL PLANTING SCHEMES**

The Committee received and considered the report of the Head of Operations and Estates (H&O), as presented by the Biodiversity & Green Spaces Officer (B&GSO).

The B&GSO advised Members that the report outlined proposals for the future delivery of the Council's seasonal planting scheme. It was highlighted that there would be a short-term increase in costs associated with the purchase and planting of perennials; however, this approach would deliver environmental and financial benefits over the longer term. Members were informed that, with the establishment of the new depot facility, there was now capacity to lift and store certain bulbs over the winter period, enabling reuse and reducing future purchase costs. It was noted that, when considered over a number of years, the overall financial outlay should remain broadly comparable.

The Committee considered the proposal to move towards a mixed planting approach, incorporating both perennials and seasonal planting, and expressed support for this direction.

Members highlighted the current planting at Church Green as a positive example of the visual and environmental benefits of the towns approach, with one Member noting that similar attractive planting schemes appeared to have been adopted by Henry Box School within its grounds.

A Member raised the proposed wildflower planting at Deer Park Roundabout, Officers reported that operational challenges had arisen, with the initial maintenance and practical considerations being highlighted. It was therefore agreed that a further report be presented to the next meeting of the Climate Action Working Party scheduled for 11 June 2026, to enable a more detailed consideration and to inform a decision on how the Council should proceed with this location.

Members were unanimous in their support for the recommendations set out within the report.

Resolved:

1. That the proposed transition to a mixed planting scheme incorporating perennials and seasonal planting be approved; and
2. That a further report on the Deer Park Roundabout wildflower planting be presented to the Climate Action Working Party meeting on 11 June 2026 for consideration.

CB253 **BIODIVERSITY UPDATE**

The Committee received the report along with a verbal update from the Biodiversity & Green Spaces Officer (B&GSO).

Members were advised that a name had been proposed for the new community orchard at the Country Park, with "Railway Orchard" put forward for consideration. The Committee agreed to adopt this name and requested that its existence be promoted more widely within the community to encourage awareness and use.

The B&GSO also provided an update on the Council's Green Flag Award application, which was nearing submission. It was noted that the application had been strengthened in response to feedback received previously, with a more detailed and comprehensive submission being prepared. Members were informed that a fee of £500 would be required for the resubmission.

Members discussed the importance of recognising the Council's achievements in biodiversity and environmental management. It was suggested that any awards received by the Town Council in respect of its biodiversity objectives should be shared with the Planning & Development Committee, to support and strengthen the Council's responses to larger-scale applications within the parish.

Recommended:

1. That the report be noted;
2. That the name "Railway Orchard" be approved for the new community orchard at the Country Park;
3. That the orchard be actively promoted to the local community;
4. That the update regarding the Green Flag Award application, including the associated resubmission fee, be noted; and
5. That any biodiversity-related awards received by the Council be shared with the Planning & Development Committee.

CB254 **LAKE & COUNTRY PARK REPORT**

The Committee received and considered the report of the Biodiversity & Green Spaces Officer (B&GSO), together with a verbal update.

Members were advised that external grant funding of £4,500 had been secured and was being utilised to support activities within the Lake and Country Park area. This included the provision of a lectern board and noticeboard at Mill Meadow and the Avenue Two entrance as well as additional seating, aimed at improving visitor information, engagement, and interpretation of the site.

The B&GSO reported that water quality testing at the lake was ongoing and had now reached a stage where sufficient data had been collected. Members were informed that a detailed report on the findings would be presented to the Committee at its meeting scheduled for 8 September 2026.

Members also heard that discussions were ongoing with Synolos, who had expressed an interest in supporting the Country Park through the provision of volunteer assistance. This was welcomed as a positive opportunity to enhance maintenance and biodiversity work within the park as well as volunteer enrichment.

The Committee was informed of proposals to create a small, informal natural area within the park designed specifically for young children visiting the site. This space would enable children to sit, explore, and engage with the natural environment. Members were supportive of this initiative, recognising its value in promoting early understanding of environmental and biodiversity principles.

It was further noted that work was continuing to improve and establish pathways around the lake. Members welcomed that this work was being supported in part through external grant funding, thereby reducing the financial impact on the Council.

Resolved:

1. That the report be noted;
2. That a further report on lake water quality testing be presented to the Committee on 8 September 2026.
3. That the proposed use of a designated natural area for young children to support early learning and engagement with the environment be approved;

CB255 **NATIONAL EMERGENCY BRIEFING**

The Committee received and considered the report of the Committee Clerk regarding the National Emergency Briefing film.

Members agreed that hosting a screening would be beneficial and supported the proposal to hold an afternoon showing on 27 July 2026, with a particular focus on encouraging attendance from younger people. It was noted that though the film carries a 12A rating, there was additional guidance that those under the age of 16 should be accompanied by an adult.

Members discussed opportunities to enhance the event and recommended that The Station be approached to explore their involvement, including supporting promotion of the showing, potential use of their hot chocolate van and potentially participating in, or chairing, a discussion following the screening.

It was agreed that Members seek to attend one of the other local screenings taking place in advance of the proposed event, to assess the suitability of the film for a younger audience. Members also suggested that local schools could be engaged to help promote the event ahead of the summer holidays, noting that the proposed date would fall within the holiday period and therefore maximise accessibility for young people.

In addition, Members supported the invitation of the local Member of Parliament to attend the event, recognising that the film's objective was to raise awareness of climate change issues at a national level.

Resolved:

1. That the report be noted;
2. That an afternoon screening of the National Emergency Briefing film be shown on 27 July 2026, with a focus on engaging younger audiences;
3. That Members attend alternative local screenings in advance to assess the suitability of the film for younger viewers;
4. That The Station be approached to explore opportunities to support and participate in the event;
5. That local schools be engaged to help promote the screening; and
6. That the local Member of Parliament be invited to attend the event.

CB256 **DEFRA BIODIVERSITY CONSULTATION**

The Committee received and considered the correspondence regarding the DEFRA consultation on Biodiversity Net Gain (BNG), which proposed an exemption for residential development on brownfield land.

Members discussed the implications of the proposed changes and expressed concern regarding the potential impact on biodiversity within Witney. It was noted that all development sites within the parish were brownfield, and as such, any exemption applied to this category could have a significant cumulative effect locally.

Members highlighted that, while brownfield land was often perceived as having limited ecological value, it could in practice support important habitats and form part of wider ecological networks. Concern was expressed that relaxing BNG requirements could result in a loss of biodiversity and undermine the progress made both nationally and locally.

The Committee emphasised the importance of ensuring that development continues to deliver environmental improvements and supported the principle that new developments should be at least as biodiverse as existing sites and ideally deliver measurable enhancements.

Members further noted the significant work undertaken by the Town Council to improve biodiversity across its estate, including initiatives supporting insects, small mammals, reptiles, wildflower planting, and the creation of nature corridors. It was agreed that these efforts should not be put at risk by any weakening of current requirements.

The Committee agreed that a clear and robust response should be submitted to DEFRA, reflecting these concerns and reinforcing the importance of maintaining strong biodiversity protections within the planning system.

Recommended:

1. That the report be noted; and
2. That officers draft a response to the DEFRA consultation for circulation to Members, prior to submission.

CB257 **ANNUAL COMMUNITY PAYMENTS FROM RENEWABLE ENERGY**

The Committee received and considered correspondence from Oxfordshire County Council's relating to the consultation on annual community payments from renewable energy.

Members discussed the content and noted the length and complexity of the survey questions. It was therefore agreed that a coordinated response on behalf of the Town Council would be prepared, ensuring alignment with the Council's climate objectives and its commitment to supporting renewable energy initiatives.

In doing so, attention was drawn to one of the Committee's Terms of Reference which was to *"explore and promote the expansion of community energy to keep the benefits of our local energy generation in our local economy"*. It was agreed that this principle should be reflected within the Council's response.

The Committee agreed that the submission would be made jointly by the Leader of the Council, the Chair of the Committee, and the Deputy Leader. Members also noted that individual councillors were able to submit their own responses should they wish to do so.

The delegation to the three Members was supported in order to ensure that a clear, consistent, and considered response could be prepared in an efficient manner, reflecting the Council's strategic priorities and commitment to community energy.

Recommended:

1. That the correspondence be noted; and
2. That it be delegated to the Leader of the Council, the Chair of the Committee, and the Deputy Leader to prepare a response on behalf of the Town Council.

The meeting closed at: 7.40 pm

Chair

PARKS & RECREATION COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 1 June 2026

At 6.02 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor J Aitman (Chair)

Councillors:	S Simpson	D Edwards-Hughes
	J Treloar	R Smith
	R Crouch	T Ashby (In place of J Doughty)
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Adam Cook	Project Officer
Others:	None	

PR262 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor J Doughty, Councillor T Ashby attended as a substitute.

PR263 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members.

PR264 **ELECTION OF VICE-CHAIR**

The Chair called for nominations for the position of Vice-Chair of the Committee.

It was proposed and seconded that Councillor S Simpson be elected. There being no other nominations it was:

Resolved:

That, Councillor Sandra Simpson be elected Vice-Chair of the Committee for the 2026/27 municipal year.

PR265 **MINUTES**

That, the minutes of the Parks & Recreation Committee meeting held on 9 March 2025 were received.

PR125 – Members heard there was no further update on the Ralegh Crescent MUGA/MUSA owing to other projects utilising Officer resources.

Resolved:

That, the minutes of the Parks & Recreation Committee meeting held on 9 March 2025 be approved as a correct record of the meeting and be signed by the Chair.

PR266 **PARTICIPATION OF THE PUBLIC**

There was no public participation.

PR267 **COMMITTEE TERMS OF REFERENCE**

The committee considered whether any changes were needed to the current Terms of Reference.

Recommended:

1. That, no amendments be made to the Terms of Reference and;
2. That, the Terms of Reference be recommended for approval by the Full Council at the meeting of 13 July 2026.

PR268 **FINANCE REPORT**

The Committee received the written and verbal report of the Responsible Financial Officer detailing income and expenditure for budgets which were the responsibility of the committee.

It was noted that the year-end process had been completed, with the AGAR to be presented to Council on 30 June within the required statutory timescales. Members were advised that income and expenditure had been aligned to the correct financial year to ensure accurate budget reporting.

Members raised questions regarding reduced football income at The Leys and professional fees associated with the Courtside project. Officers confirmed that reduced income reflected fewer games played, and that legal costs related to lease arrangements and the overall protection of Council assets.

Resolved:

1. That, the report be noted and,
2. That, the management accounts of the Committee for the period 1 April 2025 to 31 March 2026 be approved.

The Responsible Financial Officer left the meeting at 6:13pm.

PR269 **ANNUAL RESIDENTS SURVEY RESULTS**

The Committee received and considered the report of the Deputy Town Clerk concerning the results of the resident's annual satisfaction survey which was held at the beginning of the year.

The survey had received a relatively small number of responses, with the majority of respondents being older residents. It was further noted that many of the issues and comments raised were already in the process of being actioned by officers.

A Member requested that additional analysis be undertaken to determine the percentage of satisfactory or above responses from those under 30. It was also reported by the DTC that officers were exploring the possibility of amendments to future surveys in order to obtain more meaningful and representative feedback from residents.

A suggestion was made that a survey could be carried out at the Witney Carnival to increase engagement and reach a greater audience. It was agreed that this proposal would be raised at the Stronger Communities meeting on 15 June 2026.

A specific request was made for Raleigh Crescent play area to be considered for the inclusion of picnic benches, with a suggestion that the Witney Shed may be able to assist.

It was also suggested that the Witney Past, Present and Future Committee could explore the idea of organising a community "Big Lunch".

Recommended:

1. That the report and verbal update be noted and;
2. That officers undertake further analysis of survey data to identify the percentage of younger respondents reporting satisfaction levels of "satisfactory" or above; and;
3. That the above additional engagement suggestions be referred to the relevant Committees for consideration.

PR270 **LEYS SPLASH PARK - SUMMER SEASON**

The Committee received a verbal report from the Deputy Town Clerk regarding the splash park operating arrangements for the summer period based on a briefing document from the Head of Estates & Operations which was circulated at the meeting.

Members held a detailed and constructive discussion exploring the most appropriate operating hours, recognising the need to accommodate both pre-school children and families earlier in the day, as well as school-aged children accessing the facility after school.

It was acknowledged that the level of demand would clearly be influenced by weather conditions, which remained uncertain however, members were mindful of the potential additional financial implications of water usage.

Officers advised that, where possible, grey water from the splash park was reused to water areas close to The Leys, although extending this further presented logistical and operational challenges.

A proposal was made by Cllr R Smith, seconded by Cllr R Crouch, to extend operating hours to 10:00am to 5:00pm, with Officers preparing a report for Full Council on 13 July detailing the impact of these extended opening hours on water usage including overall water consumption, the extent of grey water reuse, and the potential offset where grey water replaced freshwater use.

A counter proposal was put forward by Cllr D Edwards-Hughes, seconded by Cllr J Treloar, to amend the operating hours to 10:00am to 6:00pm.

Following a vote, 4 Members voted in favour of the proposal by Cllr Smith and 3 Members in favour of the counter proposal. With five members of the Policy, Governance & finance Committee being present it was further agreed that rather than have to wait for ratification at a future meeting that the changes be applied with immediate effect.

It was therefore:

Resolved:

1. That, the update be noted and;
2. That, splash park operating hours be amended to 10:00am to 5:00pm with immediate effect and;
3. That, an update on water usage and associated costs against budget be presented to the Full Council meeting on 13 July inn order that the Council can review the position and make any necessary adjustments.
4. That, given the quorum of the Policy, Governance and Finance Committee Members present, the revised operating hours be implemented with immediate effect rather than awaiting formal ratification.

PR271 **SPORTS PITCHES**

The Committee received the report of the Head of Estates and Operations along with a verbal update from the Deputy Town Clerk (DTC).

Members heard that the bowls green had received positive feedback from visiting clubs regarding its appearance.

The Committee was advised that the first few games of Witney Swifts Cricket Club had been relocated away from West Witney, as the facility was not ready for use. It was confirmed that the cost of this relocation had been met by the building contractor and therefore had no financial impact on the Council.

In response to a question from a Member, the DTC confirmed that quarterly football liaison meetings were scheduled; however, engagement from clubs at the most recent meeting had been limited.

Regarding the playing pitches located at Windrush Pavilion, it was reported that a further review of grass coverage and condition was expected to take place within the next 2 to 3 weeks, with any potential budget implications for remedial works by the town council to be presented to the Policy, Governance and Finance Committee on 22 June if appropriate.

A Member requested information on the cost of maintaining the cricket square at The Leys. Following discussion, it was unanimously agreed that a final approach be made to local clubs to determine whether there was interest in re-establishing cricket use at The Leys. Should no interest be received, it was suggested that the area be returned to a grass playing pitch and utilised for football, where there was a known demand.

Resolved:

1. That, the report be noted and;
2. That, a final expression of interest be sought from clubs regarding cricket use at The Leys, with the area reverting to grass football provision should no interest be received and;
3. That, potential budget implications be prepared in respect of football pitch maintenance at Windrush Place pitches and presented to the meeting of the Policy, Governance & Finance Committee on 22 June 2026.

PR272 **WEST WITNEY PROJECTS**

The Committee received the Project Officer's update on the West Witney projects.

Members welcomed the completion of the new Works Depot and expressed their satisfaction at this milestone.

An update was provided regarding the electricity installation, which had unfortunately been delayed due to the actions of the electricity utility company. Members noted the delay with disappointment. Whilst Members shared in officers' disappointment, regarding the delay to the refurbishment of the clubhouse, they noted that contractual penalties would be applied to and recovered from the contractor. It was further confirmed that there would be no additional cost to the Council arising from the extended hire of temporary toilet facilities required as a result of the delay in the delivery of the clubhouse refurbishment.

The Committee welcomed that a full breakdown of project costs would be presented to the Policy, Governance and Finance Committee on 22 June.

Resolved:

That the update be noted.

PR273 **THE LEYS REDEVELOPMENT**

The Committee received the report of the Project officer on the Courtside Hub redevelopment.

Members were pleased to note the target opening date provided by Courtside. Members also noted that the remaining contribution from the Council would only be made upon full completion and satisfactory demonstration that the original specification and requirements had been achieved.

The Committee received an update on the progression of a Traffic Regulation Order at The Leys, noting that work was ongoing and that enforcement would be supported by Oxfordshire County Council.

A Member raised ongoing concerns regarding parking demand and suggested that the neighbouring housing association be approached for potential weekend use of their car park, when it was understood to be underutilised. The Deputy Town Clerk (DTC) advised that discussions had previously taken place; however, the arrangement had proved complex due to shared tenancy of the car park, requiring a joint agreement which it was understood would be unachievable.

Members considered proposals for cycle storage as well as additional bins and seating at recreation ground, and it was unanimously agreed that these works be fully funded by the Council to a cost up to £5,600, to be met from the Infrastructure Earmarked Reserve.

It was further agreed that the fencing surrounding the skatepark should be reviewed to ensure it was sufficiently robust and provided appropriate safety, height, and protection for all users of both the skatepark and the new Courtside Hub.

Resolved:

1. That, the update be noted;
2. That, up to £5,600 be allocated from the Infrastructure Earmarked Reserve for cycle storage, bins and seating at the Leys recreation ground and;
3. That, the fencing around the skatepark be reviewed to ensure appropriate safety and robustness with quotes being presented to the Policy, Governance & Finance Committee later in the month.

Cllr R Smith left the meeting at 7:15pm, just prior to its conclusion.

The meeting closed at: 7.18 pm

Chair

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 8 June 2026

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor R Crouch (Chair)

Councillors:	J Robertshaw	D Enright
	J Treloar	J Aitman (In place of O Collins)
	R Smith	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Thomas Davies	Deputy Venue & Events Officer
	Nigel Warner	Responsible Financial Officer
Others:	None.	

H282 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors G Doughty & J Doughty.

A further apology for absence was received from Councillor O Collins, Councillor J Aitman attended as a substitute.

The Committee Clerk reminded all Members of the importance of submitting their apologies directly to him ahead of the meeting so that they may accurately be recorded.

H283 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members.

H284 **ELECTION OF VICE-CHAIR**

The Chair called for nominations for the position of Vice-Chair of the Committee.

It was proposed and seconded that Councillor J Treloar be elected. There being no other nominations it was:

Resolved:

That, Councillor Jack Treloar be elected Vice-Chair of the Committee for the 2026/27 municipal year.

H285 **MINUTES**

The minutes of the Halls Cemeteries & Allotments Committee meeting held on 16 March 2026 were received.

Resolved:

That, the minutes of the Halls Cemeteries & Allotments Committee meeting held on 16 March 2026 be approved as a correct record of the meeting and be signed by the Chair.

H286 **PUBLIC PARTICIPATION**

There was no public participation.

H287 **COMMITTEE TERMS OF REFERENCE**

The committee considered whether any changes were needed to the current Terms of Reference.

No amendments were required therefore it was:

Recommended:

1. That, no amendments be made to the Terms of Reference and,
2. That, the Terms of Reference be recommended for approval by the Full Council at the meeting of 13 July 2026.

H288 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets which were the responsibility of the committee.

Members were informed that the end-of-year adjustments were being undertaken. It was noted that the Committee held a relatively large number of earmarked reserves within its remit, which would be reflected in the general reserves following this work.

Members welcomed, the significant reductions in the running costs of Café 1863, which resulted in a lower overall net cost for the facility. The RFO provided additional detail and rationale regarding the continued decision to not “opt to tax” Burwell Hall and clarified the accounting treatment of the Council’s properties within the relevant framework.

Overall, it was reported that the service areas within the Committee’s remit had been delivered under budget for 2025/26. This could be attributed to the setting of a prudent initial budget, alongside stronger than anticipated income streams, particularly from Café 1863. Additionally, improved accuracy in the coding of expenditure and strengthened internal processes had contributed to greater transparency in financial reporting.

Resolved:

1. That, the report be noted and,
2. That, the management accounts of the Halls Cemeteries & Allotments Committee for the period 1 April 2025 to 31 March 2026 be approved.

The Responsible Financial Officer left the meeting at 6:19pm

H289 **ANNUAL RESIDENT'S SURVEY**

Members received the results of the annual resident survey which it was noted were consistent with previous discussions on this topic via Committees earlier in the cycle, Members observed that responses were often submitted predominantly by residents wishing to raise concerns, rather than those providing positive feedback.

Despite this, Members welcomed the positive comments that had been received. In particular, it was noted by Members that the Corn Exchange was a “wonderful asset” to the town, providing a valued and welcoming community space.

Members expressed a desire to obtain a broader and more balanced range of feedback throughout the year. It was requested that Officers review approaches to gathering feedback on an ongoing basis to ensure a more representative range of responses. Officers confirmed that this matter would be considered further at the forthcoming meeting of the Stronger Communities Committee.

Members also recommended that the Stronger Communities Committee consider the provision of a community litter picking station for the area around Burwell Hall area at its upcoming meeting.

Additionally, a Member reported having held an initial discussion with another local arts venue, which had expressed an interest in collaborating with officers. The Member confirmed that details would be shared with the Venue and Events Team for further exploration.

Recommended:

1. That, the report be noted and;
2. That, the Stronger Communities Committee along with Officers further review and implement improved methods for gathering resident feedback throughout the year, to ensure a broader and more representative range of responses and;
3. That, the Stronger Communities Committee gives consideration to the provision of a community litter-picking station at its meeting on 15 June and;
4. That, Officers explore the potential collaboration opportunity with the local arts venue, once details had been shared.

H290 **PUBLIC HALLS REPORT**

The Committee received the report of the Venues & Events Officer (V&EO), together with a verbal explanation on the technical aspects contained within it.

Members received updates on the “1 in 200” local author scheme and the local art display initiative. It was noted that both initiatives are generating interest among users of the Corn Exchange and Café 1863.

A request to light up the Corn Exchange for Long Covid Awareness day in March each year was considered and received unanimous approval.

Members considered the comprehensive report outlining proposed wedding packages for the Corn Exchange. It was agreed that the venue was a valuable asset, that would offer excellent value through the proposed three-tier package structure.

Members raised questions regarding catering arrangements and insurance requirements, which were addressed by the V&EO to the satisfaction of Members.

Members noted that offering the packages in a tiered format provided clarity for both Officers and customers from the outset, ensuring a shared understanding of the services to be delivered by the Venues and Events Team, both in advance of and on the day of events.

Members were unanimous in their support for the rollout of the wedding packages and looked forward to receiving updates following implementation.
Members noted that the previously approved budget for a basic hearing loop system would not, following further exploration by Officers, be sufficient or suitable for the Council’s requirements. The report therefore presented alternative options for consideration.

Following discussion, it was unanimously agreed that the Auracast system be selected for installation at the Corn Exchange (Main Hall), and Infrared for Burwell Hall and the Corn Exchange (Gallery Room), at a cost of £20,000, based on the quote received. This would provide the best coverage for the bespoke needs of the venues, ensuring clarity of audio and confidentiality for hirers. Members also recognised that individuals with hearing difficulties did not always raise concerns when audio quality was poor, they emphasised the importance of ensuring accessibility so that all users are able to fully enjoy and engage with events.

In addition, Members agreed to the purchase of two independent and portable hearing loop systems, at a cost of £210 each. These would support one-to-one conversations and would be available within the Administration Office and Café 1863.

It was further suggested that an application be submitted to the Witney Town Hall Charity for grant support, alongside the continuation of the application to Arts Council England. Members also noted that the Responsible Finance Officer (RFO) had advised that as part of the year-end review of available earmarked reserves, that a potential funding stream may become available and that this could be reported to the Policy, Governance and Finance Committee on 22 June 2026.

Members discussed the findings of the recent fire safety audit at the Corn Exchange and considered a number of proposed improvements. It was unanimously agreed to amend the booking conditions to emphasise the importance of hirers recognising and fulfilling their responsibilities when using the Council’s venues.

