

FULL COUNCIL



Agenda Item: Representation on Outside Organisations

Meeting Date: Monday, 13 July 2026

Contact Officer: Deputy Town Clerk

The purpose of this report is for the Council to appoint a member to a vacancy on an outside organisation.

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

Cogges Welfare Trust

The Council has been informed that Councillor J Aitman has stepped down as the Council's Trustee on this group, so they are seeking a replacement for a four-year term.

The Cogges Welfare Trust Charity maintains the charities property including the upkeep of the Witney Market Clock and Clock House. Remaining income is used for the relief of hardship etc. by the way of grants to people in need.

The Articles of Association for the representative state:

- 'The Trustees shall be persons who through residence, or occupation or employment, or otherwise have special knowledge of the area of benefit.'
- 'The person appointed may be but need not be a member of the Council.'

Witney Town Charity

The Charity has expressed its appreciation to the Town Council for nominating Mr Matthew Lee as a trustee to succeed Cllr J Aitman. The Charity has also indicated that it will consider opportunities for Cllr D Temple to support its work in the future. (minute no. 230, 6 May 2026 refers).

Witney Educational Foundation

The Registrar for the Foundation confirmed, following the Annual Council Meeting, that Mr C Woodward's term of office as a trustee had ended. The Foundation, therefore, expressed its appreciation for Mr Woodward's continued appointment as the Town Council's nominated trustee (minute no. 230, 6 May 2026 refers).

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.

- 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. Appoint a Town Council Trustee to the vacancy on Cogges Welfare Trust.
2. Note the thanks from Witney Town Charity in agreeing to their request to nominate a Trustee based on their proposal.
3. Note that WEF confirmed the term of office for Mr C Woodward has been renewed as a representative of the Town Council for a further 4-year term.