

## ANNUAL COUNCIL



**Agenda Item:** Appointment of Standing Committees, Sub-Committees and Working Parties and the Election of Chairs

**Meeting Date:** Wednesday, 6<sup>th</sup> May 2026

**Contact Officer:** Deputy Town Clerk

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 9(i)(vii).

### Background

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

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	6 Members + Ex-officio Town Mayor & Leader
b) Planning & Development Committee	5 Members + Ex-officio Leader <i>This could be increased to 6 and include the Town Mayor ex-officio</i>
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 to f). <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
Climate Action Working Party	Currently elected: S Simpson, D Edwards-Hughes, D Enright, J Aitman, J Robertshaw  <i>Work ongoing.</i>
Pavilion Working Party	Currently elected: R Crouch, D Newcombe, R Smith, J Aitman, G Doughty  <i>Although this Working Group completed its task, Members may wish to consider leaving it in place for a further year.</i>
Witney: Past, Present & Future Working Party	Currently elected: J Treloar, R Crouch, G Meadows, A Mubin, J Robertshaw, R Smith  <i>Work ongoing.</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 2026/7 year as this issue is ongoing and with Local Government Reorganisation due in 2027/28.</i>

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

#### VJ & VE-Day 80<sup>th</sup> Anniversaries Task & Finish Group

This T&FG was retained in 2025 as the 80<sup>th</sup> Anniversary of VJ Day had yet to happen. It is suggested the T&F Group is disbanded as the work of the group has now completed.

### **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 (b to f), 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's be reaffirmed
7. that the VJ & VE-Day 80<sup>th</sup> Anniversaries Task and Finish group be officially disbanded.