Members sought clarity regarding responsibility for the preparation of Personal Emergency Evacuation Plans (PEEPs), and how the Council could ensure that electrical equipment brought on site by hirers had undergone appropriate PAT testing. The V&EO confirmed that established procedures were in place to work with hirers to ensure these requirements were met and compliance was maintained.

Recommended:

1. That, the report together with the verbal update, be noted and;
2. That, the request to light up the Corn Exchange for Long Covid Day annually be approved and;

3. That, the proposed wedding packages for the Corn Exchange be recommended for approval and implementation and;
4. That, the Auracast system (Corn Exchange Main Hall) and Infrared systems (Burwell Hall and Corn Exchange Gallery Room) be approved for installation, together with the purchase of two portable hearing loop systems and;
5. That, Officers submit a grant application to the Witney Town Hall Charity and continue the application to Arts Council England to support the hearing loop project and;
6. That, the RFO reviews potential funding from earmarked reserves, with any proposals to be reported to the Policy, Governance and Finance Committee and;
7. That, the proposed amendments to booking conditions, following the fire safety audit, be recommended for approval.

H291 **CORN EXCHANGE BUSINESS REPORT**

Members received and considered the report of the Venue & Events Officer.

Members noted the feedback on the recent events held at the Corn Exchange.

The Committee also received the forthcoming events calendar and venue usage figures, which demonstrated positive increases in activity levels. The continued popularity of Café 1863 again acknowledged following the improvements in income performance compared to previous years.

Resolved:

That the report be noted.

H292 **PUBLIC HALLS BUSINESS PLAN REVIEW**

Members received and considered the updated Business Plan. The principal amendment was the inclusion of Café 1863, following an earlier request of the Committee.

The Venues and Events Officer (V&EO) outlined the vision and purpose sections of the Plan. Members were unanimously supportive of the three strategic pillars identified, which underpinned Café 1863 as an affordable, accessible, sustainable and community-focused venue.

Members noted that, wherever possible, Café 1863 seeked to source products from local suppliers and those that were endorsed as Fairtrade. It was also recognised that this approach should be balanced with the Council’s duty to ensure value for money and responsible use of public funds.

It was further noted that the integration of Café 1863 with the wider events offerings at the Corn Exchange was delivering improved financial performance. This would continue to be monitored and reported to the Committee through future updates.

Members discussed the potential role of the Corn Exchange in supporting provision for young people. It was recognised that the Council already contributed to youth engagement through its support of The Station’s BREAK and that Café 1863 has been utilised during holiday periods. Members agreed that, while the Council remained committed to supporting youth provision, venues such as The Courtside Hub at the Leys may be better suited to regular youth focused activities, ensuring that provision could be accommodated without impacting on existing bookings and the operational viability of the Corn Exchange.

Resolved:

1. That, the updated Business Plan be noted and;
2. That, the three strategic pillars underpinning the Café 1863's vision and purpose to be a community social hub, support events and had commercial sustainability be approved.

The Venue & Events Officer left the meeting at 7:20pm

H293 **COMMEMORATIVE PLAQUE REQUEST - CORPORAL JOHN S. CHRISTIANSEN**

Members received and considered the report of the Administration Assistant (Facilities) regarding a request for the establishment of a memorial plaque for a US soldier who was interred at Tower Hill Cemetery prior to repatriation to New York.

Members were unanimous in their approval of the purchase and installation of the plaque. It was further requested that a QR code be incorporated to provide access to additional information for those wishing to learn more.

Recommended:

1. That, the report be noted and;
2. That, the purchase and installation of a memorial plaque for Corporal John S. Cristianssen at Tower Hill Cemetery be approved from budget 301/4350.
3. That, a QR code be included on the plaque to provide access to further historical information.

H294 **CEMETERY REGULATIONS REVIEW**

The Committee received and considered the report of the Senior Administration Officer regarding the forthcoming review of the Cemetery Regulations.

Members were pleased to note that cemetery users, funeral directors, and the Friends of the Cemetery were being consulted to gather their views on potential changes, which would be taken into consideration by Officers as part of the review process.

Members received details of requests to scatter ashes within the Cemeteries and heard that the Council was accommodating in this respect when compared to other local parishes. A specific request relating to scattering within plots on the Windrush Ashes Path had been received.

Following discussion, it was unanimously agreed that Officers should draft clear wording within the Cemetery Regulations to ensure that the process and conditions relating to the scattering of ashes were fully understood by all cemetery users.

Members also welcomed the opportunity to review the updated regulations and noted that these would be presented for approval at the meeting of the Committee scheduled for 14 September 2026.

Resolved:

1. That, the report be noted and;
2. That, Officers carry out a full review of the cemetery regulations as proposed including clear wording regarding the scattering of ashes and;

3. That, the updated Cemetery Regulations be presented to the Committee for approval at its meeting on 14 September 2026.

H295 **BRAMM CEMETERY OF THE YEAR AWARDS 2026**

The Committee received and considered the invitation from BRAMM (Burial and Cremation Administration Register Management Mentorship) to enter the Cemetery of the year awards for 2026.

Members agreed that both the Tower Hill & Windrush Cemeteries should be entered as this offered the potential to gain feedback on the cemeteries and allow both Officers and the Council to focus its strategic and operational aims.

Resolved:

That, Tower Hill and Windrush Cemeteries be entered into the Parish, Town & Community Council category of the Cemetery of the Year Awards 2026.

The meeting closed at: 7.34 pm

Chair

STRONGER COMMUNITIES COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 15 June 2026

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor G Meadows (Vice-Chair, in the Chair)

Councillors:	D Enright	R Smith
	A Mubin	J Treloar (In place of J Doughty)
	S Simpson	J Aitman (In place of A Bailey)
Officers:	Adam Clapton	Deputy Town Clerk
	Nigel Warner	Responsible Financial Officer
	Polly Inness	Communications & Community Engagement Officer
Others:	Councillor Rachel Crouch	

SC296 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors T Ashby and J Doughty, Councillor J Treloar attended as a substitute for the latter. Councillor J Aitman also attended the meeting and substituted Councillor A Bailey.

SC297 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members.

SC298 **ELECTION OF VICE-CHAIR**

In the absence of both the Chair of the Committee and the Mayor, the Deputy Mayor, Councillor S Simpson presided and called for nominations for the position of Vice-Chair of the Committee.

It was proposed and seconded that Councillor G Meadows be elected. There being no other nominations it was:

Resolved:

That, Councillor Georgia Meadows be elected Vice-Chair of the Committee for the 2026/27 municipal year.

Cllr G Meadows assumed Chairship for the remainder of the meeting.

SC299 **MINUTES**

The minutes of the Stronger Communities committee meeting held on 23 March 2026 were received.

Resolved:

That, the minutes of the Stronger Communities committee meeting held on 23 March 2026 be approved as a correct record of the meeting and be signed by the chair.

SC300 **PUBLIC PARTICIPATION**

There was no public participation.

SC301 **COMMITTEE TERMS OF REFERENCE**

The Committee received and considered the report of the Deputy Town Clerk and considered whether any changes were needed to the current Terms of Reference.

No amendments were required therefore it was:

Recommended:

1. That, no amendments be made to the Terms of Reference and;
2. That, the Terms of Reference be recommended for re-adoption at the Full Council at the meeting of 13 July 2026.

Councillor A Mubin joined the meeting at 6.07pm during the following item.

SC302 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets which were the responsibility of the committee.

Members were advised that the year-end accounting adjustments were currently being completed. It was noted that services had been delivered within budget and that the final outturn was approximately £6,000 below the revised budget projection, with much of the variance relating to movements in Earmarked Reserves (EMRs).

Members raised a query regarding the presentation of figures within the report and requested clarification from officers.

The Committee also reviewed the budget provision for Experience Oxfordshire and, having noted that the allocation was no longer required, resolved to remove the budget line and return the funds to the general budget provision.

Resolved:

1. That, the report be noted and;
2. That, the provision for Experience Oxfordshire be removed;
3. That, the management accounts of the Stronger Communities Committee for the period 1 April 2025 to 31 March 2026 be approved.

SC303 **ANNUAL RESIDENTS SURVEY RESULTS**

The Committee received and considered the report of the Deputy Town Clerk concerning the results of the resident’s annual satisfaction survey which was held at the beginning of the year.

Members received the report setting out the results of the recent resident satisfaction survey for services within the remit of the Committee. The report presented the combined percentages of respondents rating services as satisfactory or above, compared with those rating them as poor. Comparative data from previous years was also included to provide benchmarking. Members noted that the report contained all unedited comments received in relation to the services.

Members welcomed the significant improvement in satisfaction with communications, noting that this had been a recurring area of concern in previous surveys. It was further observed that, while satisfaction levels for services delivered by some other Committees had declined, the improvement in communications reflected positively on the work of the Community Engagement and Events teams.

Whilst acknowledging the positive progress made, Members agreed that there remained scope for further improvement. They welcomed the inclusion of proposed measures to enhance community engagement within the next report.

Resolved:

That, the report be noted.

Councillor R Crouch joined the meeting at 6.19pm during the following item as a non-Committee Member.

Cllr J Treloar declared a personal, non-prejudicial interest in the following item in relation to a Town Guide for Witney as a competitor was known to him.

SC304 **COMMUNICATIONS REPORT**

The Committee received and considered the report of the Communications & Community Engagement Officer (C&CEO).

Members welcomed the report, which provided an update on the delivery of the annual newsletter and outlined communications initiatives, including the proposed launch of a Town Council WhatsApp Channel and the potential introduction of an externally produced Town Guide.

The Committee discussed the low level of engagement with the annual survey amongst residents under 40 years of age. It was noted that many younger people did not regularly access Council services or engage with the Council's newsletter. Members considered alternative methods of engagement, including working with Rotaract, repeating the survey at the Town Carnival using display boards, involving the Youth Council, and promoting surveys through advertising before film screenings at the Corn Exchange. The Committee also reviewed comments received through the recent youth survey.

The Committee endorsed the creation of a Council WhatsApp Channel as a one-way communication tool for sharing information with residents. Members noted that the channel would require minimal additional officer resources and could provide an effective means of disseminating Council news and updates. It was agreed that appropriate protocols would be required regarding content and use.

Members also discussed opportunities to collaborate on a Town Guide. Suggestions included the inclusion of a town map, visitor information, Council services, details of Council responsibilities and precept expenditure, local events, and community information. The Committee noted that the publication was advertising-led and produced at no cost to the Council. Members considered that the guide could provide a valuable resource for residents, tourists, and visitors, and that contributions could be sought from the Town Centre Forum and the Chamber of Commerce as part of the Visit Witney project. Officers were requested to explore the scope for developing the guide further and report back to a future meeting.

Recommended:

1. That, the report be noted and;
2. That, further engagement suggestions as outlined, including the provision of the Council's survey at Witney Carnival be explored and;
3. That, the town council's WhatsApp channel be officially launched and;
4. That, in consultation with the Chair & Vice Chair of the Committee, officers investigate the biannual town guide proposal further and sign-up, if appropriate.

SC305 **COMMUNITY ENGAGEMENT REPORT**

The Committee received and considered the report of the Communications & Community Engagement Officer (C&CEO).

The Committee received updates on the successful Brass on the Grass concert held in June, preparations for Witney Carnival, Love Parks Week activities, including a Volunteer Picnic, and the procurement of Town Council bunting.

Members also received a verbal update on Heritage Open Days (11–12 September). Planned activities included opening the Chapel, heritage displays, children's activities in partnership with the Museum, and a heritage walk. The Committee agreed to allocate the remaining £200 from the St George's Day budget towards delivery costs.

The Committee considered proposals for a community "Big Lunch" event and agreed that this should not form part of future St George's Day celebrations. Members noted that alternative delivery options by third-party organisations could be explored and that interested groups could apply for Council grant funding.

With regard to Armed Forces Day, the Committee received an update on arrangements for the event at The Leys on 27 June. Organised by the Joint Cadet Forces, the event would include demonstrations, military vehicles and information stands.

Recommended:

1. That, the report be noted and;
2. That, the format and times for the Heritage Open Day events be approved and;
3. That, the underspend of £200 from the St George's Day Event be vired for this purpose and;
4. That, the event for St George's Day event runs along the similar lines in 2027 and;
5. That, community groups be offered the opportunity and funding to host a 'Big Lunch' in June 2027 and;
6. That, a Volunteer 'thank you' picnic be held at the Leys on 2 August 2026 and;
7. That, Car Free Day 2026 be promoted digitally as in 2025 and;
8. That, the purchase of bespoke bunting with town Council branding be approved and delegated to the C&CEO to procure from existing budgets.

SC306 **WITNEY FORUM MINUTES**

The Committee received the notes of the Witney Forum meeting held on 24 March 2026.

Resolved:

That, the minutes of the Witney Forum meeting held on 24 March 2026 be noted.

SC307 **SPECIAL EFFECT CHARITY**

The Committee received thanks from the Special Effect Charity for allowing them to communicate their work via the Council's community window.

Resolved:

That, the thanks from the Special Effect Charity be noted.

Cllr R Crouch left the meeting briefly at 7.11pm during the following item.

SC308 **YOUTH COUNCIL**

The Committee received and considered the report of the Administrative Assistant-Communities & Engagement.

The Committee received an update on Youth Council membership, recruitment and retention, together with a summary of current and forthcoming activities. Members were advised that a number of engagement initiatives were being explored, including a "Pizza and Politics" style event. The Youth Council had also secured membership of the National Youth Council, with plans for a local heritage tour, daily information slides and end-of-term newsletters.

Members noted that member retention and achieving a quorum for meetings continued to present challenges despite a range of engagement methods having been trialled. It was acknowledged that an easily accessible, well-supported event could provide a positive opportunity to increase participation, with the Council taking responsibility for organising the event and allocating roles. In terms of recruitment, it was suggested that existing Youth Council members be encouraged to invite friends to attend meetings to learn more about the Youth Council and its work.

A proposal, duly seconded, was put forward that prospective Youth Council members should attend a minimum of three meetings before becoming official members. Following discussion, the proposal was put to the vote and was not carried. Members considered that young people often had significant commitments outside school, including exams and extracurricular activities, and that introducing such a requirement could discourage participation and create a barrier to recruitment.

Resolved:

1. That, the report be noted and;
2. That, no new term of references for official membership after attendance at three meetings be progressed.

SC309 **YOUTH COUNCIL MINUTES**

The Committee received the minutes of the Youth Council meeting held on 14 May 2026.

Resolved:

That, the minutes of the Youth Council meeting held on 14 May 2026 be noted.

SC310 **LITTER PICKING CABINETS**

With the permission of the Chair this item was moved up the agenda.

The Committee received and considered the report of the Administrative Assistant - Facilities concerning the possibility of the Council procuring litter-picking cabinets.

Members welcomed the report, which followed a matter raised during budget setting regarding the provision of litter-picking equipment for community use.

The Committee noted the growing interest in volunteer litter-picking and the potential benefits in supporting community involvement and civic pride. Members considered the options presented and agreed to purchase three litter-picking cabinets under Option 2.

It was further agreed that the cabinets should be located on Town Council-owned land, with specific locations and procedures to be determined operationally by officers. Councillors would be provided with access codes where required.

Recommended:

1. That, the report be noted and;
2. That, the Council should purchase three litter picking cabinets to the value of £1,800 from the Infrastructure earmarked reserve and;
3. That, the most appropriate location of the bins on town council land be delegated to officers per above and;
4. That, sponsorship may be considered in the future.

Cllr R Crouch left the meeting at 7.32pm

Cllr J Treloar left the meeting briefly at 7.34pm during the following item.

SC311 **YOUTH SERVICES & GRANT APPLICATIONS**

Cllr G Meadows declared a non-pecuniary interest in this item due to being a member of the Town Hall Charity which let a facility to one of the applicants.

The Committee received and considered the report of the Deputy Town Clerk concerning the applications for the 2026/27 youth services grant.

Officers advised that all applications were presented in the pack and that as agreed at the previous meeting, evaluation would be delegated to a panel consisting of the Chair, Leader & Deputy Leader who would meet later in the week with any accompanying documentation.

The Committee were pleased to see the applications and asked that consideration be given to those offering the best value to Witney residents and that would not normally be covered by other educational, or stakeholder funding.

Finally, Members were also advised that a Service level Agreement (SLA) had been signed between the Council and Bright Futures Oxford to provide a detached youth service in Witney.

Recommended:

1. That, the report be noted and;
2. That, the signing of the SLA between the Town Council and Bright Futures Oxford be noted and;
3. That, the direction as noted above be passed to the Youth Services Grants Evaluation Panel ahead of their decision on awards.

The meeting closed at: 7.42 pm

Chair

POLICY, GOVERNANCE & FINANCE COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Wednesday, 27 May 2026

At 6.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	J Doughty	G Doughty
	S Simpson	R Crouch
	T Ashby	
Officers:	Adam Clapton	Deputy Town Clerk
	Mark Lewis	Head of Estates & Operations
Others:	None.	

F258 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr J Aitman.

F259 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members.

F260 **EXCLUSION OF PRESS AND PUBLIC**

Resolved:

That in accordance with section (1(2) of the Public Bodies (admission 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.

F261 **PROPERTY & LEGAL MATTERS**

The Committee received and considered the confidential report of the Head of Estates and Operations concerning lease terms for the tenant at West Witney Sports Ground Clubhouse.

Members welcomed the report, noting the proposed interim arrangements following completion of the facility refurbishment as well as the potential options and Council expectations for future discussions.

Resolved:

1. That, the confidential report be noted and,

2. That, the interim tenancy arrangements with West Witney Sports & Social Club be approved for a period up to 1 January 2027 while further negotiations take place.

The meeting closed at: 6.26 pm

Chair

POLICY, GOVERNANCE & FINANCE COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 22 June 2026

At 6.01 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	T Ashby	J Aitman
	S Simpson	J Doughty
	G Doughty	O Collins (In place of R Crouch)
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Mark Lewis	Head of Estates & Operations
	Nigel Warner	Responsible Financial Officer
Others:	None.	

F312 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor R Crouch, Councillor O Collins attended as a substitute.

F313 **DECLARATIONS OF INTEREST**

Councillor T Ashby declared a non-pecuniary interest in agenda item 15 as he was a Trustee of the Buttercross Scout Group who were an applicant for a Youth Services Grant.

There were no other declarations from Members.

F314 **ELECTION OF VICE-CHAIR**

The Chair called for nominations for the position of Vice-Chair of the Committee.

It was proposed and seconded that Councillor J Aitman be elected. There being no other nominations it was:

Resolved:

That, Councillor Joy Aitman be elected Vice-Chair of the Committee for the 2026/27 municipal year.

The Responsible Financial Officer arrived at 6:03pm.

F315 **MINUTES**

That, the minutes of the Policy, Governance & Finance Committee meetings held on 30 March & 27 May 2026 were received.

F186 – Members heard that the deferred application from the Friends of Witney Community Primary School would be followed up by Officers.

Resolved:

1. That, the minutes of the Policy, Governance & Finance Committee meetings held on 30 March & 27 May 2026 be approved as a correct record of the meeting and be signed by the Chair and,
2. That, the deferred application for Friends of Witney Community Primary School be followed up.

F316 **PUBLIC PARTICIPATION**

There was no public participation.

F317 **COMMITTEE TERMS OF REFERENCE**

The committee considered whether any changes were needed to the current Terms of Reference.

Members heard from the Deputy Town Clerk that it had not been possible to review term (k) as resolved at the Annual Council Meeting (Minute No: 228 Refers). This review would be carried out and presented for consideration of the Committee at a future meeting.

No amendments were suggested to the other terms of reference to unanimous agreement.

Recommended:

1. That, the existing Terms of Reference be recommended for approval by the Full Council at the meeting of 13 July 2026 subject to term k and,
2. That, amendments to term (k) be presented for consideration at a future meeting of this Committee.

F318 **ANNUAL RESIDENT'S SURVEY 2026**

The Committee received the report of the Deputy Town Clerk (DTC) concerning the outcomes of the Council's 2026 Annual Residents Survey.

As the Committee with overall governance responsibility, Members noted that matters relating to individual service areas had already been considered by the relevant Committees within the current cycle of meetings. This report therefore provided a summary position across all Committees.

It was noted, as observed by each Committee, that there had been a lower number of responses to the survey, alongside the demographic age profile of respondents, particularly those aged 18 and under. Discussion took place regarding the lower response rates, particularly from younger residents. Members were advised that the same methodology had been used as in previous years.

The Committee was advised that additional engagement work was being undertaken by Officers, including a resident survey activity planned for Witney Carnival, which was currently in development by Officers.

Members agreed that those matters raised by residents that fell under the remit of external bodies should be shared with Oxfordshire County Council (OCC), West Oxfordshire District Council (WODC) and Thames Valley Police (TVP).

The potential introduction of a Council podcast was raised by a Member to enhance engagement, including ahead of future surveys. Members also considered the use of short videos, similar to those produced by grant recipients for the Annual Town Meeting which would be explored by the Stronger Communities Committee.

Members also highlighted the importance of reinforcing messages around personal responsibility, including encouraging residents to take litter home. In addition, it was suggested that the Council's Communications Team should do more to highlight the areas in which the Council had significant expenditure to improve transparency and public awareness.

In relation to the Witney Music Festival, it was unanimously agreed that a wash-up meeting should be held between Officers and the organisers with an update being provided to the Committee at its meeting on 28 September.

Resolved:

1. That, the report and verbal updates be noted and;
2. That, matters raised by residents falling under the remit of external agencies be shared with Oxfordshire County Council, West Oxfordshire District Council and Thames Valley Police and;
3. That, communications encouraging residents to take litter home be promoted and;
4. That, the introduction of a Council podcast (or similar digital engagement methods) be explored further by Officers and;
5. That, the Council's Communications Team be requested to highlight significant areas of Council expenditure to improve transparency.

F319 **<u>LITTER PICKING POLICY</u>**

The Committee received and considered the report of the Biodiversity & Green Spaces Officer regarding the introduction of a Litter Picking Policy.

Members noted that the adoption of the policy would support the Council's application for Green Flag status for the Lake and Country Park, as well as provide clarity on expectations for volunteers, individuals and organisations undertaking litter picking activities.

Concerns were raised regarding the potential discovery of dangerous items. It was therefore agreed that the policy should include additional guidance on how to respond in such circumstances.

Resolved:

1. That, the report be noted and;

2. That, the Litter Picking Policy be approved subject to inclusion of guidance on the handling of dangerous items and reporting procedures

F320 **PAYMENT OF ACCOUNTS**

The Committee received the report of the Responsible Financial Officer with the accompanying payment schedules, bank statements and reconciliations.

Resolved:

That, the report, bank statements and reconciliations be noted, and the following schedule of payments be approved:

Payment reference	**In the sum of:**	**Account**
DDs, ELPs (electronic payments) and Standing Orders February 2026	£780,196.81	General CB 1
Cheques, DDs, BACs and Standing Orders February 2026	£14,404.70	Imprest CB 2
DDs, ELPs and Standing Orders March 2026	£702,934.72	General CB 1
Cheques, DDs and Standing Orders March 2026	£9,656.68	Imprest CB 2
DDs, ELPs and Standing Orders April 2026	£647,497.99	General CB 1
Cheques, DDs and Standing Orders April 2026	£10,796.51	Imprest CB 2

F321 **ACCOUNTS & AUDIT (ENGLAND) REGULATIONS 2015 - ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2025-26**

The Committee received and considered the report of the Responsible Financial Officer (RFO) concerning the Annual Governance & Accountability Return (AGAR) for 2025/26 under the Accounts & Audit (England) Regulations 2015.

Members were reminded of the statutory requirement to complete and submit the AGAR by 30 June 2026.

The RFO guided Members through each section of the AGAR submission, reinforcing the details outlined in the report, with particular reference to the responses to the ten assertions contained within Section 1, the Annual Governance Statement.

Members were advised of the reasoning for the restatement of the total fixed assets figure within Section 2, Accounting Statements 2025/26 and it was further noted that the External Auditor's report would be completed by 30 September 2026, at which point Section 3 the External Auditor Report and Certificate would be finalised.

