

Policy, Governance & Finance

Committee Meeting of Witney Town Council



Monday, 28th September, 2026 at 6.00 pm

To members of the Policy, Governance & Finance Committee - T Ashby, S Simpson, G Doughty, J Aitman, J Doughty, R Crouch and R Smith (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Any member of the public wishing to attend the meeting should contact the Committee Clerk derek.mackenzie@witney-tc.gov.uk in advance. Priority will be given to those who have registered to speak on an item on the agenda.

Commitment to Civility and Respect

This meeting will be conducted in accordance with Witney Town Council's commitment to the Civility and Respect Pledge. Councillors, officers and members of the public are expected to treat one another with courtesy, dignity, and respect, ensuring that debate remains professional, objective and focused on the business being discussed. Personal criticism, intimidation, or behaviour that could undermine the wellbeing of those present is inconsistent with the standards expected of the Council.

Recording of Meetings

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

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

To view the meeting please follow this link [Policy Governance & Finance Committee Meeting](#)

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 5 - 13)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 22 June 2026.
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

4. **Public Participation**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 25. Matters raised shall relate to the following items on the agenda.

Policy

5. **Litter Bin Policy** (Pages 14 - 15)

To receive the recommendation of the Stronger Communities Committee to adopt the revised policy.

6. **Cemetery Regulations** (Pages 16 - 34)

To receive the recommendation of the Halls, Cemeteries & Allotments Committee to adopt the updated regulations from 1 November 2026.

7. **Community Asset Acquisition & Management Policy** (Pages 35 - 47)

To receive the report of the Town Clerk/C.E.O.

Governance

8. **Payment of Accounts**

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

9. **Grant Monitoring - Youth Services Awards 2025** (Pages 48 - 68)

To receive and consider the report of the Responsible Financial Officer (R.F.O).

10. **Community Governance Review** (Pages 69 - 71)

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

11. **NALC Local Council Award Scheme - Gold Award** (Pages 72 - 75)

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

Finance

12. **Finance Report**

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

13. **Budget Parameters 2027-28**

To receive and consider the report of the Responsible Financial Officer (R.F.O).

14. **Financial Matters referred from Spending Committees** (Pages 76 - 78)
To receive and consider the report of the Deputy Town Clerk.
15. **Grants & Subsidised Lettings** (Pages 79 - 91)
To receive and consider the report of the Deputy Town Clerk
16. **IT Provision** (Pages 92 - 96)
To receive and consider the report of the Deputy Town Clerk.
17. **Exclusion of Press and Public**
To consider and if appropriate, to pass the following resolution:
That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted
18. **West Witney Projects Update**
To receive and consider the confidential update of the Project Officer.
19. **Property, Legal & Insurance Matters** (Pages 97 - 101)
To receive and consider the confidential report of the Town Clerk which includes updates on:
- Springfield Oval Freehold Transfer
 - The Leys former Public Conveniences Heads of Terms
 - West Witney Clubhouse Lease
20. **Staffing Matters**
To receive the confidential minutes of the Personnel Sub-Committee meetings held on 29 July, 20 August & 17 September 2026 (sent under separate cover), and agree any recommendations contained therein.



Town Clerk

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