

OFFICERS PROGRAMME OF WORKS - POLICY, GOVERNANCE AND FINANCE COMMITTEE [25 NOVEMBER 2019] - AGENDA ITEM 5

Project/Activity	Lead Officer	Delivery Partners	Estimated Cost	Funding Secured	Estimated timescale	Comments/Details
Policy Governance & Finance						
Administration - Digital Archiving	Office Manager				2020	
Administration - Mapping of assets	Office Manager				2019	
Administration - Updating Asset Register	Office Manager				Dec-19	
Administration - Implementation of Modern Gov	Office Manager				Oct-19	Go live January 2020 cycle of meetings
Administration - Upgrade to Accounts Software	Office Manager/Town Clerk				Oct-19	
Administration - Review of Banking & Procedures	Town Clerk/Office Manager				Oct-19	Stay with Barclays
Administration/Policies - Electronic Banking - Update Financial Regs	Town Clerk					
Administration - Customer Standards	Office Manager				Dec-19	
Administration -Website compliance/Security Upgrades	Comms & Events Officer				Oct-19	All website needs to be compliant by sept 2020
Administration - Local Council Award Scheme NALC	Office Manager/DSO				2020	
Administration - GDPR annual review	Office Manager				2020	
Burials - Archiving of Burial Records	Cemteries/Projects Officer					
Budget setting 2020-21	Town Clerk				Nov-19	Defer to January 2020
Budget setting - Medium Financial Plan to fit with Council's strategy and its delivery	Town Clerk					
Contracts - Christmas Lights (Gala Lights)	O & E Officer/Town Clerk				Jan-20	Needs to be reviewd and option of further year
Contracts - Grounds Maintenance (Continental Landscapes)	O & E Officer/Town Clerk					
Contracts - General review	Office Manager				Dec-20	
Insurance - Farmers Close Amenity Area claim for fire damage	Town Clerk				Dec-20	
Policies - General Review	DSO				May-20	
Policies - Emergency Plan review	Office Manager	WODC/OCC			May-20	
Policies - Estates - Burial Policy Review	Cemeteries/Projects Officer				Dec-19	
Policies - Estates - Large Event Terms & Conditions Review	O & E Officer/Town Clerk				Nov-19	
Policies - Estates - Use of Pesticides	O & E Officer				Jan-20	Currently going through HGS & SC
Policies - Estates - G M Contract sports pitch specificatin (to include pesticide policy)	O & E Officer					
Standing Orders Review	Town Clerk				May-20	Based on NALC Model
Financial Reg Review (subject to electronic banking arrangements)	Town Clerk				May-20	Based on NALC Model
Legal Work - Allotments Association renewal	Town Clerk				Mar-18	Lease renewal due 01/04/2018
Legal Work - Tfr of land for Curbridge Allotments	Town Clerk					
Legal Work - Cemetery Lodge Tower Hill	Town Clerk				Jul-18	
Legal Work - Coffeeshed at Leys Recreation Ground	Town Clerk				Jul-18	With solicitor
Legal Work - Langdale Hall - Lease to ICE Centre (impasse on terms)	Town Clerk					With solicitor
Legal Work - Madley Park Hall - renew lease to full repairing	Town Clerk				May-18	Lease renewal due 01/06/2018
Legal Work - Play Area - Madley Park - Waterford Road - freehold transfer from WODC	Town Clerk					
Legal Work - Play Area - Madley Park - Cedar Drive refurb/teen zone/freehold from WODC	Town Clerk/O & E Officer			Residents Assoc.	2019/20	£10k grant to WODC
Legal Work - Park Road Play Area - Ownership	Town Clerk					
Legal Work - Raleigh Crescent Play Area - Payment and Legal Work (WODC)	Town Clerk					
Legal Work - Tennis Club West Witney	Town Clerk					
Legal Work - Town Hall - 51 Market Square	Town Clerk					
Legal Work - Town Hall - 51b & c Market Square lease/rent review	Town Clerk					
Legal Work - Town Hall - rent review/TH Charity	Town Clerk					
Legal Work - Unterhaching Park - legal agreement - land transfer	Town Clerk					
Legal Work - Windrush Cemetery - cemetery access/Mawle Trust	Town Clerk					
Legal Work - West Witney Sports & Social Club	Town Clerk					
Legal Work - West Witney Bowls Club	Town Clerk					
Legal Work - Woodgreen ownership	Town Clerk					
Corporate Risk Assessment - annual review	Town Clerk				Jan-20	