Members were in agreement with all recommendations outlined in the report.

Recommended:
1. That, the Annual Internal Audit report be noted and;
2. That, the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2026 be approved and adopted with questions 1 to 8 and 10 answered “Yes” and question 9 marked as “Not Applicable” and,
3. That, the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2026 be approved and adopted and,
4. That, the draft Notice of Public Rights and Publication for 2025/26 be noted

F322 **INTERNAL AUDIT 2026**

The Committee received the final report of the Council’s Internal Auditor for the year 2025/26.

The Responsible Financial Officer provided a verbal update, advising that the audit reports produced throughout the year collectively form the final annual audit position.

Members were pleased to note that no issues of concern had been identified across the audit process and congratulated Officers and staff on the high standard of financial management demonstrated.

Resolved:
1. That, the Internal Audit report for 2025/26 be noted.

F323 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets across all Committees, providing a final position for the 2025/26 financial year.

Members heard that the principal change during the year had been the movement of Green Spaces budget lines, mainly from the Stronger Communities Committee to the Climate & Biodiversity Committee. In addition, property budgets had been consolidated into a new cost centre to improve transparency of income and expenditure of these key assets.

The RFO advised that the year-end overall surplus position, along with the status of earmarked reserves, would be presented to the meeting of the Council on 13 July. Members acknowledged that the Council’s overall financial position remained healthy.

The Committee also noted a summary of investment activity, with a more detailed report to follow to the 28 September meeting of the Committee.

In respect of the West Witney Sports & Social Club project, Members received an update on variations in project expenditure. It was noted that these were modest in the context of the overall project cost and not unexpected as part of project delivery where unforeseen matters arise. A further update would be provided to the meeting of the Council on 13 July.

The Committee considered and unanimously approved capital expenditure requests for the purchase of a new mower for fine turf areas (£8,000) and a replacement vehicle for use by the Biodiversity & Green Spaces Officer (£25,000). It was noted that both purchases would be funded from existing earmarked reserves established for such purposes.

Members also noted the external bar stocktake and the current situation with the Internal Audit function of the Council.

Resolved:

1. That, the report be noted, and,
2. That, the management accounts of the Council to 31 March 2026 be approved and,
3. That, the report on investments to the period to 31 May 2026 be approved and,
4. That, the report on investment activity during 2025-26 be approved and,
5. That, the external bar stocktake report for the period to 9 April 2026 be noted and,
6. That, the financial update in relation to the West Witney Project be noted and,
7. That, the capital expenditure for a replacement mower and vehicle be approved with funding to be met from the respective Outside Services Contingency and Renewals fund earmarked reserves and,
8. That, the appointment of Auditing Solutions as Internal Auditor for the financial year 2026-27 be approved and,
9. That, the re-tendering for the Internal Audit function be delegated to officers or the five-year period from 1 April 2027.

Cllrs A Bailey & A Mubin joined the meeting at 6:56pm.

F324 **FINANCIAL MATTERS REFERRED FROM SPENDING COMMITTEES**

The Committee received and considered the report of the Deputy Town Council outlining financial matters arising from the recent cycle of Committee meetings.

Attention was drawn to the some of the requests such as that of the Halls, Cemeteries & Allotments Committee regarding the introduction of wedding packages for the Public Halls, additional funds for the hearing loop project across the Councils premises as well as details of amendments to the Public Halls terms and conditions, which whilst not a financial recommendation was included for completeness.

Additionally, the Climate & Biodiversity Committees request regarding wildflower planting at Curbridge Road and the subsidised use of the Corn Exchange for the 2026 Eco fair.

Resolved:

1. That, the report be noted and,
2. That, the financial recommendations arising from the spending Committees be approved including the additional costs presented in the report for Curbridge Road roundabout and,
3. That, the revised Public Halls terms and conditions and wedding packages be agreed.

Cllr G Meadows joined the meeting at 6:59pm

F325 **SKATE PARK FENCING**

The Committee received the additional detail following a request from the Parks & Recreation Committee that the costs of additional fencing between the skatepark and the Courtside site be considered. (Minute PR273 - Parks & Recreations Committee 1 June 2026 Refers)

Members were presented with a written report alongside a verbal explanation from the Head of Estates & Operations outlining the available options.

Following consideration, the Committee unanimously agreed that Option C be selected, providing for the installation of height extended 358 anti-climb mesh fencing to both the rear and courtside areas.

Members noted that costs would be monitored in accordance with the Council's Financial Regulations and that the expenditure would be met from the Outside Services budget to provide the most cost-effective solution to the problems encountered at the facility by the town council and its tenant.

Resolved:

1. That, the report and verbal update be noted and,
2. That, Option C for the installation of 358 anti-climb mesh fencing be approved and,
3. That, the cost be funded from the Outside Services budget and monitored in line with Financial Regulations.

F326 **EXCLUSION OF PRESS AND PUBLIC**

Resolved

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.

F327 **GRANTS & SUBSIDISED LETTINGS - YOUTH SERVICES GRANTS**

The Committee received and considered the report of the Deputy Town Clerk regarding Youth Services Grant applications which outlined the recommendations of the evaluation panel, which had been delegated this responsibility by the Stronger Communities Committee

Members noted the comments of the Chair of the Stronger Communities Committee, who expressed surprise at the number and overall quality of the applications received. However, it was considered that some applicants should be invited to submit applications to the Council's Discretionary Grants budget

The Committee further considered applications from ARCh, Clear Sky Children's Charity, Bright Futures (The Station) and YES Futures and agreed that these requests should be refused.

The Committee gave further detailed consideration to the application from Witney Buttercross Scouts. Members noted that grant funding was typically awarded to support sustainable or new opportunities; however, additional information had been sought from the applicant. Members were advised that the proposal was to install modular toilet facilities at the newly acquired Scout site. It was noted that this would enable the site to be brought into use earlier than planned and provide a facility that would benefit a significant number of young people from Witney. Following consideration, it was proposed and agreed that a contribution of £5,000 be made towards the total project costs.

Members considered the remaining applications recommended for support from the Youth Services Grant budget (4169/408). Members were unanimous in agreement, with the exception of Cllr T Ashby who abstained on the vote for the award to Witney Buttercross Scouts owing to his earlier declaration.

Resolved:

1. That, Ducklington Sports Club, West Oxon Levellers, Witney Mills Cricket Club and Witney Wolves Basketball Club be invited to apply to the Discretionary Grants budget (407/4100) and,
2. That, the applications from ARCh, Clear Sky Children's Charity, Bright Futures (The Station) and YES Futures be declined and,
3. That, the following Youth Services Grants be awarded under the General Power of Competence and recipients be asked to acknowledge the Council's financial contribution in their promotional literature:
   - Aspire – £2,500
   - Be Free Young Carers – £2,000
   - Benefice of Witney – £2,000
   - Courtside – £2,000
   - Hope After Harm – £1,000
   - 1st North Leigh Guides – £500
   - Buttercross Scouts – £5,000
   - Yellow Submarine – £1,500
4. That, Home Start Oxford be awarded £12,000 for early years preventative services from the budget set aside for this.
5. That the remaining £3,500 of the youth services grant budget be ringfenced for future youth-related applications during the municipal year

Cllr A Mubin left the meeting at 7:18pm.

F328 **PROPERTY, LEGAL & INSURANCE MATTERS**

The Committee considered a confidential report relating to one of the Council's properties.

The Chair highlighted the need for confidentiality due to the ongoing commercial sensitivity of the matter. Members discussed the options available and agreed that further work was required before any formal decision could be taken.

It was therefore agreed that Officers be authorised to continue engagement and commission a full report setting out strategic options for consideration by the Council.

Members noted that this work was expected to take approximately 4–6 weeks to complete.

Resolved:

1. That, the confidential report be noted and,
2. That, Officers be authorised to undertake further work and engagement to develop strategic options for consideration by the Council.

F329 **STAFFING MATTERS**

The Committee received the minutes of the Personnel Sub Committee meetings held on 8th and 20th April 2026 which had been circulated prior to this meeting.

Resolved:

That, the confidential minutes of the Personnel Sub-Committee meetings held on 8th & 20th April 2026, and the recommendations contained therein be approved.

The meeting closed at: 7.26 pm

Chair

WITNEY PAST, PRESENT & FUTURE WORKING PARTY MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 26 May 2026

At 6.15 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor J Treloar (Chair)

Councillors:	R Crouch G Meadows	J Robertshaw
Officers:	Adam Clapton	Deputy Town Clerk
	Polly Inness	Communications & Community Engagement Officer
	Thomas Davies	Deputy Venue & Events Officer
	Annie Hathaway	Admin Assistant - Communications & Engagement
Others:	4 members of the public.	

At the start of the meeting, the Chair invited everyone present to introduce themselves.

1 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor R Smith.

2 **MINUTES**

The minutes of the Witney: Past, Present & Future Working Party meeting held on 18 February 2026 were received.

Resolved:

That, the minutes of the Witney: Past, Present & Future Working Party meeting held on 18 February 2026 be approved as a correct record of the meeting and be signed by the Chair.

3 **EVENTS UPDATE**

The Working Party received and considered the report of the Communications & Community Engagement Officer (CCEO).

St George's Day Event

Members received feedback on the St George's Day events, which officers described as a simple, positive, and family-friendly occasion. Council teams and Working Party members were thanked for their support in delivering a successful, well-attended and inclusive event, with no incidents reported and positive feedback received from attendees, including a personal thank you card sent to the Council.

Suggestions for future years included expanding the performance area, improving signage and event communication, simplifying the quiz, recognising front line service crews on stage, reviewing catering arrangements, and repositioning seating away from speakers.

The Working Party welcomed the strong attendance and community involvement. The museum representative reported good participation in the dragon-making workshop and St George's Day tours, while members also praised local businesses for supporting the window decoration initiative. Some disappointment was expressed at the low uptake from schools for the dragon competition, which members agreed should be reviewed for future events. Members also noted the successful Witney Vikings football activity despite limited space.

The CCEO confirmed the event had been delivered under the £1,000 budget and members agreed that the underspend should be used towards future Working Party events during the year.

Overall, members thanked Council staff for organising the event so successfully and agreed that a strong foundation had now been established for future annual St George's Day celebrations. The Chair noted that the event showed an array of what Witney had to offer and felt immense pride on the day.

Armed Forces Day

The Working Party received an update on an event being organised by Witney's joint Cadet Forces on The Leys on Saturday 27 June 2026. Members noted that the Council had agreed to subsidised use of the facility following a recommendation from this Working Party.

The event would include charity stalls and military vehicles and would be located near the Courtside Hubs building, with only a limited amount of space required. Officers had requested that the Leys WW1 Memorial be cleaned in preparation for the event. The CCEO also advised that the customary raising of the Armed Forces flag at the Town Hall would take place on the preceding Friday evening.

Members asked that once full details were confirmed that they be communicated to the wider public and Councillors.

Heritage Open Day

The Working Party received an update on Heritage Open Days 2026, with officers exploring a collaborative event with Witney Museum between 11–20 September around the theme "Everyday Histories". Members noted the potential to highlight Witney's blanket-making heritage and other local industries, possibly involving The Blanket Hall and Cogges Manor Farm. A craft event already planned at the Museum on 12 September may also form part of the programme, with further discussions to follow.

Members also heard about early proposals for Bishop's Palace Community Heritage Events aimed at promoting the site through activities such as tours, exhibitions, and family events. No funding was being requested at this stage, although support and suggestions from the Council would be welcomed.

The Chair advised that an organisation had expressed interest in supporting future civic events, such as St George's Day celebrations. Members agreed further details would be needed regarding the nature of any sponsorship arrangement and whether it aligned with the Working Party's remit and capacity.

Recommended:

1. That, the report be noted and,
2. That, the feedback, and outcomes from the St George's Day event debrief be noted and,
3. That, St George's Day Events be held in a similar vein in future years and budgeted for accordingly and,
4. That, the proposed arrangements for Armed Forces Day activities on The Leys for 2026 be supported and,
5. That, the planned discussions regarding Heritage Open Day be noted and that further plans be brought to the next meeting and,
6. That, the Council supports continued partnership working with local organisations, community groups, and volunteers to enhance future events and engagement opportunities, including,

    a. Support for Bishop's Palace Community Heritage Events by the Museum,
    b. Sponsorship opportunities where appropriate and,

7. That, this Working Party requests that the underspend for this year's St George's Day event budget be allocated on other events during the year under the auspices of this Committee and,
8. That, a further meeting, or meetings are held in June and/or July 2026.

4 **DATE OF NEXT MEETING**

Due to the time of the year, it was suggested that a meeting or meetings be held in June and or July 2026.

The meeting closed at: 6.50 pm

Chair

CLIMATE ACTION WORKING PARTY MEETING OF THE WITNEY TOWN COUNCIL

Held on Thursday, 11 June 2026

At 3.30 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor S Simpson (Chair)

Councillors:	J Aitman	D Enright
	D Edwards-Hughes	J Robertshaw
Officers:	Adam Clapton	Deputy Town Clerk
	Kate Heeley	Admin Support Assistant - Facilities
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Janine Sparrowhawk	Compliance & Environment Officer
	Carl Whitehead	Biodiversity & Green Spaces Officer
Others:	None	

16 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

Members noted that Cllr D Enright would arrive late to the meeting.

17 **MINUTES**

The minutes of the Climate Action Working Party meeting held on 25 September 2025 were received.

13 - Members of the Working Party who were also West Oxfordshire District Council representatives provided an update, advising that an approach to the Audit & Governance Committee had not yet been made.

The Deputy Town Clerk advised that an opportunity could arise to access Carbon Literacy Training through one of the Council's existing training partners, which could provide a practical and flexible route to supporting both Member and Officer development in this area.

Members noted the updates and welcomed the potential for exploring alternative training avenues to support the Council's ongoing commitment to achieving carbon neutrality.

Resolved:

1. That, the verbal updates be noted and,
2. That, opportunities to access Carbon Literacy Training via existing training partners be explored and,

3. That, the minutes of the Climate Action Working Party meeting held on 25 September 2025 be approved as a correct record of the meeting and be signed by the Chair.

During the following Item.

The Biodiversity & Green Spaces Officer arrived at 3:51pm

Cllr D Enright arrived at 3:58pm

18 **CARBON REDUCTION PLAN**

The Working Party received and considered the report of the Compliance & Environment Officer, supported by a detailed update of ongoing and planned activity to support the Council's carbon reduction objectives.

Members were advised that, following completion of the West Witney project, the Project Officer would provide increased focus to climate action priority areas. This would include internal engagement with the Operations Manager to identify smaller-scale, practical measures, as well as liaison with energy providers regarding the potential for the installation of smart meters across Council buildings.

It was further noted that discussions would take place with the West Oxfordshire District Council as the planning authority to clarify requirements relating to potential installations at the Corn Exchange due to its protected building status. Officers also confirmed that available grant funding opportunities would be actively pursued, including maximising the use of match funding available through Energy Solutions Oxfordshire and Members were supportive of Officers intentions to submit an application ahead of the 9th September deadline.

Members discussed potential options for carbon reduction measures, including solar PV and air-to-water heat pump systems. It was noted that while both options were of comparable indicative cost, the air-to-water system could deliver more significant carbon savings. Members also suggested that the estimated cost of solar installation may be lower than initially indicated; however, it was acknowledged that the procurement of the required quotations in line with the Council's Financial Regulations would provide further clarity of competitive costings.

In response to a query regarding heating usage at the Corn Exchange, Members were advised that a heating engineer would be attending site to provide guidance on system operation, efficiency improvements and programming.

The Working Party reflected on the Council's overall carbon footprint, currently estimated at 65.08 tCO_2e. Members acknowledged that some emissions were inherently linked to operational requirements, particularly where equipment did not yet have suitable low-carbon alternatives.

Members were reminded that a budget of £50,000 was available and that, in line with previous decisions of the Climate & Biodiversity Committee (Meeting 19.05.2026 Minute: CB251 Relates), priority should be given to projects at the Corn Exchange and Windrush Cemetery. The Working Party agreed that Burwell Hall should also be included within the scope of works to maximise overall carbon reduction impact.

Members emphasised the importance of identifying "quick wins" including measures that could be delivered through existing maintenance budgets or improved staff awareness. A proposal was made that smaller-scale items be grouped and considered as part of general maintenance activity, alongside increased staff engagement and education.

It was noted that matched funding applications to Energy Solutions Oxfordshire could be submitted in stages as individual projects are developed, allowing flexibility and responsiveness in delivery. Members also welcomed the commitment to, where possible, procure locally and utilise local contractors, in line with existing financial and tendering policies.

Members requested that a clear schedule of works be developed by Officers, outlining planned activities and progress. It was agreed that authority be delegated to Officers to proceed with grant funding applications to ensure that opportunities are not missed within required timescales.

It was noted that the focus of the current plan related to Council-owned buildings, including its halls and buildings. Any works to the Town Hall or Reception Office would require approval from the Town Hall Charity as the property owner. Members who sat on the Town Hall Charity were encouraged to raise this matter at forthcoming meetings of the charity.

Members also noted that water usage formed part of the Council's overall carbon footprint and this had increased in recent years, partly reflecting the success of facilities such as Café 1863 and the Splash Park. It was noted that steps had already been taken to improve efficiency, including the removal of the water tank at the Corn Exchange, allowing direct mains supply and reducing water wastage.

Overall, Members welcomed the progress being made and the clear direction of travel, recognising the importance of a structured and deliverable programme of works to support the Council's carbon neutrality ambitions.

Recommended:

1. That, the report and update be noted and,
2. That, Officers be delegated authority to develop and implement a carbon reduction programme focusing on the Corn Exchange, Windrush Cemetery and Burwell Hall and,
3. That, a schedule of works be prepared and presented to Members, identifying priority actions including "quick wins" and maintenance-based improvements and,
4. That, Officers progress grant funding applications as opportunities arise in order to maximise external funding support and,
5. That, measures to improve operational efficiency, including staff engagement and system optimisation, be incorporated into the programme of works.

19 **ECO FAIR 2026**

The Working Party received an update from the Chair reflecting on the success of the Eco Fair held in 2025. Members noted that the event had been well supported, particularly by West Oxfordshire District Council and a range of partner organisations. However, it was recognised that attendance from such organisations may be more limited should a future event be held at a weekend.

In considering arrangements for 2026, Members discussed opportunities to further enhance the event by targeting engagement more effectively toward individuals and community organisations. It was suggested that the event adopt a Nature Recovery theme and align with a recognised national initiative in the latter half of the year.

Members unanimously supported the principle of holding a 2026 Eco Fair and explored ways to build upon the previous event's success. Suggestions included incorporating talks or short presentations, potentially utilising the Gallery Room for these sessions while hosting the main exhibition in the Corn Exchange Main Hall. Emphasis was placed on securing high-quality exhibitors to ensure a meaningful and engaging experience.

Members unilaterally agreed that a weekday event, held in the late afternoon and early evening, would provide the best opportunity to maximise participation. It was also proposed that invitations be extended to higher-profile attendees, such as the local Member of Parliament and representatives from Windrush Against Sewage Pollution (WASP), to broaden the event's reach and impact.

Following discussion, it was agreed that the event be planned to take place during the period 7th to 11th September 2026, on a weekday between 2pm and 6pm.

Members further agreed that West Oxfordshire District Council be approached regarding the potential to either co-host the event or provide support. A request would also be made to the Policy, Governance and Finance Committee for the use of the Corn Exchange and that Officers liaise with the Bookings Team to identify a suitable date.

Additionally, Members agreed to develop their own promotional display board for use at session of Councillors at the Café to help communicate the Council's aims in relation to carbon reduction. All Members of the Council should be encouraged to actively support and promote this initiative as part of the Council's wider climate engagement work.

Recommended:

1. That, the update be noted and,
2. That, an Eco Fair be held in 2026 during the period 7th to 11th September, on a weekday between 2pm and 6pm and,
3. That, West Oxfordshire District Council be approached to explore joint working or support for the event and,
4. That, approval be sought from the Policy, Governance and Finance Committee for use of the Corn Exchange and,
5. That, Officers liaise with the Halls Bookings Team to secure a suitable date and,
6. That, a promotional display board be developed to support Councillors in promoting the Council's carbon reduction aims.

20 WILDFLOWER PLANTING - CURBRIDGE ROUNDABOUT

The Working Party received and considered the report of the Biodiversity and Green Spaces Officer, supported by a verbal update explaining the available options for addressing root intrusion at the Curbridge roundabout.

Members noted that the works required could not be undertaken using the existing equipment available to the green spaces team and would necessitate the use of heavier machinery, either through the larger Operations Team or via an external contractor.

Members were keen to ensure that improvements were carried out to enhance the appearance of the roundabout, recognising the positive impact of similar initiatives such as the Fiveways roundabout and the wildflower planting at Windrush Cemetery, both of which had received favourable public feedback.

Following discussion, it was proposed by Councillor J Aitman, seconded by Councillor R Smith, that a hybrid approach be adopted. Under this proposal, an external contractor would undertake the initial removal of the roots, following which the Council's Operations Team clearing and preparing the site for sowing by the Green Spaces Team.

Members noted that the estimated cost for the contractor element of the works would be in the region of £500–£800, with an additional £500 for suitable low-height wildflower seed, ensuring that visibility and sightlines were maintained. The cost of the Council's workforce would be met through existing budgets and recharged accordingly.

A vote was taken and Members were unanimous in their support for the proposed hybrid approach. Members welcomed this as a practical and cost-effective solution that would both resolve the existing issue and contribute positively to the visual and environmental quality of the area.

Resolved:
1. That, the report and update be noted and,
2. That, a hybrid approach be adopted, with a contractor undertaking root removal and the Operations Team completing site preparation and planting and,
3. That, provision be made for the associated costs as outlined, including the purchase of suitable low-height wildflower seed.

Cllr D Edward Hughes left the meeting at 5:12pm. Hearing the majority of the debate on the following item but not participating in the vote

21 **NATIONAL EMERGENCY BRIEFING**

The Committee Clerk provided a verbal update, advising that concerns had been raised by Members outside of the meeting regarding the suitability of the film's content for a younger audience. It was noted that the material was more sensitive and thought-provoking than originally anticipated and, as such, the initial concept of a youth-led screening may benefit from being reconsidered.

Members further noted that attendance at a recent OALC briefing had highlighted a recommendation for the film to be shown across towns and parishes to encourage wider public engagement with the subject matter.

Following discussion, Members were supportive of the Council hosting a screening, to follow the event being arranged at St Mary's Church on 16th July. It was agreed that the screening would take place on 27th July at 2pm. Members emphasised that the event should be clearly advertised as suitable for audiences aged 16 and over.

It was further agreed that the event would be free to attend but ticketed, and would include a facilitated discussion following the screening, to be hosted by Councillors, enabling attendees to share views and reflections in a constructive environment.
Members welcomed the opportunity to support informed community engagement on climate issues and agreed that arrangements and publicity be progressed by Officers.

Resolved:
1. That, the update be noted and,
2. That, a public screening be held on 27th July at 2pm, with attendance advised for those aged 16 and over and,

3. That, the event be free and ticketed, with a facilitated discussion hosted by Councillors following the screening and,
4. That, Officers progress the necessary arrangements and publicity.

The meeting closed at: 5.15 pm

Chair

FULL COUNCIL

Agenda Item: Committee Terms of Reference

Meeting Date: Monday, 13 July 2026

Contact Officer: Deputy Town Clerk

The purpose of this report is for the Council to approve standing Committee terms of reference for the new municipal year.

Background

At the Annual Council Meeting held on 6 May 2026, it was resolved that terms of reference for each Committee would be reviewed at each meeting in the current meeting cycle. As best practice these are referred to the Council to approve.

