

ANNUAL MEETING OF THE WITNEY TOWN COUNCIL

Held on Wednesday 4 May 2016

At 7pm in the Council Chamber

Present

Councillor C Holliday (Elected Town Mayor)

Councillors: A K Beames D S Enright
 C Brown A D Harvey
 H W Chirgwin T J Morris
 P J Dorward L M Price
 J M Doughty C E Reynolds
 H B Eaglestone C K Woodward

Officers: Town Clerk Democratic Services Officer
 Responsible Finance Officer

Also present: 5 members of the public

200 **ELECTION OF TOWN MAYOR FOR 2016/17**

Unfortunately the retiring Mayor, Cllr King, had not been able to attend the meeting due to illness. As the Deputy Mayor, Cllr Holliday presided over the meeting, and asked for nominations for the position of Mayor. Cllr Morris nominated Cllr Holliday. There were no other nominations. All members were in favour.

RESOLVED: that Cllr Chris Holliday be elected Town Mayor for the ensuing municipal year.

The Town Clerk advised that the Declaration of Acceptance of Office would be signed following the meeting.

Cllr Morris wanted to thank the retiring Mayor in his absence. He thought he had served the town well and could not recall seeing such a long list of events attended. All members agreed and asked for their thanks to be recorded.

201 **ELECTION OF DEPUTY MAYOR FOR 2016/17**

Cllr Brown proposed the nomination of Councillor Woodward as Deputy Town Mayor. Cllr Mrs Reynolds seconded the nomination. All were in favour. There were no other nominations.

RESOLVED: that Cllr C Woodward be elected Deputy Town Mayor for the ensuing municipal year.

The Town Clerk advised that the Declaration of Acceptance of Office would be signed following the meeting.

202 **ELECTION OF LEADER OF THE COUNCIL FOR 2016/17**

Cllr Mrs Reynolds proposed the nomination of Cllr Morris as Leader of the Council. All were in favour. There were no other nominations.

RESOLVED: that Cllr T Morris be elected as Leader of the Council for the ensuing municipal year.

203 **ELECTION OF DEPUTY LEADER OF THE COUNCIL FOR 2016/17**

Cllr Morris proposed the nomination of Cllr Woodward as Deputy Leader of the Council. All were in favour. There were no other nominations.

RESOLVED: that Cllr C Woodward be elected as Leader of the Council for the ensuing municipal year.

204 **APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllrs Bartington, Churchill, King and Temple. The Town Clerk reminded Members that apologies should be sent to the Town Hall and not via other Councillors.

205 **DECLARATIONS OF INTEREST**

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

206 **TIMETABLE OF MEETINGS FOR THE MUNICIPAL YEAR 2016/17**

The Council considered the timetable of meetings for the forthcoming year, as circulated with the agenda. The Town Clerk pointed out that the last Traffic Advisory Committee meeting was scheduled for 21 March 2017 and not 2016.

RESOLVED: that the timetable of meetings be approved.

207 **MINUTES**

RESOLVED: to confirm as a correct record the minutes of the following meetings for signature by the Chairman:

- a. Ordinary meeting held on 23 March 2016
- b. Extra Ordinary meeting held on 18 April 2016

MATTERS ARISING: Ordinary Meeting held on 23 March 2016

Minute 154(d) – The Town Clerk updated Members on the repairs to the Church pillars. An interim faculty had now been granted and the work would be carried out by the stonemason on 11/12 May.

Minute 160 – Further to the correspondence regarding the Unitary bids, the Town Clerk circulated a letter from WODC – A Better Deal for Oxfordshire – concerning unitary governance. A study was taking place to find the unitary model which would best suit Oxfordshire and stakeholders' views were being sought. There was no closing date for the comments to be submitted by but the study was expected to be completed by the end of June so the Town Clerk expected that there was not much time to return comments. She would bring this back to a future meeting.

MATTERS ARISING: Extra Ordinary Meeting held on 18 April 2016

Minute 173 – The Town Clerk had an update on the Corn Exchange Trust’s position and she was trying to organise a further meeting. She wanted to give the Council an update on the planning application for the Langdale Hall and suggested that this should be done in confidential session at the end of the meeting.

