

FULL COUNCIL



Agenda Item: Committee Appointments & Representation on Outside Organisations

Meeting Date: Monday, 28 July 2025

Contact Officer: Deputy Town Clerk

The purpose of this report is for the Council to appoint Members to vacant Committee and outside organisation positions.

Background

Committee positions are reviewed at the Council's Annual Meeting; however, vacancies may arise during the year at the request of Members.

The Town Council also appoints representatives to serve on outside organisations. It is generally recommended that appointees serve until the Annual Council Meeting following the next ordinary election of Councillors (scheduled for May 2027). Nevertheless, requests for changes or new appointments may be brought to the Council for consideration throughout the year.

Current Situation

Committees

Parks & Recreation Committee

Councillor T Ashby has indicated his intention to step down from the Council's Parks & Recreation Committee. It is proposed that Councillor D Temple be appointed as his replacement.

Outside Bodies & External Organisations

Witney Flood Group

The Council has been informed that Councillor J Robertshaw will be stepping down as the Council's liaison to this group. It is proposed that Councillor D Temple be appointed as his replacement.

As a reminder to Members, the purpose of the Witney Flood Group as set out with the Charities Commission is as follows:

'For the benefit of the community the preservation of human life and property by working with other stakeholders to preserve, maintain, restore, and/or improve flood defences and flood protection measures and flood damage in the area of Witney, Oxfordshire.'

The Flood Group will invite the appointed liaison to meet with them as and when required and communicate invites for updates and send updates via email when necessary. They will be invited to specific sessions identified for WFG and WTC collaboration subjects only and will neither be an elected trustee nor observer at regular meetings to preserve the Group's independence.

Although representing the Council, the appointed liaison is not permitted to act ultra vires – commit the Council to any course of action. Issues or reports should be passed to the Council and vice versa via the normal democratic process. Updates should be provided, when possible at Full Council meetings.

The Henry Box Book Collection Trust

The Council has been advised that Mrs E. Duncan wishes to resign from her position as an elected trustee representing Witney Town Council on this organisation.

The objects of the charity, as outlined with the Charity Commission, shall be to 'promote the education of the public, through the maintenance, for the purposes of study, research and exhibition, of a collection of books and manuscripts known as the Henry Box Collection.'

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 – By formalising direct communications with the Witney Flood Group it will help the Council stay abreast of any issues which may arise regarding flooding within the town and assist with collaborative engagement.

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, and environmentally.

Financial implications

There are no financial implications.

Recommendations

Members are invited to note the report and;

1. Confirm the appointment of Councillor D Temple to the Parks & Recreation Committee.
2. Confirm the appointment of Councillor D Temple as Witney Town Council's Witney Flood Group Liaison.
3. Consider and nominate a Town Council trustee for the Henry Box Book Collection Trust.