Current Situation

The recommended terms for each Committee are listed below (amendments are in bold text):

Parks & Recreation Committee

a) To maintain all Recreation Grounds, Parks (including play equipment), and public open spaces and to initiate and oversee all matters of control properly associated with this recreation function;
b) To maintain and oversee all sports activities upon any Recreation Ground or other recreational open space and buildings erected for such purposes thereon;
c) To keep under review/updated the sports strategy within the Council's adopted Open Spaces Strategy to meet the changing needs of the community, sporting governing bodies recommendations and West Oxfordshire District Council's Playing Pitch Strategy in the Local Plan;
d) To deal with the development and investment in the Council owned play areas, ensuring they remain safe and are inclusive wherever possible;
e) To facilitate entertainment, community, and third-party events by ensuring that parks, recreation grounds, and related facilities are suitable, safe, and properly maintained for such use;
f) Within all its decision making ensure that the green environment and biodiversity of public open spaces is protected and enhanced in line with the Council's Climate Emergency aspirations.
g) To oversee any development and investment of Council owned recreation ground sites and its supporting infrastructure, ensuring they remain safe and compliant;
h) The Membership of the Committee shall consist of six Members plus the Town Mayor and the Leader of the Council ex officio with voting rights;
i) The quorum of the Committee shall be four Members.

Halls, Cemeteries & Allotments Committee

a) To operate, maintain and control the Corn Exchange, Burwell Hall, Langdale Hall and Madley Park Hall in all matters relative to their use as public halls be it through direct management or via trusteeships;
b) The operation of such other buildings as the Council may from time to time acquire if so instructed;

c) To operate and maintain the Cemeteries, burial responsibilities, and associated duties, consequential to Statutory or Council requirements, together with the War Memorials;
d) To carry out the Council's obligations with regard to the Closed Churchyards of St Mary's and Holy Trinity;
e) To oversee the management of Hailey Road, Lakeside, Newland and Windrush Place Allotments whilst leased to the Witney Allotment Association;
f) To oversee the development and management of the Corn Exchange (including the 1863 café bar) as a community hub and arts centre in line with the Council's vision and long-term business plan for the venue;
g) Within all its decision making ensure that the green environment and biodiversity of public open spaces is protected and enhanced in line with the Council's Climate Emergency aspirations;
h) To oversee any development and investment in Council-owned public halls, and the supporting infrastructure, ensuring they meet the needs of the community, remain safe and compliant;
i) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and the Leader of the Council ex officio with voting rights;
j) The quorum of the Committee shall be 4 Members.

<u>Stronger Communities Committee</u>

a) To acknowledge and promote the value and contributions of voluntary groups, local organisations, and community interest companies that deliver social value to our community—supporting and facilitating services, whether through partnerships or ad hoc arrangements, in accordance with relevant policies and legislation;
b) To oversee community engagement with all residents of Witney, relevant stake holders and businesses, including, but not limited to conducting an annual resident satisfaction survey to gauge feedback;
c) To recognise the importance of inclusivity by ensuring all voices in the community are heard and represented, advocating for underrepresented groups in line with equality legislation;
d) To engage proactively with young people, supporting and promoting youth services where possible, and to oversee the operations of the Witney Youth Council;
e) To oversee and maintain the infrastructure owned by the Town Council, including street furniture in the town centre (e.g. seating, litter bins, and salt bins), bus shelters, CCTV, noticeboards, and Christmas light displays;
f) To organise and deliver civic events, such as Remembrance, in line with the approved programme and within the budget set by the Council;
g) To work in collaboration with other partnerships on town wide events such as the Christmas Lights switch-on and others that may arise from time to time;
h) To co-ordinate national commemorations, special community events, and initiatives in accordance with the Council's agreed programme and budget;
i) To oversee the Council's communications and publications, including the website, newsletter, and social media platforms;
j) To administer the Children & Young People Grant funds, considering applications and/or funding on an annual basis and making recommendations to the Policy, Governance & Finance Committee;
k) To oversee the local Schools in Bloom competition and the Council's entry into the regional In Bloom Competition;
l) Within all its decision making ensure that the green environment and biodiversity is protected and enhanced in line with the Council's Climate Emergency aspirations;
m) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and The Leader of the Council ex officio with voting rights;
n) The quorum of the Committee shall be 4 Members.

Climate & Biodiversity Committee

a) To work to achieve energy efficiencies and net zero carbon emissions in the Council's operations and facilities by 2028, in line with the Council's Climate Emergency resolution made in June 2019;
b) To manage the Council's Environmental Spaces, including Amenity Areas, Witney Lake and Country Park, Tiny Forest and Community Orchards (except recreation grounds);
c) To oversee the management of the Council's tree stock across the town;
d) To engage with Central Government, West Oxfordshire District Council, Oxfordshire County Council, local Oxfordshire organisations, relevant stake holders and other organisations to initiate local action on climate change (towards achieving net zero carbon emissions) air & water pollution, and other environmental issues within the town;
e) To encourage biodiversity and healthy recreation in the environmental spaces;
f) To explore and promote the expansion of community energy to keep the benefits of our local energy generation in our local economy;
g) To identify ways for event's organisers to reduce the carbon footprint of events held on council ground. Any financial or policy change implications should be recommended to the Council;
h) To oversee the maintenance of the Council's infrastructure concerning planting displays (including hanging baskets);
i) **To oversee the work of the Council's Climate Action Working Party***;*
j) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and the Leader of the Council ex officio with voting rights;
k) The quorum of the committee shall be 4 members.

Planning & Development Committee

a) To receive planning applications and to comment on them in the name of the Council within the time limit set by statute. The Committee may decide, where time for consultation allows, to make a recommendation to the Council on any application considered to have a major impact on the town;
b) To consider any planning decisions, appeals, planning briefs, and tree preservation orders, and recommend, if appropriate, any views that should be expressed by the Council, or any action that should be taken, in respect of these;
c) To consider, and submit appropriate representations on behalf of the Council, in respect of applications for justices, gaming, public entertainment and pavement licences;
d) To consider, and submit appropriate representations on behalf of the Council, in respect of street naming, highways and traffic regulation consultations unless deemed by the Proper Officer of significance to be referred to Full Council;
e) To consider, and submit appropriate representations on behalf of the Council, in respect of consultations relevant to the sphere of planning and development including forward planning;
f) To consider and submit appropriate representations on behalf of the Council concerning the potential impact of flooding in Witney, including requests for mitigation measures and comments on sustainable drainage solutions. Due to the serious nature of flooding events, any incidents will be referred to Full Council for further consideration, response, and escalation with other agencies;
g) To consider the impact on the green environment and biodiversity of all planning applications and comment in the name of the Council accordingly;
h) To promote sustainable and active travel in the future planning of the town;
i) To receive and review the minutes of the Witney Traffic Advisory Committee and address any resulting actions relevant to the Town Council;

j) The Membership of the Committee shall consist of 5 Members plus the Leader of the Council ex officio with voting rights;
k) The quorum of the committee shall be 4 members

Policy Governance & Finance Committee

Overall Purpose

To ensure that the Council's finances, staffing, statutory obligations, and governance are managed effectively and in accordance with legal and regulatory requirements, while supporting the strategic direction and service delivery of the Council.

1. Policy

a) To consider, keep under review and make recommendations to the Council as appropriate:
   - The Council's strategic objectives and priorities.
   - All major issues of national and local policy affecting the town, including new government legislation.
   - Council policies.
   - The development of existing and introduction of new services, including grounds maintenance.
   - Relationships with West Oxfordshire District Council, Oxfordshire County Council, other public bodies, and outside organisations.

b) To consider the resources available to meet the Council's objectives in terms of land, property, finance, and manpower and to advise other committees and the Council as required.
c) Within all decision-making, ensure that the green environment and biodiversity of public open spaces is protected and enhanced in line with the Council's Climate Emergency aspirations.
d) To oversee and ensure social value outcomes are considered in policy development.

2. Governance

e) Oversee Council administration, legal compliance, and be responsible to the Council for reviewing the effectiveness and efficiency of all services.
f) Review and monitor:
   - Council corporate and financial risk register, insurance, and legal matters.
   - Data protection, FOI, and related statutory duties.
   - Committee structures and delegated responsibilities.
   - Banking arrangements

g) To consider community governance matters including elections and electoral arrangements, town boundaries, and the impact of future changes to Local Government structure and devolution.
h) Overall management of Council assets (including land), records, and operational premises (including those under other committees).
i) To oversee and approve tendering and purchasing arrangements ensuring compliance with the Council's Financial Regulations and Procurement Act 2023.
j) Provide oversight of contracts, major capital projects and investment properties including those leased to the Council.
k) Hold overall responsibility for employment matters via the personnel sub-committee**
l) Consider matters affecting Members, including Member allowances (if appropriate) and the annual calendar of meetings.
m) To receive reports from the internal and external auditors, review actions required and ensure effective internal controls.

n) To appoint the Council's independent Internal Auditor.

3. Finance

o) Oversee the Council's finances (including investments), ensuring legal and regulatory compliance
p) Prepare and recommend the annual budget and precept for approval by Council.
q) Review and approve:
- Estimates of income and expenditure from all committees.
- Fees, charges, and funding levels.
- Annual Governance & Accountability Return, and financial statements.

r) To consider and approve grant applications in accordance with adopted policy, and to recommend larger or exceptional grants to Full Council
s) To act as the Council's Audit Committee and to
- Review and authorise Council payments in accordance with Financial Regulations.
- Monitor budgeted vs actual income/expenditure.
- Act as a financial scrutiny panel.

t) Approve or recommend additional expenditure beyond approved limits.
u) Maintain oversight of financial systems, controls, and reporting.
v) To develop and monitor the Council's Medium-Term Financial Plan and Capital Programme

Committee Membership & Quorum

- 6 Councillors (made up of the Chairs of the standing Committees) plus the Leader and Town Mayor (ex officio).
- Quorum: 4 Members.
- The Committee may make recommendations to Full Council on any matter within its remit.

****** The Terms of Reference for the Policy, Governance & Finance Committee were recommended for approval, subject to the exclusion of Item K, which remains under review by officers. Approval of Item K will be sought at a future meeting.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

a) Equality – The Stronger Communities Committee has proposed terms on inclusivity for all residents. The Policy, Governance and Finance Committee ensures the Council acts in compliance with legislation, this includes equality laws.
b) Biodiversity – All Committee terms of reference have reference to biodiversity.
c) Crime & Disorder – This item is considered by all Committees via this standing item in Reports.
d) Environment & Climate Emergency - All Committee terms of reference have reference to the environment.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

The majority of Council services provide social value for different parts of the community. This item on Committee reports ensures consideration during discussion on projects.

Financial implications

- There are no financial implications pertaining to this report. In meeting terms of reference each Committee has budgets for services under its remit.

Recommendations

Member are invited to note the report and,

1. Approve the Committee terms of reference for the 2026-27 municipal year as recommended by each Committee above.

FULL COUNCIL

Agenda Item:	Representation on Outside Organisations
Meeting Date:	Monday, 13 July 2026
Contact Officer:	Deputy Town Clerk

The purpose of this report is for the Council to appoint a member to a vacancy on an outside organisation.

Background

Committee positions are reviewed at the Council's Annual Meeting; however, vacancies may arise during the year at the request of Members.

The Town Council also appoints representatives to serve on outside organisations. It is generally recommended that appointees serve until the Annual Council Meeting following the next ordinary election of Councillors (scheduled for May 2027). Nevertheless, requests for changes or new appointments may be brought to the Council for consideration throughout the year.

Current Situation

Cogges Welfare Trust

The Council has been informed that Councillor J Aitman has stepped down as the Council's Trustee on this group, so they are seeking a replacement for a four-year term.

The Cogges Welfare Trust Charity maintains the charities property including the upkeep of the Witney Market Clock and Clock House. Remaining income is used for the relief of hardship etc. by the way of grants to people in need.

The Articles of Association for the representative state:

- 'The Trustees shall be persons who through residence, or occupation or employment, or otherwise have special knowledge of the area of benefit.'
- 'The person appointed may be but need not be a member of the Council.'

Witney Town Charity

The Charity has expressed its appreciation to the Town Council for nominating Mr Matthew Lee as a trustee to succeed Cllr J Aitman. The Charity has also indicated that it will consider opportunities for Cllr D Temple to support its work in the future. (minute no. 230, 6 May 2026 refers).

Witney Educational Foundation

The Registrar for the Foundation confirmed, following the Annual Council Meeting, that Mr C Woodward's term of office as a trustee had ended. The Foundation, therefore, expressed its appreciation for Mr Woodward's continued appointment as the Town Council's nominated trustee (minute no. 230, 6 May 2026 refers).

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

a) Equality – no direct implications.
b) Biodiversity – no direct implications.
c) Crime & Disorder – no direct implications.
d) Environment & Climate Emergency – no direct implications.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

- Representatives on Outside Body groups provide the town council with means to be involved in their work which may affect and improve the lives of residents sustainably, socially, and environmentally.

Financial implications

There are no financial implications.

Recommendations

Members are invited to note the report and;

1. Appoint a Town Council Trustee to the vacancy on Cogges Welfare Trust.
2. Note the thanks from Witney Town Charity in agreeing to their request to nominate a Trustee based on their proposal.
3. Note that WEF confirmed the term of office for Mr C Woodward has been renewed as a representative of the Town Council for a further 4-year term.

HALL, CEMETERIES & ALLOTMENTS COMMITTEE

WITNEY TOWN COUNCIL

Agenda Item: Provision of Additional Sheds at Windrush Place Allotments

Meeting Date: 13 July 2026

Contact Officer: Operations Manager

The purpose of this report is to consider the provision of two additional sheds at Windrush Place Allotments following the subdivision of existing plots.

Background

Witney Town Council owns the allotment sites at Lakeside, Hailey Road, Newland and Windrush Place, which are managed on a day-to-day basis by the Witney Allotment Association.

Windrush Place was opened in 2021 and comprises approximately 55 plots. The original development included the provision of sheds across the site.

The current request has arisen following the subdivision of two larger plots (Plots 30b and 31b) to create additional allotment capacity. The newly created plots do not currently benefit from shed provision.

A site inspection was undertaken by the Operations Manager and Biodiversity & Green Spaces Officer on 24 June 2026 to assess the proposed locations, existing structures and site conditions.

Current Situation

The Witney Allotment Association obtained three quotations for 6' x 4' sheds:

Option	Cost
Tiger Shiplap Pent Shed	£461.99
Forest 4Life Pent Shed	£334.99
Forest 4Life Windowless Apex Shed	£328.99

The site inspection identified that existing sheds are predominantly overlap timber construction and generally comparable to the Forest 4Life range. Existing sheds are typically installed on compacted hardcore bases contained within timber edging.

Having regard to value for money, consistency with existing site infrastructure and suitability for allotment use, the **Forest 4Life Windowless Apex Shed** is considered the preferred option.

It is recommended that any sheds supplied by the Council are installed on a suitable base consistent with the existing site standard. Installation would be undertaken by the Council's Works Team during Autumn 2026, subject to operational priorities and delivery lead times.

Corporate Strategy

The Council's Strategic Plan 2025–29 sets out the Council's long-term priorities and direction, supporting its mission to 'make Witney a great place to live, work and visit.' This report contributes to the delivery of the following strategic pillar of the plan:

2. An Engaged & Supported Community

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

a) Equality - – No adverse impacts identified
b) Biodiversity - No adverse impacts identified.
c) Crime & Disorder - The windowless shed design is appropriate for an allotment setting.
d) Environment & Climate Emergency - Supports community food growing and sustainable lifestyles.

Risk

The principal risk is premature deterioration if sheds are installed on unsuitable ground. This is mitigated by ensuring installation is undertaken on a suitable base consistent with existing site standards.

Social Value

The proposal supports increased access to allotments, helping to reduce waiting list pressures and encourage community participation, wellbeing and local food growing.

Financial implications

The recommended option is:

- Forest 4Life Windowless Apex Shed
- Estimated Unit Cost: £328.99
- Estimated Total Cost for Two Sheds: £657.98

The Council retains an EMR for allotments where the sheds may be funded from.

Recommendations

Member are invited to note the report and consider;

1. The request to fund two new sheds at Windrush Place allotments.

FULL COUNCIL

Agenda Item:	Parks & Recreation
Meeting Date:	Monday, 13th July 2026
Contact Officer:	Deputy Town Clerk

The purpose of this report is to present any outstanding or urgent matters requiring the Council's consideration before the next scheduled meeting cycle in September 2026.

Current Situation

Splash Park Operating Hours Update – 26 June 2026 (Head of Estates & Operations)

The Splash Park continues to be a popular attraction, especially during the most recent heatwave.

During the period of exceptionally hot weather in May, the Council received requests to review the operating hours to allow visitors to use the facility earlier in the day.

In response, the operating hours were amended at the beginning of June from 12:00pm–6:00pm to 10:00am–5:00pm.

Since these revised hours were introduced, the Council has not received any further requests or complaints regarding the operating times.

The Splash Park is scheduled to be turned off on 7 September 2026. Based on current usage levels and expenditure, forecasts indicate that the allocated budget will be fully utilised but is expected to remain within budget.

It is also worth noting that, due to the prolonged hot and dry weather experienced this year, there is a possibility that Thames Water may introduce a hosepipe ban, as it did last year. During the previous ban, Thames Water confirmed that Witney Town Council could continue operating the splash park, recognising the water recycling system in place to enable the watering of the town plants, and the reduced daily operating hours, including the two-hour shutdown at midday.

Should a hosepipe ban be introduced again this year, it is anticipated that there would be minimal risk of any budget overspend as a result of the reduced operating period and associated water usage.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council’s Climate Emergency declaration in 2019.

a) Equality – providing the most possible hours for free access to the inclusive Splash Park.
b) Biodiversity – no direct impact
c) Crime & Disorder – no direct impact

d) Environment & Climate Emergency – The Council must be mindful of water usage, particularly if drought conditions occur later in the summer.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Extending the Splash Park opening hours further would increase operating costs, including water, electricity, and routine maintenance, and may result in greater wear and tear on equipment.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

The extended Splash Park opening hours during the summer provide greater opportunities for children and families to enjoy free, accessible outdoor recreation. This supports physical activity, improves health and wellbeing.

Financial implications

- The Splash Park is operating within budget on the times, as changed on 1st June 2026.

Recommendations

Members are invited to note the report.

FULL COUNCIL

Agenda Item:	Standing Orders Review
Meeting Date:	Monday, 13 July 2026
Contact Officer:	Deputy Town Clerk

The purpose of this report is to present revised Standing Orders to the Council for formal adoption.

Background

Standing Orders are the written rules of the Council and are used to confirm its internal, organisational, administrative procedures and procedural matters for meetings. The Standing orders contain limited financial information as procedures to regulate the Council's financial affairs and accounting procedures are contained in its financial regulations.

Current Situation

The proposed, revised Standing Orders are attached as **Appendix A**. Those in bold contain statutory requirements while others are included to help the Council operate effectively to the Council's needs. The former standing orders can be found here for comparison Witney Town Council Standing Orders 2025

The revised document was agreed by members at the Council Meeting on 22 June 2026 subject to minor amendments (minute no: 334 refers). In line with SO 41(d), the Standing Orders have stood adjourned until this meeting. If formally adopted, these Standing Orders will become the written rules of the council and state how it operates with immediate effect.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

a) Equality – no direct impact from the contents of this report
b) Biodiversity – no direct impact from the contents of this report
c) Crime & Disorder – no direct impact from the contents of this report
d) Environment & Climate Emergency – no direct impact from the contents of this report

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

The Council must have relevant and effective Standing Orders in order to fulfil its obligations under various legislation and for governance purposes.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Financial implications

- There are no implications from the contents of this report.

Recommendations

Member are invited to note the report and

1. Consider adopting the revised Standing Orders (as attached) for Witney Town Council.

Standing Orders

Adopted: Review Date:

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1. Office Holders of the Council

a) **The Chair, known as the Town Mayor, who shall chair meetings of the Council** and be an ex-officio voting member of every committee and carry out civic duties as required.

b) **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office, and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

c) The Vice-Chair, known as the Deputy Town Mayor, who shall deputise for the Mayor in all duties in the Mayor's absence.

d) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council**

e) **The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

f) The Leader of the Council, who shall be an ex-officio voting member of every committee.

g) The Deputy-Leader, who shall deputise for the Leader in all duties in the Leader's absence.

2. Election of Mayor Elect/Designate

a) At the council meeting prior to the annual meeting of the council, the Mayor designate shall be appointed for the forthcoming year.

3. Proper Officer

a) The Proper Officer shall be either the (i)Town Clerk/Chief Executive Officer or (ii) other staff member(s) appointed by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b) The Proper Officer shall:

   i. **at least three clear days before a meeting of the Council, a committee,** or a sub-committee,

   - **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place, and the agenda (provided the Councillor has consented to service by email), and**

   - **Provide, in a conspicuous place, a public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by Councillors is signed by them).**

Clarification on notice periods is as follows:

The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

The minimum three clear days' notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting in convened at shorter notice.

ii. subject to SO 18, include on the agenda all motions in the order received unless a Councillor has given written notice at least 7 days before the meeting confirming withdrawal of it.

iii. convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from Councillors;

vii. hold a copy of every Councillor's register of interests;

viii. assist with responding to requests made under Freedom of Information legislation and rights exercisable under data protection legislation in accordance with the council's policies and procedures;

ix. liaise, as appropriate with the Council's Data Protection Officer;

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority.

xv. refer a planning application received by the Council to the Chair, Vice-Chair and/or the Planning committee to facilitate a response if the nature or deadline of the consultation requires consideration before its next ordinary meeting. In such case, the details shall be raised as an agenda item at the next ordinary meeting to formalise the response.

xvi. manage access to information about the council via the publication scheme; and

xvii. retain custody of the seal of the council which shall not be used without a resolution to that effect.

4. Delegation of Urgent and Routine Matters

a) There shall be delegated to the Town Clerk/Chief Executive Officer the authority to act
in respect of any function of the council on a matter, which in their opinion does not admit of delay or is routine. This delegated authority shall only be exercised in consultation with the Chair or Vice-Chair of the committee or sub-committee within whose terms of reference the particular function lies.

b) Each exercise of delegated authority under this standing order shall be reported for information to the next meeting of the committee or sub-committee within whose terms of reference the particular function lies and to Council.

c) The Town Clerk/Chief Executive Officer shall notify all members of any action taken under this standing order.

d) The delegations in this standing order are in addition to and without prejudice to the
powers of the council or its committees to arrange for the discharge of any of its functions by a sub-committee or an officer.

5. Meetings

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a) **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.** ●

i. Meetings of the Full Council shall be held at the Corn Exchange at 7pm on a Monday unless the Council decides otherwise.

ii. Committee meetings shall generally be held at the Corn Exchange at 6pm on a Monday unless the Council decides otherwise. The exception being the Climate, Biodiversity & Planning meeting which shall generally be held at 6pm on a Tuesday unless the Council decides otherwise.

b) **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be**

transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. ●●

c) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

d) The period of time designated for public participation at a meeting in accordance with standing order 5(e) shall not exceed twenty minutes unless directed by the chair of the meeting.

e) Subject to standing order 5(f), a member of the public shall not speak for more than five minutes

f) In accordance with standing order 5(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

g) A person shall raise their hand when requesting to speak and remain silent until directed by the Chair and may stand when speaking if they choose to do so;

h) Whenever the Chair rises during a debate all other members shall be seated and silent;

i) A person who speaks at a meeting shall direct their comments to the chair of the meeting.

j) Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

k) **Subject to standing order 5(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.** ●●

   By resolution of the Council, meetings of the Full Council and its Standing Committees may be broadcast live in the interests of openness and transparency. Details of how to access any live broadcast will be published with the meeting agenda. The Council reserves the right, by resolution, to amend, suspend, or revoke arrangements for the broadcasting of meetings at any time. The Council shall not be liable for any failure to broadcast a meeting where technical difficulties or other circumstances beyond its control prevent the transmission from taking place.

l) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.** ●●

m) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.** ●●

n) **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.** ●

o) **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.** ●●●

p) **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.** ●●●

q) **Unless standing orders provide otherwise, voting on a question shall be by a show of hands ay council,** committee or sub-committee**. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda. ●

   When a vote is taken by a show of hands, Members shall maintain their hand in the raised position until the Clerk of the meeting confirms that the vote has been duly counted and recorded.

r) The minutes of a meeting shall include an accurate record of the following:

   i. the time and place of the meeting;

   ii. the names of councillors who are present and the names of councillors who are absent with apologies received;

   iii. interests that have been declared by councillors and non-councillors with voting rights;

   iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

   v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

   vi. if there was a public participation session; and

   vii. the resolutions made

s) **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.** ●●●

t) **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.** ●

See standing order 5(u) for the quorum of a committee or sub-committee meeting.

u) Six members shall constitute a quorum of the Council, but a motion to suspend or amend this standing order shall not be moved without written notice signed by twice as many members as constitute the quorum.

v) If, after ten minutes a Quorum is not present, **or if a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. ●●●

w) A meeting shall not exceed a period of two hours unless it has been specifically agreed by that meeting.

