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

Held on Monday, 23 September 2019  
At 7.00 pm in the Gallery Room, The Corn Exchange

### Present:

Councillors:	L Ashbourne O Collins V Gwatkin	A D Harvey R Smith
Officers:	Nicky Cayley Adam Clapton Sharon Groth	Democratic Services Officer Office Manager Town Clerk

### F380 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Bolger, Enright and Duncan.

### F381 DECLARATIONS OF INTEREST

There were no declarations of interest in matters to be discussed at the meeting.

### F382 MINUTES

- a) **RESOLVED:** to confirm the minutes of the meeting held on 15 July 2019 to be signed by the Chair.
- b) **MATTERS ARISING:** there were no matters arising from the minutes to be discussed at the meeting.

### F383 PUBLIC PARTICIPATION

There were no members of the public present for this item.

### F384 PAYMENT OF ACCOUNTS

The Committee received and considered the report of the Town Clerk.

#### **RESOLVED:**

1. that the report be noted;
2. that the following schedule of payments be approved:

<b>Cheque No's</b>	<b>In the sum of:</b>	<b>Account</b>
Cheque 101111&2, DDRs and	£58,985.77	General

Standing Orders (June 2019)		Cashbook 1
Cheques 32244-32275 and DDs (June 2019)	£66,175.64	Imprest Cashbook 2
Cheque 101113, DDRs and Standing Orders (July 2019)	£50,527.41	General Cashbook 1
Cheques 32276-32333 and DDs (July 2019)	£70,038.63	Imprest Cashbook 2
DDRs and Standing Orders (August 2019)	£7,066.89	General Cashbook 1
Cheques 32334-32359 and DDs (August 2019)	£57,689.34	Imprest Cashbook 2

3. that additional funds be moved from Barclays Bank General Account to the CCLA Deposit Fund – at the discretion of the Town Clerk;
4. that Members of the Policy, Governance and Finance Committee be authorised signatories on the CCLA Accounts.

F385 **FINANCIAL REPORT**

The Committee received and considered the report of the Town Clerk as circulated at the meeting.

Members discussed the possibility of setting a budget for the Climate Working Party. As the Working Party might merge with the Nature and Wildlife Working Party to form a new sub committee subject to the meeting of Full Council on 9 October, members decided to leave the option of the level of budget for discussion at the same time.

**RECOMMENDED:**

1. that the report be noted;
2. that the recommendations with financial implications from the committees as detailed in the report of the Town Clerk be approved;
3. that the Town Clerk investigates the procurement of re conditioned tablets for Officers and Councillors in order to use ModernGov efficiently at meeting via the App;
4. that the Microsoft Office software be rented as per the quote;
5. that installation of wireless access points in order to get better coverage in the town hall and Council Chamber be accepted as per the quotation;
6. that the confidential debtors report be noted;
7. that the debts for Bingo and Firkins Bars should be written off;

8. that consideration of the implementation of an agreement with the Council's bar providers once a plan for the Corn Exchange has been agreed moving forward.
9. that consideration of a budget for the Climate Working Party be decided at Full Council on 9 October.

**F386 BUDGET PARAMETERS 2020/21**

The Committee received and considered the report of the Town Clerk. She advised that budget setting would take place in the next cycle of meetings so members were invited to consider any projects that they may wish to be funded in 2020/21.

She also advised that there was likely to be a 2% increase on payroll, although the unions had asked for 10%.

The precept had been left at a 2% increase for the past few years and whilst there was no official cap on town/parish councils, any raising the precept were being watched.

**RESOLVED:** that the report be noted.

**F387 GRANTS & SUBSIDISED LETTINGS**

Members received and considered the report of the Democratic Services Officer. It was noted that Witney Price CIC had predicted an income of £210 against the £181 cost of outing on the film night that it had requested £500 towards. Member therefore felt that a reasonable amount of funding would be £200.

**RECOMMENDED:**

1. that the report and the correspondence be noted;
2. that the following grants be made under the General Power of Competence:

Witney & District Museum	£500	towards a new computer
Witney & District Twinning	£260.00	£160 to cover the subsidised letting of the Corn Exchange and £100 for advertising and incidentals
Witney Pride Community Interest	£200	To cover the public liability insurance, a film licence and venue hire for a film night.

**F388 MINUTES OF THE TWINNING COMMITTEE AGM**

The Committee received and considered the minutes of the Twinning Committee AGM as deferred from the Stronger Communities Committee on 16 September.

**RESOLVED:** that the minutes of the Twinning Committee AGM be noted.

**F389 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.

F390 **PROPERTY MATTERS**

The Committee received and considered the confidential report of the Town Clerk in relation to the Landale Hall's tenant.

The Town Clerk advised that regrettably she had not had the time to further investigate options related to 51 Market Square.

**RECOMMENDED:** that the tenants be offered the following options:

- a) that they may have the entire area of storage requested on the condition that the annual rent is increased by £3, 000;
- b) that the rent stays at the current level and they may have half of the storage requested as currently happens;
- c) that in either case the lease be signed within 4 weeks;
- d) that if neither option is acceptable the tenant vacates the building.

F391 **OFFICER'S PROGRAMME OF WORKS**

The Committee received and considered the confidential report of the Town Clerk on the work schedule of Officers along with a spreadsheet detailing specific items.

A member commented that councillors should be prepared for officers to say "no" on occasion.

**RECOMMENDED:** that the report be noted and that the programme of works spreadsheet is circulated on a regular basis to members to ensure that they could assign suitable timeframes to works/projects.

**THE COUNCIL ADJOURNED FOR A MEETING OF THE PERSONNEL SUB COMMITTEE.**

*The Committee adjourned for a meeting of the Personnel Sub Committee.*

F392 **STAFFING MATTERS**

The Committee received and considered a verbal report of the Personnel Committee meeting held earlier that evening.

**RESOLVED:** that the verbal report of the meeting held earlier that evening be noted.

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The meeting closed at: 8.47 pm

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Chair