
Agenda Item: Committee, Working Party & External Organisation Memberships

Meeting Date: Monday, 14 October 2024

Contact Officer: Deputy Town Clerk

The purpose of this report is to enable the Council to elect representatives to vacancies on its Committees and to external organisations.

Background

Committee membership is usually reviewed at the Annual Meeting of the Council in May but vacancies can arise throughout the year and may be filled by the Committee or at Full Council.

The Town Council appoints representatives to External Organisations and Outside Bodies, and it is usually recommended that those appointed should serve until the Annual Council Meeting following the next ordinary election of Councillors in 2027.

Due to the constitutions and arrangements of certain bodies, along with resignations, requests periodically arise throughout the year for the Council to consider.

Current Situation

Committees

Stronger Communities

Cllr J Doughty has stood down from this Committee with immediate effect. There is a second vacancy on the Committee following the resignation of the former central ward Member. Membership currently consists of:

T Ashby
O Collins*

A Bailey
S Simpson

G Meadows
R Smith*

It has been proposed that Cllr D Temple replaces Cllr J Doughty. Members should decide on the membership of the Committee. **2 vacancies**

Members are reminded of the Central Ward by-election taking place in November 2024.

VE & VJ Day 80th Anniversary Working Party/Task & Finish Group

At the Stronger Communities Committee meeting held on 23 September 2024, it was agreed this group should be formed to formulate plans for the 80th anniversary of VE & VJ Days, which fall on 8 May and 15 August 2025 respectively (minute no. SC523(4) refers).

A minimum of **5 Members** are required for the membership.

External Organisations & Outside Body Nominees - Serving as Trustees

Witney Educational Foundation (WEF) – 4-year term of office

WEF provides financial support for the schools of Witney and surrounding communities to enable all students to enjoy full range of activities offered by each school. It also provides grants for families in need, to assist with the cost of extra-curricular activities, educational visits, school clothing and other essential items

The former central ward member was elected to this position which **1 vacancy**.

The departure of the above Councillor also leaves vacancies as a Town Council **Home Start Champion** and on its **Youth Council Task & Finish Group**. In addition, the former Central Ward Member was appointed as the Town Council's representative on the **Witney Community Insight Profile Steering Group**. Work on this project is well underway and the Council is asked whether it would like to select a new representative.

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 – Members should consider representation on the Community Insight Steering Group as this will inform stakeholders on the profile of residents.
- b) Biodiversity – There is no impact from the contents of this report.
- c) Crime & Disorder – There is no impact from the contents of this report.
- d) Environment & Climate Emergency – There is no 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.

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, economically, and environmentally.

Financial implications

- There are no cost implications pertaining to this report.

Recommendations

Members are invited to note the report and,

1. Consider and decide upon the membership of the Stronger Communities Committee
2. Consider and decide upon the membership of the VE & VJ Day 80th Anniversary Task and Finish Group
3. Consider and decide upon a Town Council Trustee for the Witney Educational Foundation
4. Consider and decide whether replacement members are needed for the Youth Council Task & Finish Group, as a Home Start Champion and for the Witney Community Insight Profile Steering Group.