6. Rules of Debate at Meetings

a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.

b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c) A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.

d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f) If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g) An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.

h) A councillor may move an amendment to their own motion if agreed by the meeting, If a motion has already been seconded, the amendment shall be with the consent of the seconder at the meeting.

i) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.

j) Subject to Standing Order 6(i), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.

k) One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted on separately.

l) A Councillor may not move more than one amendment to an original or substantive motion.

m) The mover of an amendment has no right to reply at the end of the debate on it.

n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have the right to reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o) Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on the motion, except:

   i. to speak on an amendment moved by another Councillor;

   ii. to move or speak on another amendment if the motion has been amended since they last spoke;

   iii. to make a point of order;

   iv. to give a personal explanation; or

   v. to exercise a right of reply.

p) During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

q) A point of order shall be decided by the Chair of the meeting and their decision shall be final.

r) When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;
ii. to proceed to the next business;
iii. to adjourn the debate;
iv. to put the motion to a debate;
v. to ask a person to be no longer heard or to leave the meeting;
vi. to refer a motion to a committee or sub-committee for consideration;
vii. to exclude the press and public;
viii. to adjourn the meeting; or
ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s) Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right to reply.

t) Excluding motions moved under standing order 6(s), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chair of the meeting.

7. Disorderly Conduct at Meetings

a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.

b) If person(s) disregard(s) the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c) If a resolution made under paragraph (b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

8. Committees and Sub-committees

a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by that committee.**

b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c) The Mayor and Leader of the Council shall be an ex-officio member with voting rights on all committees.

d) **Unless the Council determines otherwise, all the members of an advisory committee and sub-committee of the advisory committee may be non-councillors.**

e) The council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in the respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to Standing Order 8(b) and (d), appoint and determine the terms of office of members of such a committee;

v. may, subject to Standing Order 8(b) and (d), appoint and determine the terms of office of the substitute members to a Committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (or appointed officer) 7 days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;

vii. every committee shall at its first meeting elect a Vice-Chair, who shall hold office until the next annual meeting of the council

viii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;

ix. shall determine the place, notice requirements and quorum for a meeting of the committee and a sub-committee which, in both cases, shall be no less than three;

x. the Chair of the committee shall be a member of every sub- committee appointed by it unless wishing not to serve and such is recorded in the minutes of the committee appointing the sub- committee;

xi. shall determine if the public may participate at a meeting of the committee;

xii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, are required for the meeting of a sub-committee;

xiii. shall determine if the public may participate at a meeting of the sub-committee that they are permitted to attend;

xiv. may dissolve a committee or a sub-committee;

xv. may appoint sub-committees for purposes to be specified by the committee but such sub-committee shall submit all recommendations to the committee unless power to act has been granted by the council for a specified purpose;

xvi. the standing orders on rules of debate (except those parts relating to standing and to speaking more than once), voting and the standing order on interests of members and the code of conduct shall apply to committee and sub-committee meetings in so far as they are appropriate.

xvii. In the event that an in-person meeting cannot be held, or if the business of the meeting is subject to a time limit set by statute and delegation is given to a committee under its terms of reference, it may be held virtually as an Advisory Committee with the same rules of debate as other committees. Any recommendations being affirmed at the full meeting of that committee, Full Council or under delegations to the Town Clerk/CEO.

9. Ordinary Council Meetings

a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b) **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c) **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d) **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**

e) **The first business shall be to elect a Chair** (Town Mayor, see standing order 4) **the Vice-Chair** (Deputy Town Mayor) and the Leader and Deputy Leader of the Council.

f) **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**

g) **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

h) **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in**

respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

i) Following the elections and appointments at paragraph (e) above, the business at the annual meeting shall include:

i. **in an election year, delivery by the Town Mayor of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;**

ii. to receive apologies for absence;

iii. to receive any declarations of interests;

iv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

v. confirmation of the accuracy of the minutes of the last meeting of the council;

vi. Receipt of the minutes of the committee cycle and consideration of its recommendations (if appropriate);

vii. appointment of members to committees, working parties, advisory committees, and outside organisations;

viii. review of delegation arrangements to committees, sub-committees, staff, and other local authorities;

ix. review of the terms of reference for committees;

x. appointment of any new committees;

xi. to review and adopt appropriate standing orders, financial regulations and other Council policies;

xii. review of representation on or work with external bodies and arrangements for reporting back;

xiii. review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

xiv. in an election year, to review the Council's eligibility to exercise the general power of competence.

10. Order of Business at Ordinary Meetings

a) After the first business has been completed at meetings other than the annual meeting, the order of business, unless the Council decides otherwise on the ground of urgency, shall be as follows:

i. to receive apologies;

ii. to receive any declarations of interests;

iii. **to approve and adopt the minutes as a correct record in accordance with standing order 26;**

iv. **to deal with business expressly required by the statute to be done before any other business**;

v. to consider any requests for public participation in accordance with standing order 5(d);

vi. to receive and agree the Committee minutes including considering recommendations;

1. The Chair shall propose that the minutes of the Council be approved as a correct record and seek a seconder;
2. The Chair shall go through the minutes to allow members to raise any points of accuracy;
3. No motion or discussion shall take place upon the minutes except upon their accuracy;
4. The Chair shall sign the minutes;
5. The Chair shall then page through the minutes for questions to the Leader of the Council as to the progress of any item;
6. Subject to the publication of draft minutes and resolution which confirms their accuracy, the draft minutes, or recordings of the meetings for which approved minutes exist shall be destroyed at the earliest opportunity.

vii. to receive the Mayor's report;

viii. to dispose of business, if any, remaining from the last meeting;

ix. to agree the schedules of financial payments recommended by the Policy, Governance & Finance Committee;

x. to receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with;

xi. to consider motions in the order in which they have been notified;

xii. to consider any other matters specified in the summons, including reports from officers;

xiii. to receive correspondence for information;

xiv. questions to the Leader of the Council.

xv. to authorise the sealing of documents;

xvi. to consider confidential and exempt matters.

11. Extraordinary Meetings of the Council, Committees & Sub-committees

a) **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b) **If the Chair of the Council does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the council. The public notice giving the time, place, and agenda for such a meeting shall be signed by the two Councillors.**

c) The Chair of a Committee or Sub-Committee, in consultation with the Proper Officer, may convene an extraordinary meeting at any time.

12. Special Committee Meetings

a) The Chair of a committee or a sub-committee may convene a special meeting of the committee or the sub-committee at any time.

b) If the Chair of a committee or a sub-committee does not or refuses to call a special meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee and the sub-committee may convene a special meeting of that committee and a sub-committee.

13. Working Parties and Task & Finish Groups

a) The Council may from time to time appoint working parties or groups to deal with a specific function or project.

b) Membership and terms of reference of such working parties or groups, including possible external membership, the number required for a quorum and voting rights, shall be determined at their formation.

c) The provisions relating to committees and sub-committees in standing orders will apply, with the exception of standing order 8(c) which provides for the Mayor and Leader being ex-officio voting members of every committee.

14. Presence of non-members of Committees and Sub-committees at Meetings

a) A Member who has proposed a motion which has been referred to any committee of which they are not a member, may explain their motion to the committee but shall not vote.

b) Any Member shall, unless the council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which they are not a Member and may speak if so invited but shall not vote.

15. Previous Resolutions

a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four members of the council to be given to the Proper Officer in accordance with standing order 18, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b) When a motion moved pursuant to standing order 15(b) above has been disposed of, no similar motion may be moved within a further six months.

16. Representation on Outside Bodies – Termination of Membership

a) The appointment of Members of the Council to outside bodies in their capacity as a Member of the Town Council shall, subject to the rules of that body, terminate if the Member appointed ceases to be a Member of the Council.

17. Voting on Appointments

a) Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

18. Motions for a Meeting that Require Written Notice to be Given to the Proper Officer

a) A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c) The Proper Officer may, before including a motion on the agenda received in accordance with standing order 18(b), correct obvious grammatical or typographical errors in the wording of the motion.

d) If the Proper Officer considers the wording of a motion received in accordance with standing order 18(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.

e) If the wording or subject of a proposed motion is considered improper, the Proper
Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f) The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g) Motions received shall be recorded and numbered in the order in which they are received and entered in a book which shall be open for inspection by any member of the Council.

h) Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

i) The Clerk/Chief Executive Officer shall insert in the summons for every meeting all notices of motion properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that they intends to move at some later meeting or that they withdraws it.

j) If a motion specified in the summons is not moved at the meeting, it shall, unless
postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

k) If the subject matter of a motion comes within the responsibility of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chair, if they considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

19. Motions at a Meeting that do not require written notice

a) The following motions may be moved at a meeting without written notice to the proper officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion or matter to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct in accordance with standing order 7(a);

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);

xvi. to adjourn the meeting; or

xvii. to close a meeting.

20. Motions on Expenditure

a) If any motion proposed, would, in the opinion of the Chair, if carried substantially increase the expenditure upon any service which is under the management of, or reduce the revenue at the disposal of any committee, or would involve capital expenditure, it shall, when proposed and seconded stand adjourned without discussion until such time as any committee affected by it and the Policy, Governance & Finance Committee has reported on the matter.

21. Inspection of Documents

a) A Member may for the purposes of their duty as such (but not otherwise), inspect any document relevant to such purpose in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy

22. Questions

a) A Member of the Council may ask the Leader of the Council any question concerning the business of the Council. Any such questions shall be put when the item "Questions to the Leader of the Council" is reached. *See also Standing Order 10(a)(xiv)*

b) A Member of the Council, with or without notice, may ask the Chair of a Committee any question upon the proceedings of the Committee then before the Council if the question is put before the Council's consideration of those proceedings is finished.

c) Every question shall be put and answered without debate.

d) A person to whom a question has been put may decline to answer.

e) Where the desired information to a question is contained in any of the Council's publications, it shall be deemed a sufficient reply if the publication containing the reply is indicated.

f) Where the reply to any question cannot be conveniently given orally it shall be deemed a sufficient reply if the answer is circulated to the members of the Council with the minutes of the Meeting at which the question has been asked.

23. Handling Staff Matters

a) A matter personal to a member of staff that is being considered by a meeting of the Council is subject to standing order (management of information)

b) All persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

c) If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the council, it shall not be considered until the council or committee (as the case may be) has decided whether or not the public and press shall be excluded

24. Management of Information

a) The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

b) The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

c) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

d) **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

25. Public Participation

a) For all meetings of the Council and its standing committees, an item entitled "public participation" shall be included on the agenda for that meeting immediately after "minutes"

b) Members of the public may speak for a maximum of five minutes each during the period of public participation. Matters raised shall relate to items on the agenda for that particular meeting.

c) Following submission by a member of the public, any Member of the Council may, through the Chair, ask questions of the person(s) concerned for clarification purposes or on points of information.

d) Any question from the member of the public shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

e) A person who speaks at a meeting shall direct their comments to the Chair of the meeting.

f) Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking. If more than one person wants to speak on the same or a similar issue, they shall elect one person to speak on their behalf.

g) The Chair may move the order of business be altered to take the matter on which the public has made representations immediately after the minutes of the meeting have been approved, or in such other place as seems appropriate.

h) Total public participation lasts no longer for 25 minutes. Questions not answered within that period will receive a written reply.

26. Draft Minutes

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a) If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 19.

c) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d) If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect

"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● ● ● e) **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f) Subject to the publication of draft minutes in accordance with standing order 26(a) and standing order 26(c) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

27. Presentation of Committee Minutes

a) At each ordinary meeting of the council every standing committee shall present reports and recommendations in the form of draft minutes of any meeting held since the previous ordinary meeting of the council.

b) The Committee Chair, or the member presenting the minutes, shall page through the minutes, and members may ask questions for answering.

c) The Committee Chair, or member presenting the minutes, shall then propose that the minutes be adopted, and once seconded shall be discussed and dealt with by the council.

d) Where an amendment is proposed prior to the adoption of the minutes by the council, the subject of any such amendment shall be discussed and disposed of before the adoption of the minutes are considered by the council.

e) In moving the adoption of the minutes, the mover is deemed to have moved the minutes in their entirety and all paragraphs and recommendations contained therein shall be deemed to have been adopted unless any amendment thereto has been moved.

f) Paragraphs which do not contain recommendations, or which relate to matters specifically and fully delegated to standing committees, may be discussed but no motion shall be considered other than a motion as to the future work of a committee in such matters.

28. Code of Conduct and Dispensations

a) All councillors or and non-councillors shall observe the code of conduct adopted by the Council.

b) All Councillors will observe the NALC Civility & Respect Pledge taken by the town council.

c) Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they have the interest.

d) Unless they have been granted a dispensation, a councillor or no-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

e) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

f) A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.

g) A dispensation request shall confirm;

   i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

   ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

   iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

   iv. an explanation as to why the dispensation is sought.

h) Subject to paragraphs (e) and (g) above, dispensations requests shall be considered at the start of the meeting for which the dispensation is required.

i) **A dispensation may be granted in accordance with paragraph (f) above if having regard to all relevant circumstances the following applies:**

   i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**;

ii. **granting the dispensation is in the interests of persons living in the council's area, or**

iii. **it is otherwise appropriate to grant a dispensation.**

29. Code of Conduct Complaints

a) Upon notification by West Oxfordshire District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

30. Responsible Financial Officer

a) The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

31. Accounts and Accounting Statements

a) 'Proper practices' in standing orders refer to the most recent version of 'Governance and Accountability for Local Councils – a Practitioner's Guide.'

b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c) The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

   i. The Council's receipts and payments (or income and expenditure) for each quarter;

   ii. The Council's aggregate receipts and payments (or income and expenditure) for the year to date;

   iii. The balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

   i. Each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

   ii. To the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration or approval.

e) The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March.

f) A completed draft annual governance and accountability return shall be presented to all Councillors at least 7 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council , which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

32. Financial Controls and Procurement

a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. The keeping of accounting records and systems of internal controls

ii. The assessment and management of financial risks faced by the Council;

iii. The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.

iv. The inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and

v. Whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.

a) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

b) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. A specification for the goods, materials, services or the execution of works shall be drawn up;

ii. An invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

iv. Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for the submission of tenders has passed;

v. Tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or sub-committee with delegated responsibility.

c) Neither the Council, nor a Committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

d) Where the value of the contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules.

33. General Power of Competence

a) Before exercising the general power of competence, a meeting of the full council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.

b) The Council's period of eligibility begins on the date that the resolution under standing order 9 was made and expires on the day of the annual meeting of the council that takes place in a year of ordinary elections.

c) After the expiry of its preceding period of eligibility, the council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the general power of competence which was not completed before the expiry of the council's preceding period of eligibility referred to in standing order 9.

34. Responsibilities to Provide Information

a) **In accordance with the freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b) **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

35. Responsibilities under Data Protection Legislation

a) The Council may appoint a Data Protection Officer;

b) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data;**

c) **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f) **The Council shall maintain a written record of its processing activities.**

36. Relations with the Press & Media

a) Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

37. Execution and Sealing of Documents

a) A legal deed shall not be executed on behalf of the council unless authorised by a resolution.

b) **Subject to standing order 3(b) , the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer and Town Mayor.**

38. Signature of Documents

a) Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Town Clerk, unless any enactment otherwise requires or authorises, or the Council shall have given the necessary authority to some other person for the purpose of such attestation.

39. Canvassing of Recommendations by, and Relationship to Members

a) Canvassing of Members or of any committee, directly or indirectly, for any appointment under the council shall disqualify the candidate for such appointment. The Proper Officer shall make known this sub-paragraph to every candidate.

b) A Member of the Council shall not solicit for any person any appointment under the council or recommend any person for such appointment or for promotion, but, nevertheless, a Member may give a written testimonial of a candidate's ability, experience or character for submission to the council with an application for appointment.

c) If a candidate for any appointment under the council is to their knowledge related to any Member of, or the holder of any office under, the council, they and the person to
whom they are related shall disclose the relationship in writing to the Proper Officer. Any breach of this standing order is to be reported to the council.

d) This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

40. Restrictions on Councillor Activities

a) Unless duly authorised no Councillor shall:

   i. inspect any land and/or premises which the Council has a right or duty to inspect; or

   ii. issue orders, instructions or directions.

41. Standing Orders Generally

a) All or part of a standing order, except one that incorporates mandatory statutory requirements and are in bold type, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b) A motion to add to or vary or revoke one or more of the council's standing orders,
except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 18.

c) A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council, and if so directed, upon a report of the Policy, Governance & Finance Committee.

d) The scheduled review of Standing Orders shall be initiated by the Proper Officer and once proposed and seconded, will stand adjourned without discussion to the next ordinary meeting of the Council and, if so directed, upon a report to the Policy, Governance & Finance Committee (as the only exception to standing order 41(b).

e) The Proper Officer shall provide a copy of the council's standing orders to a councillor
as soon as possible.

f) The decision of the Chair of a meeting as to the application of standing orders at the
meeting shall be final.

FINANCIAL REGULATIONS

Draft with proposed changes 7 July 2026

Contents

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Members are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its Members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;

- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000];

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk [with the RFO] shall prepare, for approval by Policy, Governance and Finance Committee , a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**

- **ensure division of responsibilities.**

2.6. Copies of all bank reconciliations and the statements showing account balances at the end of each month shall be presented in a timely manner by the RFO for approval at the Policy, Governance and Finance Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or Member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of two written reports during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council.

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all Members any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by each committee at least annually as part of the "budget cycle" for the following financial year and the final version shall be evidenced by a hard copy schedule of the complete budget, signed by the Town Clerk and Mayor following approval of the precept. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following four financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year although the Council may transfer them to an earmarked reserve for provide for future expenditure if this is, in the opinion of the RFO, affordable and prudent. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the council Policy, Governance and Finance Committee not later than the end of December each year.

4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy, Governance and Finance Committee which may make recommendations to the council.

4.7. Having considered the proposed budget and four-year forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **In the situation where council tax has become payable by a Member and has remained unpaid for at least two months the Member is Memberprohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each Member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Changes in earmarked reserves shall be approved by council as part of the budgetary control process. However the Council may by resolution delegate to individual committees the powers to utilise specific earmarked reserves for expenditure. Note that unless an earmarked reserve comprises capital receipts or restricted funds (e.g. a grant given to the Council for a specific purpose), they shall be considered to comprise unrestricted revenue funds and therefore a specific earmarked reserve may be, by Council resolution, returned to the general fund at any time.

4.12. Where a recommendation on expenditure is not carried by a Spending Committee, the Policy, Governance & Finance (PGF) Committee reserves the right to re-examine the matter at its meeting. The PGF Committee may review and overturn the decision if additional information is presented that demonstrates a clear public need and its affordability, within an existing budget or supplementary estimate from the General Fund.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

i. For contracts estimated to exceed £65,000 including VAT, the Town Clerk shall seek formal tenders from at least three suppliers agreed by the relevant committee OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

ii. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

iii. For contracts greater than £5,000 excluding VAT the Town Clerk or duly authorised officer shall seek at least [3] fixed-price quotes.

iv. Where the value is between £500 and £5,000 excluding VAT, the Town Clerk or duly authorised officer shall have executive power and shall try to obtain three estimates which might include evidence of online prices, or recent prices from regular suppliers.

v. For smaller purchases, Town Clerk of duly authorised officer shall seek to achieve value for money.

vi. As an alternative to the procurement requirements outlined at 5.5 (i) to (v) the Council may, with the prior approval of the relevant spending committee, procure goods and services through the use of a third-party framework agreement in accordance with the Procurement Act 2023 (in particular sections 45-49).

5.6. **Contracts must not be split to avoid compliance with these rules.**

5.7. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. specialist services, such as legal professionals acting in disputes;

iii. repairs to, or parts for, existing machinery or equipment;

iv. works, goods or services that constitute an extension of an existing contract;

v. goods or services that are only available from one supplier or are sold at a fixed price.

5.8. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Policy, Governance and Finance Committee Avoidance of competition is not a valid reason.

5.9. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.10. Individual purchases within an agreed budget for that type of expenditure may be authorised by the Town Clerk, under delegated authority. The Town Clerk has the discretion to seek the advice or approval of the relevant committee if deemed necessary.

5.11. Payments in respect of grants shall be made following agreement by the Council within the budget set and in accordance with any policy statement agreed by the council.

5.12. No individual Member, or informal group of Members may issue an official order or make any contract on behalf of the council.

5.13. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement'). Conditions regarding these are as follows:-

(a) Within the same cost centre a departmental head may recommend to the RFO transfers between budget lines provided that this does not distort Council policy, and that the RFO may authorise such transfers provided that this does not distort Council policy.

(b) A committee may authorise a reallocation of resources between its departments/cost centres.

(c) A reallocation of resources between committees will require the approval of the Council, acting on the advice of the Policy, Governance & Finance Committee and the committees concerned.

(d) A reallocation of resources between capital projects will require the approval of the Council, acting on the advice of the Policy, Governance & Finance Committee and the committees concerned.

5.14. In cases of serious risk to the delivery of council services or to public safety on council premises, the Town Clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to the Chair of the Policy, Governance and Finance Committee as soon as reasonably possible and to the council as soon as practicable thereafter.

5.15. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.16. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.17. Access to any ordering system them shall be controlled by the RFO to avoid misuse.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO in consultation with the Town Clerk and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Barclays Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. For payments in excess of £5,000 more than one person should be involved in any payment, by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All purchase invoices shall be authorised by the appropriate Head of Service or officer prior to them being passed to Finance for payment. Each initial purchase invoice shall be supported by a purchase order which is attached to the invoice. Subsequent invoices for the same goods or service do not require additional purchase orders. Each purchase invoice shall be coded to a cost centre / account code for which the authoriser has authority to charge to and which has sufficient budget available.

6.4. All invoices for payment shall be examined, verified and certified by the Head of Service or officer/budget holder to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council through its budget setting process. All invoices shall be coded by the Head of Service or Officer to a budget area appropriate to the nature of the invoice.

6.5. The Admin Support Assistant or RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.

6.6. All invoices shall also be examined and then countersigned by the RFO or in their absence the Town Clerk or Deputy Town Clerk. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available payment run as appropriate.

6.7. Officers authorised to sign off purchase orders and purchase invoices within agreed limits up to £1,000 (excluding VAT) without requiring authorisation by the Town Clerk are:

a. Biodiversity and Green Spaces Officer
b. Communications & Community Engagement Officer
c. Compliance & Environment Officer
d. Deputy Town Clerk
e. Head of Estates and Operations
f. Operations Manager
g. PA to Town Clerk
h. Project Officer
i. Responsible Financial Officer
j. Senior Admin Officer and Committee Clerk
k. Town Clerk and Chief Executive Officer
l. Venue & Events Officer

Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

All purchase orders and invoices for £1,000 (excluding VAT) or more must be authorised by the Town Clerk/CEO or in their absence the Deputy Town Clerk.

6.8. All payments shall be made by online banking/cheque, in accordance with a resolution of the council unless the council resolves to use a different payment method.