208 **APPOINTMENT OF MEMBERS TO STANDING COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND ELECTION OF CHAIRMEN**

Members considered the appointment of standing committees and sub committees as indicated in the Town Clerk’s report, copies of which had been circulated with the agenda.

RESOLVED:

- 1) that the constitution and arrangements of standing committees, sub-committees and working parties as indicated in the report be approved.
- 2) that the membership of the standing committees, sub committees and working parties be detailed as below:

Planning & Development Committee

A K Beames	C Holliday	C E Reynolds
H W Chirgwin	J S King	D Temple
P J Dorward	T J Morris	

Amenities Committee

S E Bartington	C Holliday	D Temple
P J Dorward	J S King	L M Price
H B Eaglestone	T J Morris	

Community Services Committee

C Brown	D S Enright	D Temple
H W Chirgwin	C Holliday	C K Woodward
J M Doughty	T J Morris	

Councillors considered the appointment of Chairmen of the above Standing Committees, with only those Members on each individual Committee being allowed to vote in each instance, if necessary.

RESOLVED: that the following Councillors be appointed Chairman of the Committees as indicated:

Planning & Development Committee	-	A K Beames
Amenities Committee	-	S E Bartington
Community Services	-	C K Woodward

209 **MEMBERSHIP & CHAIRMEN OF POLICY & RESOURCES COMMITTEE, PERSONNEL SUB-COMMITTEE, SUB-COMMITTEES AND WORKING PARTIES**

Arising from the election of Chairmen to the above Standing Committees, who would therefore serve on the Policy & Resources Committee, it was now necessary to appoint two further Members to serve on that Committee.

RESOLVED:

1) that Councillors C Brown and A D Harvey be appointed as members of the Policy & Resources Committee.

2) that the membership of the Policy and Resources Committee be as follows:

S E Bartington	A K Beames	C Brown
A D Harvey	C E Reynolds	C K Woodward
C Holliday	T J Morris	

3) that Council policy is formally changed to record that the Mayor does not automatically chair the Policy and Resources Committee and Personnel Sub Committee.

4) that Cllr Morris be elected as Chairman of the Policy and Resources Committee for the ensuing municipal year. The Mayor and Leader are to serve in an ex officio capacity with full voting rights.

5) that the membership of the Personnel Sub-Committee, being the Mayor, Leader and Chairmen of the Council’s standing committees, plus any Member with particular experience, be as follows:

S E Bartington	A K Beames	C K Woodward
A D Harvey	C E Reynolds	C Holliday
T J Morris		

6) that the delegation of authority previously given to the Personnel Sub-Committee in the resolution of staffing issues, be continued

7) that Cllr C E Reynolds be appointed Chairman of the Personnel Sub-Committee

8) Other Working Parties

Membership was agreed as follows, with the Chairman to be elected at the next meeting of each Sub-Committee and Working Party. The Mayor and Leader were also proposed as Ex-Officio to all Sub-Committee and Working Parties.

Cemeteries and Closed Churchyards Sub Committee

S E Bartington	B J Churchill	H W Chirgwin
C Brown	D S T Enright	

West Witney Sports Ground Sub Committee

S E Bartington	P J Dorward	B J Churchill
C Brown	C E Reynolds	

Public Halls Sub Committee

S E Bartington	B J Churchill	H W Chirgwin
C Brown	P J Dorward	C K Woodward

Communications Steering Group

A D Harvey	T J Morris	J S King
C Holliday	C K Woodward	

Town Planning and Infrastructure Working Party

A K Beames	C Holliday	J M Doughty
P J Dorward	T J Morris	C K Woodward

BMX/Skatepark Working Party

S E Bartington	C Holliday	P J Dorward
L Price	D Temple	

Christmas Lights Working Party

A K Beames	L M Price	J S King
C Brown	C K Woodward	

WW1 Working Party

H W Chirgwin	J S King	C Holliday
H B Eaglestone	C K Woodward	

Witney In Bloom Working Party

B J Churchill	L M Price	J S King
J M Doughty	C K Woodward	

Consultation Working Party

A D Harvey	T J Morris	
C Holliday	C K Woodward	

Budget/Medium Term Financial Strategy Working Party

A D Harvey	T J Morris	
C Holliday	C K Woodward	

Disciplinary and Grievance Working Party

H W Chirgwin H B Eaglestone

J M Doughty

210 **APPOINTMENTS OF REPRESENTATIVES/NOMINEES TO ADVISORY COMMITTEES AND OUTSIDE ORGANISATIONS**a) Representatives

The Council considered the Town Clerk's report, which had been circulated with the agenda and detailed the requirement of representatives on other committees and outside organisations.

