

## ANNUAL COUNCIL



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<b>Agenda Item:</b>	Appointment of Standing Committees, Sub-Committees and Working Parties and the Election of Chairs
<b>Meeting Date:</b>	Wednesday, 7 <sup>th</sup> May 2025
<b>Contact Officer:</b>	Deputy Town Clerk

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The purpose of this report is to provide an update on the Council's Committees and for their Chairs to be elected for the ensuing municipal year in line with Standing Order 11(d)(vii).

### Background

Members will be aware of the Council's Committee Structure and how the membership works from the previous Annual Council meeting.

Due to the importance of the Council achieving its goal of climate emergency goals (including carbon neutrality by 2028) it is suggested via an earlier report to create separate Planning & Development and Climate, Biodiversity & Planning Committees, which are included in the report below.

For ease the Deputy Town Clerk has provided the following table with details of the membership required.

Committee/Sub-Committee	Membership required
a) Climate & Biodiversity Committee	Membership tbc at meeting
b) Planning & Development Committee	Membership tbc at meeting
c) Parks & Recreation Committee	6 Members + Ex-officio Town Mayor & Leader
d) Halls, Cemeteries & Allotments Committee	6 Members + Ex-officio Town Mayor & Leader
e) Stronger Communities	6 Members + Ex-officio Town Mayor & Leader
f) Policy, Governance & Finance	1 Member + Chair of the above 5 Standing Committees (a-e) and Ex-officio Town Mayor & Leader. <i>Dependent on whether Leader or Mayor is Chair of any other Committee</i>

g) Personnel Sub-Committee <i>[this is a sub-committee of the Policy, Governance &amp; Finance Committee]</i>	Town Mayor, Leader, and Chair of above Standing Committees. <b>Subject to inclusion of an elected Member with experience in this field maybe 1 additional Member</b>
h) Disciplinary & Grievance Panel	3 Members* – must not be Chair or Members of Personnel/Policy Governance & Finance Committee

**NOTE: The Vice-chair of these Committees/Sub-Committees will be appointed at the first meeting.**

<b>Working Parties/ Task &amp; Finish Groups</b>	<b>Membership required</b>
Community Voices (Was Inclusivity & Diversity Panel)	Chairs of Committees
VE-Day 80 <sup>th</sup> Anniversaries T & F Group	Currently elected: - Cllrs J Robertshaw, J Treloar, J Aitman, O Collins, G Meadows, R Crouch  <i>As this also covers events for VJ Day on 15<sup>th</sup> August it is suggested the group is left in place for the 2025/26 year.</i>
Community Governance T & F Group	Currently elected: - O Collins, R Smith, A Bailey, G Meadows, S Simpson, R Crouch, D Edwards-Hughes  <i>It is suggested this group is left in place for the 2025/6 year due to the discussions on WODC electoral changes and devolution which may bring its work to the forefront.</i>
Pavilion Working Party	Currently elected: R Crouch, D Newcombe, R Smith  <i>Work ongoing.</i>

**NOTE: The Chair of the Working Parties/Task & Finish Groups will be appointed at the first meeting.**

#### Christmas Lights Working Party

This WP was set up in 2024 to review the contract which was due for tender during the year. It is suggested the WP is disbanded as the review was completed and the contract awarded.

#### Youth Council Task & Finish Group

This T&FG was set up in 2023 with the aim of re-establishing a Witney Youth Council. It is suggested the T&F Group is disbanded as the Youth Council was re-established in 2024. The Council still has Youth Council mentors which are separate to this Group.

## 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.

## Recommendations

Members are invited to note the report and consider the following;

1. that the membership to the Council's Standing Committees (a to e) be elected
2. that the Chairs of those Standing Committees be elected
3. that in order to form the Policy, Governance & Finance Committee at f – it be made up of the Committee Chairs (a to e) plus Ex-Officio Town Mayor and Leader
4. that the Personnel Sub-Committee is formed of the Town Mayor and Leader, plus the Chairs of the Standing Committees (a to e), and potentially plus 1 additional Member [preferably with personnel experience]
5. that a Disciplinary & Grievance Panel is elected – *to be formed from Councillors not sitting on the Policy, Governance & Finance Committee* – membership is a minimum of 3
6. that the membership of the Task & Finish Groups and Working Party be reaffirmed
7. that the Christmas Lights Working Party and Youth Council Task and Finish group be officially disbanded.