6.9. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Policy, Governance and Finance Committee may authorise in advance for the year.

6.10. The Town Clerk/ CEO or in their absence the Deputy Town Clerk shall have delegated authority:

a. to authorise payments within an agreed budget for that type of expenditure. The Town Clerk/ CEO has the discretion to seek the advice or approval of the relevant committee if deemed necessary.

b. payments of up to £5,000 excluding VAT where there is no budget available in cases of serious risk to the delivery of council services or to public safety on council premises.
c. Fund transfers <u>within</u> the councils banking arrangements. In the absence of the Town Clerk/CEO and the Deputy Town Clerk these transfers may be authorised by two Members, on recommendation of the RFO.

6.11. The RFO shall present a schedule of payments made under delegated powers, forming part of the agenda for the meeting, to the Policy, Governance and Finance Committee. The Committee shall review the schedule for compliance and, having satisfied itself, approve the payments by resolution.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall detail the arrangements for execution of payments. Payments of up to £5,000 may be authorised by the Town Clerk/CEO or the Deputy Town Clerk; or in their absence two Members, on the recommendation of the RFO. Payments of £5,000 or more must be authorised by one Councillor <u>and</u> the Town Clerk or Deputy, or two Members . No signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online on request.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator (RFO) shall set up all items due for payment online, which are assigned a payment reference, which is known as the ELP – Electronic Payment Number. The RFO may delegate this task to the Admin Support Assistant.

7.5. All electronic payments shall be processed at the Council's offices. When signatories are authorising payments they shall be given a list of payments for approval, together with copies of the relevant invoices, which they will be required to sign when authorising the payments.

7.6. In the prolonged absence of the Service Administrator the Town Clerk/ CEO shall make arrangements for another council officer to set up any payments due before the return of the Service Administrator.

7.7. Evidence shall be retained showing who approved the payment online. The ELP will be written on the invoice together with the payment date. A file will be retained with a printout each time an electronic payment is made.

7.8. The Town Clerk/ CEO may determine that Regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are Signed in accordance with the bank mandate.

7.9. Payment may be made by BACS or CHAPS in accordance with the bank mandate provided that each payment is approved online by authorised signatories (see 7.1 above), evidence is retained and any payments are reported, together with other payments made, to the Policy, Governance and Finance Committee.

7.10. If thought appropriate by the Town Clerk/ CEO regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online in accordance with ethe bank mandate, evidence of this is retained and any payments are reported , together with other payments made, to the Policy, Governance and Finance Committee.

7.11. Bank account details of suppliers are a potential area for fraud and therefore reasonable steps must be taken to ensure that they are genuine. When the first electronic payment is made to a supplier the bank account details which have been submitted by the supplier will be verified by the RFO or another member of staff at their direction, in accordance with the advice of the Council's bankers. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO or another Member at his direction in accordance with the advice of the Council's bankers.

7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.13. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment for up to £5,000 and which are made in accordance with a resolution or delegated decision shall be signed by the Town Clerk or two Members. Cheques of £5,000 or more shall be signed by two Members. In addition cheques of up to £500 and which required to reimburse the petty cash only, may be signed by the Deputy Town Clerk or RFO.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk and Deputy Town Clerk (in the Town Clerk's absence) and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Policy, Governance and Finance Committee. Transactions and purchases made will be reported to the Committee. Authority for topping-up shall be at the discretion of the Town Clerk.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Town Clerk and Deputy Town Clerk (in the Town Clerk's absence) and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of Members or staff shall not be used except for expenses of up to £500 including VAT in a single transaction, incurred in accordance with council policy and budget.

10. Petty Cash

10.1. The RFO shall maintain a petty cash [float/imprest account] of £500 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Members allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Sub-Committee, Policy, Governance and Finance Committee or full council.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record by the RFO, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Town Clerk to ensure that the correct payments have been made.

11.7. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know to the Town Clerk;
b) by the internal auditor;
c) by the external auditor; or
d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

11.8. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

11.9. Any termination payments shall be supported by a report to the Personnel Sub-Committee, setting out a clear business case. Termination payments shall only be authorised by the Policy, Governance and Finance Committee.

11.10. Before employing interim staff, the council must consider a full business case. However this will not be required if there is an existing budgetary provision and as long as this does not distort council policy.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process and included in the reports of the RFO to the various committees. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Individual sums of £100 or more which are considered by the RFO to be irrecoverable shall be reported to the Policy, Governance & Finance Committee and shall be written off by the full Council, subject to a resolution of the Policy, Governance & Finance Committee. Individual sums of less than £100 may be written off by the RFO with the agreement of the Town Clerk or in their prolonged absence, the Deputy Town Clerk.

13.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO when they considered that the debt is irrecoverable. The council’s approval shall be shown in the accounting records.

13.5. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.6. Personal cheques shall not be cashed out of money held on behalf of the council.

13.7. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.8. The RFO shall ensure that a cash handling procedure is effective to avoid any losses, including fraud and that other appropriate controls are in place. Banking of cash shall be undertaken in accordance with the conditions set out in the Council's insurance policy document, which for 2025-26 is in part D (Money), section 5.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The senior manager in each section shall be responsible for ensuring that they or another officer conduct periodic checks of stocks and stores, at least annually. This may be, as in the case of the café/bar, be contracted to an external professional.

16. Assets, properties and estates

16.1. The Town Clerk/CEO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council, via the relevant committee(s)in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of unless the Council has made budgetary provision for such property and any other consents required by law have been obtained.

16.6. Inventories shall be maintained by all departments and therein shall be recorded an adequate description of furniture, fittings and equipment, plant and machinery. All inventories shall be in a form approved by the RFO, who in consultation with the Town Clerk may agree that certain items may be excluded from the records.

16.7. Each departmental head shall be responsible for maintaining an annual check of all items on the inventory, for taking action in relation to surpluses or deficiencies and noting the inventory accordingly, and possibly in conjunction with a health and safety inspection of assets.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council’s review of risk management in consultation with other council officers as appropriate.

17.2. Each officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to Policy, Governance and Finance Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Town Clerk/ CEO}.

17.4. All appropriate Members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1 It shall be the duty of the Council to review the Financial Regulations of the council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all Members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender issued under this regulation shall be subject to and in accordance with the Council's Standing Orders, Financial Regulations, Procurement Policy and any other policies which the Council may have in place and shall refer to the terms of the Bribery Act 2010.
2) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
3) The invitation shall in addition state that tenders must be addressed to the Town Clerk/CEO in the ordinary course of post, unless an electronic tendering process has been agreed by the Town Clerk/CEO
4) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk/CEO in the presence of at least one Member of council.
5) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

FULL COUNCIL

Agenda Item: Civic Announcements

Meeting Date: Monday 13 July 2026

Contact Officer: Secretary to the Mayor

The role of Mayor involves chairing the Town Council, sitting as an ex officio voting member on Council Committees, representing and promoting Witney, organising key events in the town in partnership with others, raising funds for local charities, and supporting community activities which contribute to the life of the town and the objectives of the Witney Town Council. The Mayor is supported by the Deputy Mayor, whose attendance in place of or alongside the Mayor is noted in the report below which detailing the activities of the Mayor since the last meeting of the Council.

Corporate Strategy:

The Council's Strategic Plan 2025–29 sets out the Council's long-term priorities and direction, supporting its mission to 'make Witney a great place to live, work and visit.' This report contributes to the delivery of the following strategic pillar of the plan:

Civic engagement supports all the Council's strategic objectives by encouraging residents, businesses, and community groups to take an active role in local life. Through representation at community events, the Council can better understand local priorities, promote civic pride, strengthen community connections, and ensure that its services and projects meet the needs of the town.

13 April to 5 May 2026 for Cllr Andy Bailey's remaining term as Mayor

Supporting the Community

Yellow Submarine Café Awards – Freeland
St George's Day workshop – Witney Museum
VIP sponsors evening for Witney Beer Festival
Witney Beer Festival
T H Baker Jewellers opening
Millers Grange care home

Representing and Promoting Witney

Chair of OCC charity birthday quiz held at Oxsrad Oxford – Deputy Mayor also attended

Key Events and Council Activity

St George's Day Flag raising and Town Cry
St George's Day family fun day – Deputy Mayor also attended

Raising Funds -Mayor's Charities 2025-26:

Mayor's charities: Apollos Clothing, Witney Food Bank

Any hospitality totalling £50 or more afforded to the Mayor whilst undertaking any event as Civic Leader of Witney Town Council will be declared as hospitality in line with the Councillor Code of Conduct & Localism Act 2011. The acceptance of any hospitality does not afford the provider any undue influence or favour in any Town Council business.

FULL COUNCIL

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Meeting Date:	Monday 13 July 2026
Contact Officer:	Secretary to the Mayor

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PERIOD COVERED BY THIS REPORT 6 May 2026 to 13 July 2026 for Cllr Jane Doughty

Supporting the Community

Visit to Mulberry School charity
Cllr Andrew Coles' Christian Aid event
Art Weeks – Deputy Mayor attended
Opening Blake's kitchen
Witney Pride opening
Churchfield's Dementia café opening at Witney Library
History Day – Blake Primary School
Judging at Witney Carnival

Representing and Promoting Witney

Bicester Town Council Mayor making
2120 (Witney) Squadron Awards dinner – Masonic Hall Witney – Deputy Mayor attended
Mayors and Chairs dinner – Dorchester Abbey – Deputy Mayor attended
Annual Formal Reception – RAF Brize Norton – Deputy Mayor also attended
Chair of OCC and Earth Trust invite to Wittenham Rose Ceremony

Key Events and Council Activity

Witney Pride flag raising – Deputy Mayor also attended
World Refugee Day flag raising – Deputy Mayor also attended
Armed Forces Day flag raising
Choosing 2026 Christmas Light design winner

Raising Funds -Mayor's Charities 2026-27:

Mayor's charities: Oxfordshire Autistic Society for Information and Support (OASIS) and Witney Day Centre

- Fundraising Bingo and Pimms event planned for 31 July 2026
- Fundraising Quiz event planned for 19 September 2026

Any hospitality totalling £50 or more afforded to the Mayor whilst undertaking any event as Civic Leader of Witney Town Council will be declared as hospitality in line with the Councillor Code of Conduct & Localism Act 2011. The acceptance of any hospitality does not afford the provider any undue influence or favour in any Town Council business.

FULL COUNCIL

Agenda Item: Health and Safety Report

Meeting Date: Monday 13 July 2026

Contact Officer: Compliance and Environment Officer

The purpose of this report is to update Councillors on Health and Safety across the services and facilities provided by the Council.

Background

It is the policy of Witney Town Council to comply with our obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended) and other supporting legislation concerning Health and Safety. At all times we endeavour to provide and maintain a healthy and safe working environment for our employees, and to protect the health and safety of all visitors; including contractors, temporary workers, and members of the public, who might be affected by our operations.

Current Situation

In accordance with the approved Witney Town Council Health and Safety Policy Statement, Members are reminded that they have a collective responsibility for the Health & Safety of the organisation.

Departmental managers remain accountable for compliance within their areas of responsibility which is overseen by the Compliance and Environment officer.

The key objectives are to ensure that the Council operates in a lawful manner in respect of health and safety compliance with its service delivery and functions, identifying and advising management and Council of possible risks and finding solutions to mitigate such risks.

The Council's health and safety consultants, Opus Safety Ltd provide additional specialist support to the Council.

Oxfordshire Fire & Rescue Service carried out a Fire Safety Audit of the Corn Exchange premises on 22 May 2026. Council officers met with the Fire Safety Inspector during the inspection. The audit was constructive, and the Inspector provided advice on opportunities to further strengthen fire safety management arrangements. The Fire Safety Inspector subsequently confirmed that the Council has demonstrated an adequate standard of fire safety management and compliance within the premises.

Electrical installation condition reports have recently been undertaken on The Buttercross and Windrush Cemetery Depot.

Legionella water risk assessments have been undertaken at Burwell Hall, Corn Exchange, West Witney Depot and the Leys Splash Park. Recommendations contained within the reports have been reviewed and the necessary associated control measures will be implemented.

A review of COSHH products used by the Council has been undertaken and information updated.

The RoSPA inspection of the Leys Skate Park has now been undertaken. The inspection was rescheduled from March due to Courtside requiring the area to be fenced off whilst undertaking adjacent building work. The report is being reviewed with the necessary maintenance findings actioned.

Compliance Table

Compliance Inspection, Testing and Servicing Status	Corn Exchange	Town Hall	Admin Office	Burwell Hall	Stanley Court Temp Works Depot
Fire Risk Assessment	Completed	Completed	Completed	Completed	Completed
Fire Alarm Testing	Completed	Completed	Completed	Completed	N/A
Fire Extinguishers	Completed	Completed	Completed	Completed	Completed
Steel fire exit staircase	Completed	N/A	N/A	N/A	N/A
Emergency Lighting	Scheduled	Scheduled	Scheduled	Scheduled	Completed
Security	Completed	Completed	Completed	Completed	N/A
Lift	Completed	N/A	N/A	N/A	N/A
Gas Safety	Completed	N/A	N/A	Completed	N/A
Electrical Periodic Inspection	Completed	Completed	Scheduled	Completed	Landlord
PAT Testing	Completed	Completed	Completed	Completed	Completed
Legionella Risk Assessment	Completed	Completed	Completed	Completed	Landlord
Asbestos	Completed	Completed	Completed	Review	Report provided with Lease.
Air Handling Unit	Scheduled	N/A	N/A	N/A	N/A
Air conditioning	N/A	N/A	N/A	Scheduled	N/A

Stanley Court temporary Works Depot has now been vacated by the Operations Team in line with the lease agreement for the building. The new Operations Depot at West Witney Sports

Ground will be added to the compliance schedule following the full occupation by the Operations Team.

The Terrorism (Protection of Premises) Act 2025: Martyn's Law

The Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, received Royal Assent in April 2025. The Act aims to improve organisational preparedness and protective security across the UK, requiring that those responsible for certain premises and events take steps to prepare for potential terrorist attacks and help keep people safe in the event of an attack. In addition, certain larger premises and events are required to consider their vulnerability to acts of terrorism, and, where appropriate, take steps to reduce those vulnerabilities.

The Government intends for there to be an implementation period of at least 24 months following Royal Assent (3 April 2025) before the requirements for those in scope, come into force. The Home Office has published statutory guidance intended to assist those responsible for premises and events in scope to understand the requirements set out in the legislation. Whilst those that fall within scope of the Act may wish to begin considering the requirements, there is no requirement to comply with them until the legislation comes into force. A brief summary of the requirements of the Act has been provided by the Home Office and is attached as Appendix 1. A QR code is provided on the briefing paper for more information.

Requirements of the Act - The Act will ensure the public are better protected from terrorism by requiring certain public premises and events to be prepared and ready to keep people safe in the event of an attack. In addition, certain larger premises will be required to consider and, where appropriate, take steps to reduce their vulnerability to acts of terrorism. The Act establishes a tiered approach for premises, with those responsible for premises in scope required to fulfil different requirements according to the number of individuals it is reasonable to expect may be present at the premises at the same time:

- The 'standard tier' comprises of smaller premises where 200 – 799 individuals may be present. The requirements for this tier are centred on simple, low-cost activities designed to ensure those working at these premises are better able to reduce harm and save lives in the event of an attack. There is no requirement to put in place physical security measures in the standard tier.
- The 'enhanced tier' refers to larger premises where 800 or more individuals may be present. In addition to the requirements in the standard tier, these larger premises have further requirements placed upon them. This includes having in place, so far as is reasonably practicable, appropriate public protection measures to reduce their vulnerability to acts of terrorism and the risk of physical harm if one were to occur.

Events that are in scope of the Act as qualifying events are subject to the same requirements as enhanced tier premises.

Persons responsible for standard tier premises will be required to:

- Notify the regulator, the Security Industry Authority (SIA), of their premises.
- Have in place, so far as reasonably practicable, appropriate public protection procedures that could be reasonably expected to reduce the risk of physical harm being caused to individuals if an attack were to occur there or nearby.

Persons responsible for enhanced tier premises and qualifying events will be required to:

- Notify the SIA that they are responsible for the premises or event
- Have in place, so far as reasonably practicable, appropriate public protection procedures that could be expected to reduce the risk of physical harm being caused to individuals if an attack were to occur there or nearby have in place, so far as reasonably practicable, appropriate measures that could reasonably be expected to reduce both the vulnerability of the premises or event to an act of terrorism occurring, and the risk of physical harm being caused to individuals if an attack were to occur there or nearby
- Document the public protection procedures and measures in place, or proposed to be put in place, and provide this document to the Security Industry Authority.

For all premises and events, the responsible person must consider what is ‘reasonably practicable’ when ensuring that appropriate public protection procedures and/or measures are in place. Reasonably practicable means proportionate. In considering what is reasonably practicable, the responsible person should weigh what can be done to achieve the objectives of procedures and/or measures, balanced against the cost, time and difficulty of implementation.

Ultimately, what is appropriate and reasonably practicable will be a consideration at each of the individual premises in scope, as each will be unique. The particular procedures in place at one location may not be appropriate and reasonably practicable at another.

Statutory Guidance - The Act requires the production of two separate pieces of statutory guidance: Home Office section 27 guidance for the public to understand how they might meet the requirements of the legislation; and SIA section 12 operational guidance which will set out how the SIA will exercise its functions as the regulator.

The section 27 guidance is now available to assist those responsible for premises and events in scope to understand the requirements set out in the legislation.

Wider Context of the Act - The legislation builds upon the Protect and Prepare strands of the Government's wider counter terrorism strategy, CONTEST, the aim of which is to reduce the risk from terrorism to the UK. In 2021, the publication of the Manchester Arena Inquiry Volume 1 report produced several recommendations, including the introduction of legislative requirements to improve the safety and security of public venues.

The Government is conscious of the need to ensure the Act strikes the right balance between public protection and avoiding undue burdens on premises and events. The provisions in the Act have been developed following engagement with expert security partners, businesses, local authorities and the Martyn’s Law campaign team. This includes two public consultations and pre-legislative scrutiny of the draft Bill. The feedback received from this scrutiny has been reflected in the legislation.

What does this mean for the Council?

Training: Officers have been preparing for the introduction of the Act by attending webinars from Protect UK, The Protect Alliance (UK) and the National Counter Terrorism Security Office. ACT (Action Counters Terrorism) Awareness 2026 eLearning has been undertaken by the

Compliance & Environment Officer and the Venue & Events Officer. It is planned for the Venue & Events Co-Ordinator and the Café/Bar Manager to also undertake this training.

Council Public Buildings:

The Corn Exchange and Burwell Hall do not have the capacity to be within scope of the Act.

External Events:

External events held on Council land may fall within scope of the Act where they meet the relevant capacity threshold and are enclosed, for example by fencing. This may include both ticketed and free events, depending on their capacity, layout and access arrangements.

Witney Music Festival is expected to fall within scope, and festival organisers will need to continue working closely with the Council before the Act comes into force in 2027. The organisers currently provide event management and security plans, together with associated risk assessments, for the event.

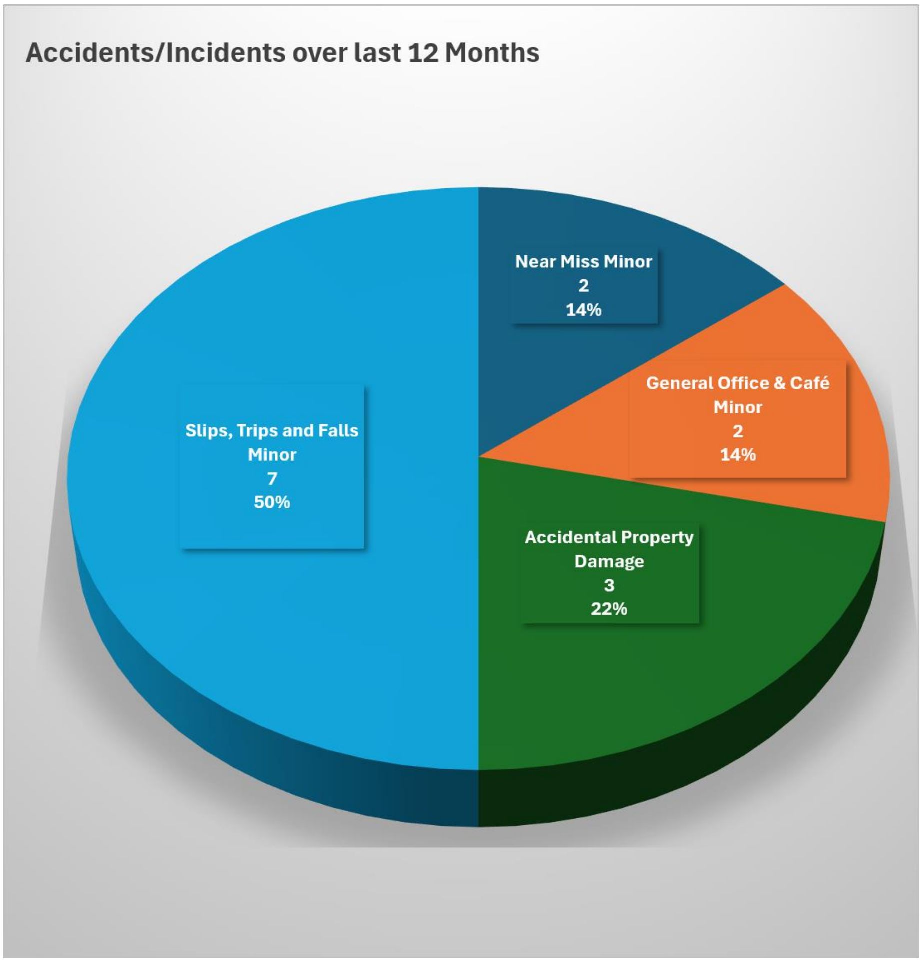
Any event held on Council land, or organised by the Council, will need to be assessed against the Act's scope criteria.

Next Steps:

- Continue to monitor new central Government and SIA guidance as it is published.
- Review and update event plans to include evacuation and dispersal arrangements.
- Consider invacuation, lockdown procedures and designated safe spaces for all Council occupied buildings.
- Agree communication plans for each relevant Council event.
- Identify staff awareness and training requirements for recognising and responding to potential threats.

Health and Safety incidents

- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
    - No reportable incidents since the last meeting.
- Accidents/Incident
    - There have been two reported accidents/incidents since the last meeting relating to members of the public using the Council's facilities.
        - Slips, trips and falls - Minor.
            - an attendee of the Tea Dance.
            - an adult exercising at Burwell Recreation Ground.
    - Three reported accidental property damage incidents have occurred since the last meeting. Two occurred whilst grass cutting and one occurred within the Depot. Damage has been repaired in all incidents.
- Near Miss
    - No reported near misses since the last meeting.



Corporate Strategy

The Council's Strategic Plan 2025–29 sets out the Council's long-term priorities and direction, supporting its mission to 'make Witney a great place to live, work and visit.' This report contributes to the delivery of the following strategic pillar of the plan:

1. A Forward Looking Town Council

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

a) Ensuring equality in health and safety measures so that all individuals, regardless of their background, job role, or personal circumstances, have equal access to a safe and healthy environment.
b) Biodiversity plays a crucial role in health and safety measures, influencing public health, workplace safety, and overall environmental well-being.

c) Crime and disorder pose risks to health and safety in workplaces, public spaces, and healthcare settings. Issues such as violence, theft, and vandalism can compromise safety measures.
d) The Environment & Climate Emergency is a critical issue that directly impacts health and safety measures in workplaces and communities. It is important to integrate environmental and climate considerations into the council's health and safety policies to protect workers, reduce environmental hazards, and build resilience against climate-related risks.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

All accidents and incidents are properly documented and investigated with measures put in place in order to prevent reoccurrences.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

There are the broader benefits that the Council generates for employees and the public embedding a safer, healthier, and more productive workforce.

Financial implications

The Council makes budgetary provision in order to carry out its obligations in relation to its statutory compliance checks using external contractors to certify the work accordingly.