It was suggested at the beginning of this term of office in 2015 that in order to offer continuity Members would hold these positions for the 4 year tenure. The purpose of the Town Clerk's report was to ensure Members wished to continue in these positions – with the exception to the positions held by the Mayor as ex-officio.

RESOLVED: that the following appointments continue for the current term of office:

Witney Traffic Advisory Committee	-	A K Beames B J Churchill J S King H W Chirgwin
Oxfordshire Association of Local Councils	-	H B Eaglestone
West Witney Sports & Social Club	-	C Brown B J Churchill
Witney Town Band	-	C Holliday
Witney & District Twinning Association	-	C Holliday (Ex-Officio) P J Dorward J M Doughty
West Oxfordshire Museum Centre	-	P J Dorward
St Mary's Church Preservation Trust	-	C Holliday (as Mayor)
CCTV Management Group	-	C Holliday
West Oxon Safer Communities Partnership	-	C E Reynolds
Volunteer Link Up	-	S E Bartington
President of No.2120 (Witney Squadron) ATC	-	C Holliday (as Mayor)
Witney NAG	-	C E Reynolds
RAF Brize Norton Local Consultation Working Group		P J Dorward
Witney Allotment Association	-	D S T Enright

b) Nominees

The terms of office of Town Council nominees to other organisations were determined by the relevant bodies and the Council was requested to make further nominations as and when vacancies occurred.

Details of current representation were included in the Town Clerk’s report, which advised that the Council was required to make two nominations to the Witney Town Charity, and nominations to the Witney Educational Foundation, and Cogges Welfare Trust. The current nominees on the Witney Educational Foundation and Cogges Welfare Trust had confirmed that they were happy to continue with their positions if the Council wished it.

RESOLVED:

- 1) that in regard to Witney Town Charity, J M Doughty replaces A K Beames and H W Chirgwin replaces D A Snow
- 2) that Mr R W Barton continues for a further 4 years on the Witney Educational Foundation from May 2016
- 3) that Mrs Paula Richardson continues for a further 4 years from September 2016, and Cllr H Chirgwin replaces R Curry.

211 REVIEW OF ANY DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORTIES

RESOLVED: the following delegations were reaffirmed:

1. GROUNDS MAINTENANCE TENDER Delegation to the Mayor, Cllrs Morris and Woodward (Cllr Reynolds to substitute).

Cllr Harvey declared an interest in this item as he was portfolio holder for the Environment at WODC and it might wish to tender for the contract.

2. CHRISTMAS LIGHTS DISPLAY TENDER Delegation to the Mayor, Cllrs Chirgwin, Morris and Reynolds.

212 REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES

The Council received and considered the report of the Town Clerk. The terms of reference formed part of the standing orders.

RESOLVED: that the terms of reference for committees be approved.

213 APPOINTMENT OF ANY NEW COMMITTEES

The Leader proposed the following working parties – Public Transportation Working Party and Oxlease Play Area Working Party.

RESOLVED: that the membership of the aforementioned working parties be as detailed below:-

Public Transport Working Party

- | | |
|----------------|---|
| S E Bartington | T J Morris |
| H W Chirgwin | L M Price |
| B J Churchill | David Miles (Town Transport Representative) |
| D S T Enright | David Bates (Madley Park residents Association) |

Oxlease Play Area Working Party

- | | |
|----------------|------------|
| S E Bartington | A D Harvey |
| B J Churchill | D Temple |

214 **REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

RESOLVED: that the standing orders and financial regulations as previously circulated are adopted.

215 **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.

216 **LANGDALE HALL**

The Town Clerk updated members on the current status of the planning application and other matters in respect of the Langdale Hall.

RESOLVED: that the confidential verbal update be noted.

The meeting closed at 7.25pm.

Chair.