Recommendations

Members are invited to note the report.

Home Office

Terrorism (Protection of Premises) Act 2025: Martyn's Law

The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, will require certain public premises and events to be prepared and ready to keep the public safe in a terrorist attack. The Act applies to England, Wales, Scotland and Northern Ireland and establishes a minimum legal security standard of protective security at larger premises and events for the first time.

Scope

For premises and events to be in scope, they must meet specific conditions and be used for activities listed in the Act. They are separated into two categories.

- **The standard tier** is for premises that host between **200 and 799 people** at the same time.
- **The enhanced tier** is for premises and events that host **800 or more people.** Qualifying events will always be in the enhanced tier where they host 800+ people and are accessible to the public and have measures in place to control access, like checking tickets or taking payments.

Requirements

When the Act comes into force, those responsible for qualifying premises and events must:

1. **notify** the regulator, the Security Industry Authority (SIA), that they are responsible for their premises
2. have in place so far as reasonably practicable, appropriate **public protection procedures** that could be reasonably expected to reduce the risk of physical harm if an attack occurs there or nearby.

These procedures relate to:

☑ Evacuation ☑ Invacuation ☑ Lockdown ☑ Communication

Those responsible for **enhanced tier** premises and qualifying events must comply with the above requirements and also:

3. have in place, so far as reasonably practicable, appropriate **public protection measures** that could be reasonably expected to reduce both the vulnerability of the premises or event to an act of terrorism occurring and the risk of physical harm being caused to individuals if an attack occurs there or nearby.

These measures relate to:

☑ Monitoring ☑ Movement control ☑ Physical Security ☑ Security of Information

4. document the public protection procedures and measures in place, and give this information to the SIA
5. where the responsible person for enhanced duty premises or a qualifying event is not an individual (e.g. company) they must designate a senior individual.

Responsible person

For qualifying premises, the responsible person is whoever has control of the premises in connection with their relevant Schedule 1 use – for example, the person who runs a restaurant or manages a theatre.

For qualifying events, the responsible person is whoever has control of the premises for the event – for example, a theatre company that hires an industrial building to stage a play and has control of the building for that event.

Regulator

The Act establishes the Security Industry Authority (SIA) as the regulator.

The SIA will seek to support, advise and guide those responsible for premises and events in meeting the requirements of this legislation. Where there are instances of serious or persistent non-compliance the SIA will be able to take enforcement action including compliance notices, monetary penalties and restriction notices. The legislation also includes some criminal offences.

When the Act comes into force

The Act was passed in Parliament on 3 April 2025, and there will be an implementation period of at least 24 months. The Home Office will publish statutory guidance during this period. Neither the Home Office, SIA, nor the National Counter Terrorism Security Office endorse any third-party products offered by the private sector in respect of compliance with this legislation. The Government's intent is that those responsible for premises and events in scope can comply with the Act **without needing to buy specialist services.**

What you can do to prepare

While the Act is not yet in force, you can start building and maintaining a good security culture.

For more information, go to: **www.protectuk.police.uk**

Scan the QR code for more information

Vandalism/Anti-Social Behaviour

14 April - 12 July 2026

Date	Item/Location	Date/Time/Who Reported	Materials Cost	Staffing Costs	Action	Police Reference
1 June	Graffiti Bench	C&E Officer		£50	Cleaned by Works Team	
08 June	Ralegh Crescent – Swing Seat	Fire Service	£300		Fire Service cut to remove large child	
29 June	Trampoline – small parts removed	Ops Manager			Assessed by Works Team	
Not Recorded	Two campfires at Country Park	B&GSO		£50	Cleared by Ranger	
Not Recorded	Three trollies in river	B&GSO		£20	Removed and returned to supermarkets	
Not Recorded	Pollution signage removed	B&GSO	£10		Third time. suspected this is targeted behaviour	
Not Recorded	Two locks removed from gates	B&GSO	£30		Replaced	
Not Recorded	Swan stoned at its nest site	B&GSO			Understood this led to its death	
Not Recorded	Mill Meadow Noticeboard gas struts stolen.	B&GSO	£200		Repaired and Replaced.	
Not Recorded	Mill Meadow (Bathing Area) Littering	B&GSO		Minimum £25 weekly	Regular removal of discarded clothing, towels and small ballons.	

Cost can include replacement purchase or an approximation of additional staffing costs.

FULL COUNCIL

Agenda Item: Complaints, Feedback, and Information Governance

Meeting Date: Monday, 13 July 2026

Contact Officer: Deputy Town Clerk

The purpose of this report is to advise Members of compliments and complaints received regarding services provided by the Council as well as information requests to the Council.

Background

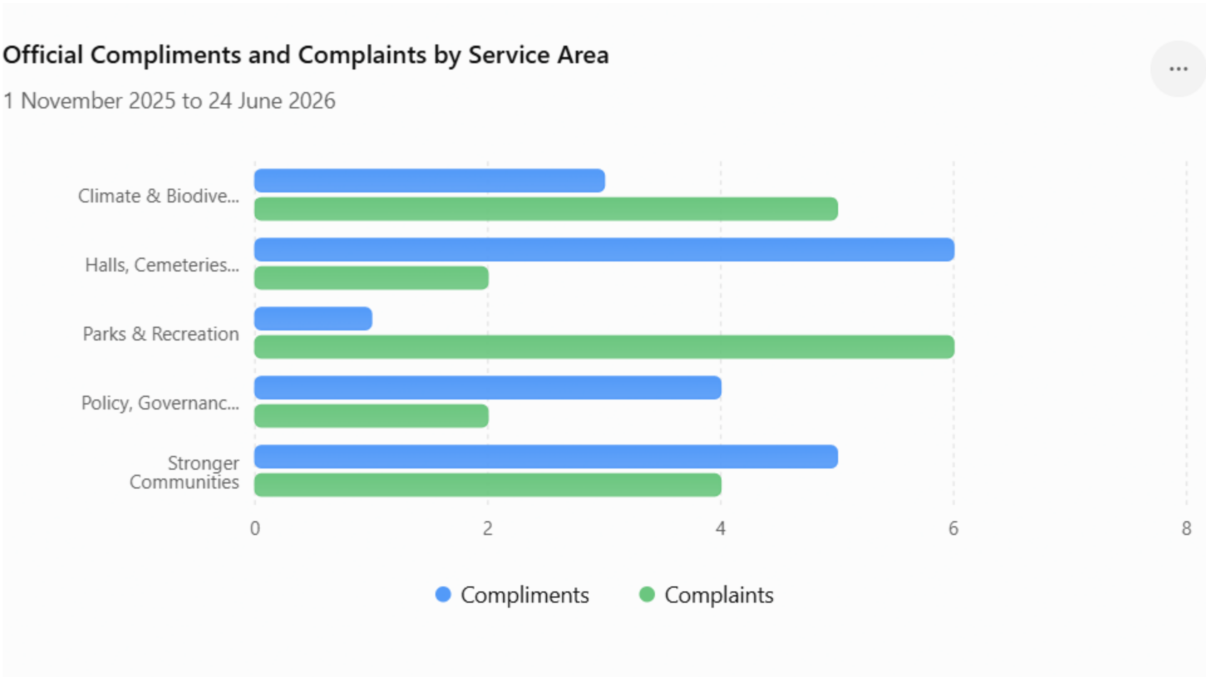
Witney Town Council welcomes all feedback as it helps identify how it is performing and how services it provides can be improved.

The Council's Complaints policy and procedure was reviewed by the Policy, Governance and Finance Committee on 24th November 2025. This report reflects the adopted changes.

Current Situation

A list of compliments and complaints, compiled by the PA to the Town Clerk & Secretary to the Mayor between 1 November 2025 and 24 June 2026 is attached for information.

The list encompasses comments either made explicitly as or interpreted as a complaint in line with the Council's Complaints Procedure; they are grouped by service area.



During the reporting period, the Council received 19 official compliments and 19 official complaints, indicating an overall balanced level of customer feedback.

The highest number of compliments related to Halls, Cemeteries & Allotments (6) and Stronger Communities (5), while the highest number of complaints related to Parks & Recreation (6) and Climate & Biodiversity (5).

Overall themes of compliments focused on staff professionalism, community events, floral displays and cemetery maintenance, while complaints primarily related to maintenance issues, park facilities and ongoing project works.

In addition to the above comments, the Council is also provided with 45 positive comments and 10 negative comments made via its social media channels.

Feedback Type	Official	Unofficial (Social Media +)	Total
Compliments	19	45	64
Complaints	19	10	29

10 complaints were logged regarding services provided by other authorities and are included for information.

Where complaints relate to individual services, these are dealt with by Line Managers and the Senior Management team. It is good practice for the Council to review these complaints and compliments bi-annually to demonstrate its ongoing commitment to provide excellent customer service and governance.

Information Governance

Environmental Information Regulations Requests: 3
Freedom of Information Requests: 3
Data Subject Access Requests: 0

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

a) Equality – no direct impact from the report.
b) Biodiversity – no direct impact from the report.
c) Crime & Disorder – no direct impact from the report.
d) Environment & Climate Emergency – no direct impact from the report.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

There is reputational risk if complaints are not dealt with in a timely and satisfactory manner. Members and Officers must balance resident expectation against agreed policies and available resources. This report highlights the Council takes all complaints/comments seriously and applauds compliments when received.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Several complaints could be viewed as impeding social value due to their nature.

Financial implications

- There are no financial implications pertaining to this report.

Recommendations

1. Members are invited to note the report and accompanying compliments/complaints list.

Compliments and Complaints

1 November 2025 to 24 June 2026

	Written/Verbal Compliments Received (official)	No	Written/Verbal Complaints Received (official)	No
Witney Town Council	**<u>Climate & Biodiversity</u>** • Grounds team mowed grass area at Blenheim in advance of residents BBQ and fundraiser for Thames Valley Air Ambulance • Spring planting displays, colours stunning. Planting schemes for seasons spectacular • Flower displays in town and now with bulbs	3	**<u>Climate & Biodiversity</u>** • Lack of maintenance at Lakeside allotments re ditch clearance and tree cut back • Mowing daffodils when grass cutting • Complaint about ownership of nature and wildlife garden • Lack of response regarding issue with tree; • Collapsing hedge making walking difficult	5
	<u>Halls, Cemeteries & Allotments</u> • Welcoming friendly helpful staff at Corn Exchange for fundraising event. Friendly service from bar staff and booking team • Thanks to Admin staff for assisting with plaque installation • Sense of peace and welcoming atmosphere at CE, very special. Unique meeting place and clean toilets credit to team • Gratitude re Tower Hill cemetery ; best it has ever looked • Lighting up CE for ME/CFS week • Wildflowers at Windrush Cemetery complimented	6	**<u>Halls, Cemeteries & Allotments</u>** • Leaf clearance at cemetery leaving mud on grave • St Mary's closed churchyard maintenance	2
	<u>Parks & Recreation</u> • Wonderful to see all 4 pitches at the Leys being utilised •	1	**<u>Parks & Recreation</u>** • WWSSC refurb; removal of sanitary provision for club users x 2 • Dead tree at park causing blockage and injury • Maintenance of Bowls green and surrounds • Hazards at WW site works – pallets, mud • Toilet facilities at the Leys	6
			<u>Policy, Governance & Finance</u> • Officers referring to a grant funding obligation/condition	

Appendix

	<u>Policy, Governance & Finance</u> • Civic Reception a success, ran smoothly and had calm well organised feel throughout. Reflects planning, teamwork, early preparation and co-ordination • Annual Town meeting thanks to all who contributed. Preparation, promotion, annual report, tech support, video production, smooth running , collective efforts appreciated. Hard work dedication and collaboration. One of highest levels of public attendance. • Admin support appreciated re complex ashes interment and hire of Tower Hill chapel • Thanks to team for achievement of NALC Silver Award **<u>Stronger Communities</u>** • Admin did amazing job with certificates and programmes for Civic Reception. Extra thanks for hard work gone into event from the whole team • Compliment to Mayor, Town Clerk and WTC team for COY, entertainment, buffet and vibrant venue. Positive and uplifting experience • St George's Day event – fantastic food, excellent service, many wonderful comments from residents about how amazing WTC staff are. Thanks to staff great hardworking team and great leaders. Something for everyone. Witney people enjoy great community spirit (3 separate compliments)	4 5	• Comments on social media **<u>Stronger Communities</u>** • Flag flying on roundabouts and street furniture • Vandalism to bus shelter needing window replaced • Flying of St George's flag • Noise at WMF with two sets of competing amplified music	2 4
		19		**19**
West Oxfordshire District Council			• Fly tipping at Thorney Leys shops • Grass cutting remains left on resident's path	

			• Parking on green at Springfield Oval • Litter clean up in Town Centre & Waitrose • Litter bin request behind hospital (WODC & OCC) • Anti-social behaviour at Madley Park play area	
				6
OTHER			• State of roads and consequent damage to vehicles (OCC) • Flags blighting roads (OCC) • Driving on Market Square pedestrian area (OCC) • Injury on Corn Street path (OCC)	4
	Compliments via social media (unofficial)	**No**	**Complaints via social media (unofficial)**	**No**

WTC Facebook & Instagram	**Climate & Biodiversity** • Unterhaching Park development; brilliant and haven of wildlife close to town, fav place to walk through, looks amazing, bird boxes (5 residents) • Splash Park opening hours – request to start earlier (9 residents) • Wishing Tree at Tower Hill Cemetery – great news, annual test bring peace of mind. Wonderful to appreciate beauty (2 residents) • C&B meeting – good to see notification of meeting and agenda summary on social media • Grounds week – nice job • wildflowers and summer bedding gorgeous making town beautiful, uplifting visiting graves (4 residents) **Halls, Cemeteries & Allotments** • Appreciation for service renovation of memorial bench from organisation to completion treatment exceptional **Parks & Recreation** • Delight in playing at Witney Bowls; pleasure to play on. Difference in maintenance and quality of grass exceptional; physical and visual improvements • Burwell resident complimented team on grass cutting; strimming and well- maintained play area • Splash park opening; well done WTC – great community resource, great news, so much fun (3 residents) **Policy, Governance & Finance**	22 1 5	**Parks & Recreation** • Daffodils not growing as mowed over • Splash Park opening hours – request to start earlier (9 residents)	10

	• Thanks from women's rugby team for supporting them and girls' skills day via grant funding • Cllr Jane Doughty becoming mayor; third year out of last seven that Mayor, Clerk, Leader, Dep Mayor and Dep Leader have all been women too. Witney should be proud • **<u>Stronger Communities</u>** • MP delighted to be invited to WTC COY celebrating wonderful people doing wonderful things around our wonderful town. Congrats to COY award winner • Nine Lives Community window • Pride flag raising – proud of beautiful town, everyone welcome, well done to everyone and hard work Witney Pride have achieved (2 residents) • ME Awareness Day – thanks to WTC for lighting CE and raising awareness • Council of Europe flag raising – inclusivity, far sightedness, spirit of cooperation, happy to see this, well done Witney, good show, holding onto values (6 residents)	2 4 11		
		45		10
	Totals	**64**		**39**

nalc
National Association
of Local Councils

t: 020 7637 1865 w: www.nalc.gov.uk
e: nalc@nalc.gov.uk

LOCAL COUNCIL AWARD SCHEME — SILVER AWARD ACHIEVEMENT

May 2026

Dear Sharon

As chair of the National Association of Local Councils (NALC), it is with great pleasure that I confirm that **Witney Town Council** has achieved the Silver Award.

Receiving the Silver Award is an excellent achievement showing that your town council achieves good practices in governance, community engagement and council improvement. Furthermore, this award shows that your council has gone above and beyond the legal obligations; you lead your community and continuously seek opportunities to improve and develop even further. Therefore, the council is to be congratulated immensely.

I want to express my sincere thanks to you **Sharon Groth**, for your hard work submitting the Silver Award application and the additional work throughout the assessment process.

My expression of thanks is also given to **Witney Town Council**. Your service to your community and supporting your Local Council Award Scheme application are recognised and reflected in your achievement.

As your council has shown its commitment to continuous improvement and development, I very much look forward to **Witney Town Council** applying for the Gold Award and celebrating more achievements.

Yours sincerely,

NALC Chair

LOCAL COUNCIL AWARD SCHEME
SILVER

Witney Town Council

05/2026
start date
05/2030
valid until

The Silver Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.

NALC Chair

nalc National Association of Local Councils

Ministry of Housing, Communities & Local Government

Local Government Association

SLCC For Local Council Professionals

Ministry of Housing, Communities & Local Government

Ministry of Housing, Communities & Local Government
2 Marsham Street
London
SW1P 4DF

www.gov.uk/mhclg/contact

Our reference: TO2026/12195

Ms Loraine Harwood

loraine.harwood@witney-tc.gov.uk

20 May 2026

Dear Ms Harwood,

Thank you for your correspondence dated 22 April 2026 regarding the impact of government policies on the local council tax and funding framework.

The recent Local Government Finance Settlement is our most significant step yet to make English local government more sustainable. We are delivering fairer funding, targeting money where it is needed most through the first multi-year Settlement in a decade. It will make available £78 billion in Core Spending Power for local authorities in England in 2026-27, a 6.1% increase compared to 2025-26. By the end of the multi-year Settlement (2028-29), the government will have provided a 15.5% increase in Core Spending Power for local authorities in England, worth over £11.4 billion, compared to 2025-26.

The government values the role town and parish councils play in delivering local services, managing local assets and championing the priorities of their communities, but has no direct role in funding parish and town councils.

We recognise that the increase in the rate of employers' National Insurance Contributions will lead to increased costs for some parish councils. The majority of funding in the Local Government Finance Settlement is unringfenced recognising that local leaders are best placed to identify local priorities including, where applicable, services provided by parish councils.

The government is committed to transforming the business rates system to create a fairer system that protects the high-street, supports investment and is fit for the 21st century. The 2026 revaluation came into effect on 1 April 2026. At revaluations the rateable values, which is the annual rental value of properties, are updated independently by the Valuation Office Agency for all non-domestic rating properties to reflect market values as at 1 April 2024.

At Budget 2025, the government announced a £4.3 billion support package to help those ratepayers seeing large bill increases as a result of the revaluation to gradually move to their new bill over time. This includes a redesigned, more generous Transitional Relief Scheme which caps bill increases each year at a certain percentage, worth £3.2 billion. Regarding your concerns with local government structures, town and parish councils are not in scope for local government reorganisation and will continue to operate as they do now. Reorganisation does not impose new duties or responsibilities on parish councils, nor does it change their statutory role or funding arrangements. There is no intention for parish councils to take on additional responsibilities as a result of reform unless they choose to do so locally.

Where local authorities consider how town and parish councils might best contribute to community life under new unitary arrangements, this should be done in a way that reflects local circumstances and capacity. Where parish councils are invited to play an enhanced role, principal councils should also consider what support may be needed to enable them to engage effectively.

More broadly, the Government expects local government reorganisation to support stronger and more sustained community engagement. Future arrangements should help ensure that decisions are taken as close as possible to local people, building on the strengths that already exist within communities. To his end, the English Devolution and Community Empowerment Act will require all local authorities in England to establish neighbourhood governance, to move decision-making closer to residents, and local authorities will need to work with local stakeholders including town and parish councils.

The introduction of neighbourhood governance arrangements is not about replacing or reducing the role of parish and town councils. Instead, it is about complementing their work and ensuring that all communities, whether they have a parish or town council, have effective ways to engage with their local authority. It is not the intention that these regulations should prevent existing agreements between principal authorities and parish and town councils around local functions and service delivery.

Thank you for taking the time to write to us.

Yours sincerely,

Shuma
Correspondence Unit

From: Kirkwood, Anthony - Oxfordshire County Council
Sent: 30 June 2026 16:19
Subject: General review of speed limits on Oxfordshire's rural A and B class road network - Stakeholder consultation - West Oxfordshire district

Dear Stakeholder

The above review of speed limits is being carried out as part of the Council's Vision Zero road safety programme and we'd be grateful to receive your comments on possible changes – while emphasising that the main focus of the review is reducing the risks to all road users, other benefits may include an improved environment including reduced emissions and noise etc.

As with the last such general review completed in 2011, we will be applying the current Department for Transport (DfT) guidance on setting local speed limits – see Setting local speed limits - GOV.UK and specifically the section on Rural speed management (paras 115 – 134).

The guidance acknowledges that each road has its own specific characteristics and functions both for local and longer distance journeys by all road users and also that although largely rural in character, these roads also often have residential and other premises directly accessing them.

The **attached document** provides a summary of the roads included in the review and comments by the Vision Zero team on possible changes within the West Oxfordshire district area, taking account of our interpretation of the DfT guidance; to note that as with the last general review of rural speed limits a small number of unnumbered roads are also included, with one of these being in West Oxfordshire (Lower Road between the A40 at Eynsham and the A4095 at Hanborough) .

Work as part of this review (including stakeholder and then statutory consultation) has already been carried out on sections of some of the roads referenced in the document.

The table below sets out the overall planned timescales for this review:

Stage	Comprises:	Outline timescales
Stakeholder Consultation	County Councillors, parish and town councils, Thames Valley Police, bus operators, stakeholders representing specific road user groups	July – mid September 2026
Review of stakeholder responses by Vision Zero team		August – September 2026

Statutory Consultation	A general consultation including all stakeholders and the public via the Council’s Let’s Talk web pages	Later 2026
Decision Making	Reporting of the statutory consultation to the decisions meeting(s) of the Cabinet Member for Transport - these meetings are open to the public and any interested party may apply to address the meeting	Early 2027
Implementation of approved changes		From mid- 2027

Later this summer we will also be contacting all County Councillors and parish and town councils for feedback on the 20mph programme as part of the work described under the Monitoring heading in The 20mph transformation programme | Oxfordshire County Council ; there may be in some cases a small degree off over-lap with this review of rural speed limits.

A response to the above by 18 September would be appreciated, and to add that I’d be happy to answer any queries you may have during your preparing a response etc.

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Oxfordshire County Council - Rural A and B class roads – speed limit review 2026/27 and 2027/28 - Initial stakeholder engagement – West Oxfordshire area

The tables below provide a summary of our assessment of the character of the roads listed in relation to the Department for Transport guidance on setting local speed limit ([Setting local speed limits - GOV.UK](#)) and specifically in relation to Rural Single Carriageways – table 2 below providing a helpful summary:

Table 2: speed limits for single carriageway roads with a predominant motor traffic flow function

Speed limit (mph)	Where limit should apply
60	Recommended for most high-quality strategic A and B roads with few bends, junctions or accesses.
50	Should be considered for lower quality A and B roads that may have a relatively high number of bends, junctions or accesses. Can also be considered where mean speeds are below 50mph, so lower limit does not interfere with traffic flow.
40	Should be considered where there are many bends, junctions or accesses, substantial development, a strong environmental or landscape reason, or where there are considerable numbers of vulnerable road users.

The great majority of the lengths of roads being assessed are A and B class single carriageways, but there are as noted a few sections of dual carriageway, and additionally one of un-numbered road is included.

Notes on current traffic speeds: Speed data derived from sat nav data is available for the entire network; much more data is available than can be provided in this summary, especially given that the route sections can be quite long and include for example bends and junctions which will influence speeds. The speeds shown are at points judged to be least affected by bends / junctions etc. and are aggregated over the full length of a day - the data applies to 2024.

The data includes both the average speeds and the 85th percentile speed, the latter being the speed at or below which 85% of vehicles are travelling

Notes on reported injury traffic collisions: This data is as collected / reported by Thames Valley Police in accordance with the national reporting system for road collisions overseen by the Department for Transport. Further information on road traffic collision data can be found here [Road safety statistics - GOV.UK](#) ; this data includes estimates of under reporting etc.

The tables include lines for the villages etc. along the routes, but these are not in the scope of the current stakeholder consultation. The County Council will be later this summer engaging with all the towns and villages which participated in the 20mph transformation programme, which will provide an opportunity for you to provide feedback on the current limits and measures to help improve compliance etc.

A40	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
A40 / 16	A40 west of A34 viaduct to Eynsham Park and Ride site		B (50mph) and C (40mph)	The major A40 bus lane and active travel scheme will include speed limit reductions including 50mph and 40mph speed limits	*44 / 56*	*14 / 51*
A40 / 17	A40 west of Eynsham Park and Ride site to junction with A40 / B4022 Shores Green	60 / 40	B (50mph)	Consideration is recommended of a 50mph speed limit in place of the existing national speed limit (60mph)	*48 / 55*	*7 / 34*
A40 / 18	A40 Witney bypass	70 / 60 / 50	Dual Carriageway bypass	*Current speed limit(s) appears consistent with DfT guidance*	*64 / 74*	*2 / 22*
A40 / 19	A40 between Witney bypass and Burford	50 / 40	B (50mph) and C (40mph)	A 50mph speed limit was introduced in 2025. Subsequent to this a request was received to extend the 40mph speed limit at the east end of Burford to include the outlying properties including St Andrews House / Windrush Lodge	*45 / 50*	*5 / 11*
A40 / 20	A40 at Burford					
A40 / 21	A40 west of Burford to County Boundary with Gloucestershire	60	B (50mph)	Consideration is recommended of a 50mph speed limit in place of the existing national speed limit (60mph)	*51 / 56*	*2 / 4*

A44	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
A44 / 5	A44 between Langford Lane and A44 / A4095 Bladon roundabout	70	Rural Dual carriageway but with accesses to properties /fields	Consideration of a 50mph limit is recommended given the accesses to adjacent premises	*54 / 64*	*0 / 1*
A44 / 6	A44 between A4095 Bladon roundabout and Woodstock	50	B (50mph)	*Current speed limit(s) appears consistent with DfT guidance*	*35 (in 50) / 40 (in 50)*	*1 / 1*
A44 / 7	A44 Woodstock					

A44 / 8	A44 between Woodstock and Enstone	50	B (50mph) and C (40mph	Consideration is recommended of a 40mph speed limit between and including the B4437 junction south to Woodstock, taking account also of a planned safety improvement (signalisation) scheme at the A44 / B4437 junction.	*44 / 50*	*2 / 8*
A44 / 9	A44 Enstone village					
A44 / 10	A44 between Enstone and the signalled junction with the A44 / A3400	50 / 60	B (50mph)	Consideration of a 50mph speed limit in place of the current national speed limit north of the Lidstone junction is recommended	*46 (in 50) / 51 (in 50)*	*0 / 1*
A44 / 11	A44 London Rd east of Chipping Norton	50	B (50mph)	*Current speed limit(s) appears consistent with DfT guidance*	*43 / 49*	*0 / 1*
A44 / 12	A44 through Chipping Norton					
A44 /13	A44 Chipping Norton to County boundary with Gloucestershire	50	B (50mph)	*Current speed limit(s) appears consistent with DfT guidance*	*43 / 50*	*1 / 6*

A361	**Route section**	**Current Speed Limit**	**Assessed DfT Table 2 Band(s) Rural Single Carriageway**	**Oxfordshire County Council Vision Zero Team comments**	**Actual average / 85th percentile traffic speed**	**Reported injury collisions 2021 - 2025 fatal and serious / all**
A361 / 10	A361 between South Newington and Chipping Norton	50 / 60	B (50mph)	No change proposed following stakeholder consultation - see though proposals for the A3400 to consider extending the existing 40mph limit on the A361 Banbury Road at Chipping Norton eastwards to include the roundabout and its approaches.	*45 / 54*	*6 / 12*
A361 / 11	A361 through Chipping Norton					
A361 / 12	A361 between Chipping Norton and Shipton under Wychwood	60	Currently 60mph - 50mph proposed	Consultation carried out between 29 April-29 May 2026 on a 50mph speed limit on the full length of this section is to be reported to the Cabinet Member - Transport decisions meeting 16 July 2026	*49 / 57*	*9 / 19*
A361 / 13	A361 Shipton under Wychwood village					
A361 / 14	A361 between Shipton under Wychwood and Fulbrook	60	B (50mph) / C (40mph)	Consultation carried out between 29 April-29 May 2026 on a 40mph speed limit to include the length of the road by Upper End and adjacent outlying houses is to be reported to the Cabinet Member Transport decisions meeting 16 July 2026	*50 / 58*	*2 / 7*

A361 / 15	A361 Fulbrook and Burford					
A361 / 17	A361 between Burford and Bradwell Grove	60	B (50mph)	No change proposed following previous stakeholder consultation on speed limits on A361	*51 / 58*	*2 / 2*
A361 / 18	Bradwell Grove / adjacent to Cotswold Wildlife Park	50	C (40mph)	Consultation carried out between 29 April-29 May 2026 to introduce a 40mph speed limit in place of the 50mph speed limit is to be reported to the Cabinet Member - Transport decisions meeting 16 July 2026	*41 / 48*	*1 / 5*
A361 / 19	A361 between Bradwell Grove and Filkins	60	A (60mph)	No change proposed following previous stakeholder consultation on speed limits on A361	*55 / 62*	*0 / 0*
A361 / 20	A361 between Filkins and County Boundary with Gloucestershire	50	B (50mph)	*Current speed limit(s) appears consistent with DfT guidance*	*51 / 57*	*1 / 4*

A415	**Route section**	**Current Speed Limit**	**Assessed DfT Table 2 Band(s) Rural Single Carriageway**	**Oxfordshire County Council Vision Zero Team comments**	**Actual average / 85th percentile traffic speed**	**Reported injury collisions 2021 - 2025 fatal and serious / all**
A415 / 13	A415 between Kingston Bagpuize and Standlake	50	B (50mph) but with possible village treatment at Radcot	Consideration of a 30mph speed limit at the Thames bridges /accesses to adjacent premise and Thames path s is recommended taking account also of the presence of pedestrians.	*44 / 50*	*0 / 4*
A415 / 14	A415 Standlake village					
A415 / 15	A415 between Standlake and south end of A415 Ducklington bypass	50	B (50mph) and C (40mph)	Consideration of a 40mph limit in place of current 50mph limit to include the bends / access by Cokethorpe Park and the Ducklington village junction is recommended.	*44 / 51*	*3 / 6*
A415 / 16	A415 Ducklington bypass	60	B (50mph)	The standard of this route section is higher than other rural sections of the A415 to the south, but also taking account of the current average speeds which are around 50mph consideration of a 50mph limit is recommended.	*48 / 55*	*1 / 0*
A415 / 17	A415 through Witney between Ducklington roundabout and Burford Road					

A424	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
A424 / 1	A424 between Burford and County boundary with Gloucestershire	50	B (50mph)	*Current speed limit(s) appears consistent with DfT guidance*	*49 / 57*	*2 / 5*

A436	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
A436 / 1	A436 between junction with A44 and County boundary with Gloucestershire	60	B (50mph)	As a lower standard A class road consideration of a 50mph speed limit in place of the current national speed limit is recommended in liaison with Gloucestershire County Council	*39 / 47*	*0 / 0*

A4095	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
A4095 / 11	A4095 between junction with A4260 Banbury Road and A44 Bladon Roundabout	60/50/40	B (50mph) and C (40mph)	This route section is of mixed standard in respect of its alignment, and includes the residential development at Upper Campsfield / staggered crossroads with the Shipton Road and The Straight Mile. It is recommended that consideration is given to a 50mph speed limit in the length of the current national speed limit, with a 40mph limit to replace the current 50mph limit.	*49 (/ 55*	*2 / 5*
A4095 / 12	A4095 Bladon village					
A4095 / 13	A4095 between Bladon and Long Hanborough	50	C (40mph)	Consultation on a proposal for a 40mph speed limit is being carried out between 03/06/2026 and 03/07/2026	*38 / 44*	*2 / 6*
A4095 / 14	A4095 Long Hanborough village					
A4095 / 15	A4095 between Long Hanborough and North Leigh - Park Road junction	40	C (40mph)	*Current speed limit(s) appears consistent with DfT guidance*	*40 / 46*	*2 / 4*

A4095 / 16	A4095 between North Leigh Park Road junction and Witney	50	B (50mph)	*Current speed limit(s) appears consistent with DfT guidance*	*45 / 50*	*3 / 4*
A4095 / 17	A4095 through Witney					
A4095 / 18	A4095 between Witney and Curbridge	40/60	B (50mph) / C (40mph)	A 50mph or possibly 40mph speed limit is considered consistent with DfT guidance also taking account of the adjacent cycle track between Witney and the Main Street Curbridge junction which is not to current standards	*39 / 46*	*0 / 2*
A4095 / 19	A4095 Curbridge village					
A4095 / 20	A4095 between Curbridge and Bampton	50 / 40	B (50mph) and C (40mph)	This route section is of mixed standard, and includes the village of Lew where a 40mph is in place. While no change to the latter is recommended, consideration of a reduction to 50mph on the current national speed limit is recommended. Additionally on the A4095 approaches to the junction with Station Road a 40mph speed limit - to continue northwards on Station Road to meet the current 30mph speed limit at Brize Norton	*42 / 51*	*3 / 4*
A4095 / 21	A4095 Bampton village					
A4095 / 22	A4095 between Bampton and Clanfield	60	B (50mph)	This route section is of mixed standard, including parts with good forward visibility. Overall - taking account also of use by cyclists etc. a 50mph speed limit is considered consistent with DfT guidance.	*48 / 57*	*0 / 0*
A4095 / 23	A4095 Clanfield village					
A4095 / 24	A4095 between Clanfield and Faringdon	50/40	B (50mph) but with possible village treatment at Radcot	The current speed limits are considered appropriate other than at Radcot Bridge and its approaches including the junctions / access top adjacent premises, where a 30mph or possibly 20mph may be appropriate .	*48 / 55*	*2 / 4*
A4095 / 25	A4095 through Faringdon					

A3400	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
A3400 / 1	A3400 between junctions with A44 London Road and A361 Banbury Road	60	B (50mph)	This route section has varying characteristics in respect of bends / junctions and is judged to meet the criteria for consideration of a 50mph limit. Consideration could also be given to a 40mph limit from just south of the Heythrop turn to north of the A361 roundabout - (to include also the A361 approaches) .	*51 / 59*	*1 / 3*
A3400 / 2	A3400 between A361 Banbury Road and County Boundary with Warwickshire	60	B (50mph)	The combination of bends and gradients etc. point to a 50mph speed limit being appropriate; Warwickshire County Council is liaising with OCC in respect of their proposal for a 50mph limit on the route north of the County boundary	*46 / 52*	*6 / 12*

B4020	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
B4020 / 1	B4020 at Burford					
B4020 / 2	B4020 between Burford to north of Shilton Dip crossroads	60	B (50mph)	The alignment of the route is mixed but includes bends and several accesses - consideration of a 40mph or 50mph limit is recommended	*43 / 54*	*3 / 3*
B4020 / 3	Shilton Dip Crossroads to Burford	40	While DfT guidelines do not recommend lower speed limits to treat isolated safety problems, this site is considered exceptional	The Shilton Dip crossroads has an unusually poor alignment presenting a significant challenge / risk to road users, and consideration of a local 30mph limit (extending to cover the dip) is recommended	*35 / 41*	*1 / 1*
B4020 / 4	B4020 Burford Rd and Upavon Way Carterton					

B4020 / 5	B4020 between Carterton and Alvescot	60	C (40mph)	Consideration of 40mph limit is recommended taking account of junctions with the B4477 and also the presence of adjacent properties	*42 / 50*	*1 / 6*
B4020 / 6	B4020 at Alvescot to Black Bourton turn					
B4020 / 7	B4020 Black Bourton turn to Clanfield	60	B (50mph)	Consideration of 50mph limit is recommended	*45 / 57*	*0 / 0*
B4020 / 8	B4020 Clanfield village					

B4022	**Route section**	**Current Speed Limit**	**Assessed DfT Table 2 Band(s) Rural Single Carriageway**	**Oxfordshire County Council Vision Zero Team comments**	**Actual average / 85th percentile traffic speed**	**Reported injury collisions 2021 - 2025 fatal and serious / all**
B4022 / 1	B4022 between A40 junction and Witney	40	C (40mph)	40mph limit has recently been implemented as part of A40 Shores Green junction scheme	*36 / 43*	*1 / 1*
B4022 / 2	B4022 through Witney					
B4022 / 3	B4022 between Witney and Hailey	40		*Current speed limit(s) appears consistent with DfT guidance*	*34 / 40*	*0 / 0*
B4022 / 4	B4022 Hailey village					
B4022 / 5	B4022 between Hailey and Finstock	50	B (50mph) and C (40mph)	A 40mph limit at Whiteoak Green is recommended taking account of the road alignment and adjacent premises and junctions	*45 / 53*	*1 / 3*
B4022 / 6	B4022 by Finstock	40		*Current speed limit(s) appears consistent with DfT guidance*	*39 / 44*	*0 / 0*
B4022 / 7	B4022 between Finstock and Charlbury	50		*Current speed limit(s) appears consistent with DfT guidance*	*42 / 48*	*2 / 4*

B4022 / 8	B4022 through Charlbury					
B4022 / 9	B4022 between Charlbury and Enstone	60	B (50mph)	Consideration of a 50mph limit is recommended taking account of the road alignment and junctions	*48 / 54*	*0 / 3*
B4022 / 10	B4022 at Enstone between A44 and Clevelely Road junctions					
B4022 / 11	B4022 at Enstone between Cleveley Road and B4030 junctions	40		*Current speed limit(s) appears consistent with DfT guidance*	*37 / 42*	*0 / 1*
B4022 / 12	B4022 between junction with B4030 and junction with A361	60	B (50mph) and C (40mph)	Consideration of a 40mph or 50mph limit is recommended taking account of the road alignment and junctions.	*42 / 49*	*0 / 1*

B4026	**Route section**	**Current Speed Limit**	**Assessed DfT Table 2 Band(s) Rural Single Carriageway**	**Oxfordshire County Council Vision Zero Team comments**	**Actual average / 85th percentile traffic speed**	**Reported injury collisions 2021 - 2025 fatal and serious / all**
B4026 / 1	B4026 at Charlbury within town					
B4026 / 2	B4026 between Charlbury and Spelsbury	40 / 30		*Current speed limit(s) appears consistent with DfT guidance*	*30 / 37*	*0 / 1*
B4026 / 3	B4026 Spelsbury village					
B4026 / 4	B4026 between Spelsbury and Oldner	60	B (50mph)	Consideration of a 50mph limit is recommended taking account of the road alignment and junctions	*47 / 55*	*2 / 4*
B4026 / 5	B4026 between Oldner and Chipping Norton	40	C (40mph)	*Current speed limit(s) appears consistent with DfT guidance*	*40 / 45*	*0 / 0*
B4026 / 6	B4026 through Chipping Norton and Over Norton					
B4026 / 7	B4026 between Over Norton and junction with A3400	60	C (40mph)	*Current speed limit(s) appears consistent with DfT guidance*	*37 / 45*	*0 / 0*

B4027	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
B4027 / 11	B4027 between junction with A4260 and Wootton	60	B (50mph) and C (40mph)	Consideration of a 50mph limit is recommended taking account of alignment and junctions; a 40mph limit may be appropriate between and including the Stratford Lane junction westwards to meet the Wootton village 20mph. Consider also a 40mph limit on Stratford Lane.	*42 / 49*	*0 / 2*
B4027 / 12	B4027 Wootton village					
B4027 / 13	B4027 between Wootton and Glympton	60	B (50mph)	Consideration of a 50mph limit is recommended taking account of the road alignment and junctions	*45 / 53*	*0 / 1*
B4027 / 14	B4027 Glympton village					
B4027 / 15	B4027 between Glympton and A44	60	B (50mph)	Consideration of a 50mph limit is recommended taking account of the road alignment and junctions	*41 / 49*	*0 / 0*

B4030	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
B4030 / 9	B4030 between junction with A4260 Hopcrofts Holt and Middle Barton	50/40	C (40mph)	As with the above section the alignment of the route is poor with frequent bends / gradients; consideration of a 40mph is recommended	*36 / 41*	*0 / 0*
B4030 / 10	B4030 Middle & Westcot Barton villages					
B4030 / 11	B4030 between Westcot Barton and Gagingwell	50		*Current speed limit(s) appears consistent with DfT guidance*	*42 / 49*	*2 / 3*
B4030 / 12	B4030 Gagingwell village					
B4030 / 13	B4030 between Gagingwell and Enstone	60	C (40mph)	The alignment of the route is poor with frequent bends / gradients; consideration of a 40mph is recommended	*40 / 51*	*2 / 4*

B4030 / 14	B4030 Enstone village					

B4031	**Route section**	**Current Speed Limit**	**Assessed DfT Table 2 Band(s) Rural Single Carriageway**	**Oxfordshire County Council Vision Zero Team comments**	**Actual average / 85th percentile traffic speed**	**Reported injury collisions 2021 - 2025 fatal and serious / all**
B4031 / 6	B4031 between Hempton and junction with A361	60	B (50mph) and C (40mph)	Consideration of a 50mph limit is recommended taking account of the road alignment and junctions; a 40mph limit may be appropriate for the 2.5km section east of the A361 including Irondown Hill	*46 / 55*	*4 / 5*

B4044	**Route section**	**Current Speed Limit**	**Assessed DfT Table 2 Band(s) Rural Single Carriageway**	**Oxfordshire County Council Vision Zero Team comments**	**Actual average / 85th percentile traffic speed**	**Reported injury collisions 2021 - 2025 fatal and serious / all**
B4044 / 4	B4044 between Farmoor and Eynsham	30/40/50	C (40mph)	Consideration of a 40mph speed limit to improve safety including for pedal cyclists is recommended noting that current average speeds are already around 40mph	*37 / 43 (in 50)*	*1 / 2*

B4047	**Route section**	**Current Speed Limit**	**Assessed DfT Table 2 Band(s) Rural Single Carriageway**	**Oxfordshire County Council Vision Zero Team comments**	**Actual average / 85th percentile traffic speed**	**Reported injury collisions 2021 - 2025 fatal and serious / all**
B4047 / 1	B4047 between junction with A40 and Minster Lovell	40 / 60*	B (50mph) and C (40mph) and length of 30mph	Speed limit changes have been approved as part of the B4047 speed limit review and is due to be implemented in summer 2026	*47 / 57*	*0 / 1*
B4047 / 2	B4047 Minster Lovell village					
B4047 / 3	B4047 between Minster Lovell and Witney / Curbridge built up area	60*	B (50mph)	A 50mph limit has been approved as part of the B4047 speed limit review and is due to be implemented in summer 2026	*48 / 58*	*1 / 3*
B4047 / 4	B4047 at Witney					

B4425	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
B4425 / 1	B4425 at Burford					
B4425 / 2	B4425 between Burford and junction with A40	60	C (40mph)	Consideration of a 40mph limit is recommended taking account of the road alignment and junctions	*39 / 47*	*0 / 0*
B4425 / 3	B4425 between junction with A40 and County Boundary at Gloucestershire	60	B (50mph) and C (40mph)	Consideration of a 40mph limit to extend c 1km south west of the A40 junction is recommended taking account of the road alignment and junctions , with potentially a 50mph limit to the County Boundary with Gloucestershire (in liaison with Gloucestershire CC)	*45 / 55*	*1 / 1*

B4437	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
B4437 / 1	B4437 between junction with A361 and Charlbury	60	B (50mph)	Consideration of a 50mph limit is recommended taking account of the road alignment and junctions	*45 / 53*	*6 / 8*
B4437 / 2	B4437 through Charlbury					
B4437 / 3	B4437 between Charlbury and junction with A44	50 / 60	C (40mph)	Consideration of a 40mph limit between A44 and Stonesfield turn (and its approaches) is recommended noting also the proposals for the A44 at the B4437 junction	*46 / 53*	*2 / 6*

B4449	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
B4449 / 1	B4449 Eynsham bypass	40		*Current speed limit(s) appears consistent with DfT guidance*	*35 / 43*	*1 / 5*
B4449 / 2	B4449 between Eynsham and Sutton	60	B (50mph)	Consideration of a 50mph limit is recommended taking account of the road alignment and junctions	*49 / 56*	*0 / 2*
B4449 / 3	B4449 Sutton village					
B4449 / 4	B4449 between Sutton and junction with A415	60	B (50mph)	Consideration of a 50mph limit is recommended taking account of the road alignment and junctions	*46 / 55*	*1 / 5*
B4449 / 5	B4449 Brighthampton village					
B4449 / 6	B4449 between Brighthampton and Cote	60	C (40mph)	Consideration of a 40mph speed limit to improve safety including for pedal cyclists is recommended noting that current average speeds are already around 40mph	*42 / 50*	*1 / 2*
B4449 / 7	B4449 at Cote village					
B4449 / 8	B4449 between Cote and Aston	60	C (40mph)	Consideration of a 40mph speed limit to improve safety including for pedal cyclists is recommended noting that current average speeds are already around 40mph	*33 / 41*	*0 / 0*
B4449 / 9	B4449 at Aston village					
B4449 / 10	B4449 between Aston and Bampton	60	C (40mph)	Consideration of a 40mph speed limit to improve safety including for pedal cyclists is recommended noting that current average speeds are already around 40mph	*44 / 53*	*0 / 0*
B4449 / 11	B4449 at Bampton					

B4450	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
B4450 / 1	B4450 at Chipping Norton					
B4450 / 2	B4450 between Chipping Norton and Churchill	50/40	B (50mph) and C (40mph)	*Current speed limit(s) appears consistent with DfT guidance*	*45 / 52*	*0 / 1*
B4450 / 3	B4450 at Churchill					
B4450 / 4	B4450 between Churchill and Kingham	60/40	B (50mph) and C (40mph)	Consideration is recommended of an extension north eastwards of existing 40mph to include adjacent premises, and then a 50mph limit eastwards to Churchill in place of the national speed limit	*42 / 52 (in NSL)*	*1 / 4*
B4450 / 5	B4450 at Kingham westwards to County Boundary with Gloucestershire	40	C (40mph)	*Current speed limit(s) appears consistent with DfT guidance*	*34 / 42*	*0 / 2*

B4477	Route section	Current Speed Limit	Assessed DfT Table 2 Band(s) Rural Single Carriageway	Oxfordshire County Council Vision Zero Team comments	Actual average / 85th percentile traffic speed	Reported injury collisions 2021 - 2025 fatal and serious / all
B4477 / 1	B4477 between junction with A40 and roundabout junction with Monahan Way	50	B (50mph) or C (40mph)	Consideration of a 40mph speed limit to improve safety including for pedal cyclists is recommended noting that current average speeds are already around 40mph	*43 / 48*	*1 / 4*
B4477 / 2	B4477 Monahan Way between above roundabout and junction with Burford Road	50	B (50mph)	*Current speed limit(s) appears consistent with DfT guidance*	*46 / 50*	*0 / 0*
B4477 / 3	B4477 at Carterton					

B4477 / 5	B4477 between junction with B4020 and Kencot	60	C (40mph)	Consideration of a 40mph speed limit to improve safety including for pedal cyclists is recommended noting that current average speeds are already around 40mph	*32 / 39*	*1 / 1*
B4477 / 6	B4477 Kencot village					
B4477 / 7	B4477 between Kencot and Filkins	60	B (50mph)	Consideration of a 50mph limit is recommended taking account of the alignment and junctions.	*45 / 54*	*0 / 2*
B4477 / 8	B4477 Filkins village					

Unnumbered road	**Route section**	**Current Speed Limit**	**Assessed DfT Table 2 Band(s) Rural Single Carriageway**	**Oxfordshire County Council Vision Zero Team comments**	**Actual average / 85th percentile traffic speed**	**Reported injury collisions 2021 - 2025 fatal and serious / all**
U/C / 3	Lower Road between A40 and A4095 (Eynsham and Hanborough)	60	C (40mph)	Consideration of a 40mph speed limit to improve safety including for pedal cyclists is recommended	*48 / 55*	*3 / 6*