

RECOMMENDED:

1. that the report be noted;
2. that the bank reconciliations and statements be noted;
3. that the following schedule of accounts be approved:

Cheque No.s	In the sum of:	Account
Cheques 30720 to 30778 and DD	£77,439.47	Imprest
Cheques 101038, DD, Transfer and Standing Orders	£682, 903.68	General
Cheques 30779 to 30795	£46,203.38	Imprest
Cheques 101039 to 101042 and DD/Standing orders	£194,940.55	General

F034 FINANCIAL REPORT

The Committee received and considered the report of the RFO as circulated with the agenda. She highlighted the spending committee’s recent decisions. A member asked if the money for sports pitches had to be found but it was confirmed that it would fall within the current budgets.

Members discussed the advantages of procuring the Pear Technology mapping system. It was queried if the Town Council could access and share the system at WODC but this would not be a realistic possibility and could cost more. It was decided that it would be a very good system to have.

There was also a substantive discussion on whether the Town Council should insure against terrorism. It was decided that more information about exactly what this would cover was required before a decision could be made.

RECOMMENDED:

1. that the report be noted;
2. that the recommendations of the Amenities Committee be agreed;
3. that the recommendations of the Community Services Committee be agreed;
4. that the PEAR Technology quote for mapping be accepted;
5. that more information on terrorism insurance be obtained with guidance from NALC and brought back for consideration;

6. that the negotiation of insurance renewal is delegated to officers under Financial Regulations.

F035 **SMALLER AUTHORITIES AUDIT APPOINTMENTS SAAA (LTD) – APPOINTMENT OF EXTERNAL AUDITORS**

The Committee received and considered the report of the RFO as circulated with the agenda.

RECOMMENDED: that the report be noted.

F036 **PRECEPT CAPPING & REFERENDUM PRINCIPLES**

The Committee received and considered communications from NALC in respect of the outcome on capping and referendum principles. Members were pleased that for the current year this would not apply to town and parish Councils, however it noted the caution that increases were being monitored and the situation would be reviewed again in due course.

RECOMMENDED: that the report be noted.

F037 **ANNUAL TOWN MEETING**

The Committee received and considered the report of the Town Clerk as circulated with the agenda.

There followed a discussion on the Annual Town Meeting which was in fact a meeting of the electorate facilitated by the Town Council. Members were keen to engage more with the public and deliberated various ideas.

RECOMMENDED:

1. that the report be noted;
2. that town and district councillors and the local MP be invited to attend the meeting;
3. that the Chairmen of each respective committee write a succinct report which will be précised by the Mayor in his address (*and not read out by the Chairman as part of the meeting*) – copies of the reports would be put on every seat;
4. that the meeting is advertised on Facebook and Twitter and the app;
5. that representatives from the Police be invited to attend the meeting;
6. that part 2 of the meeting is formed of break out groups around the room – each committee and respective Chairmen would have a station and the public could go to speak to them and ask any questions;
7. that the questionnaire from last year be reissued;
8. that refreshments are offered by the RAFA fundraising group – the Council would provide £50 grant for them to purchase supplies.

F038 DISCRETIONARY GRANT APPLICATIONS

The Committee received and considered the report of the RFO as circulated with the agenda. There were no formal applications but a request to hold fundraising coffee mornings in the Corn Exchange and also a request for the Corn exchange to host a meeting of the Community Led Plan. Both items could be financed from the subsidised lettings budget.

The Committee also noted letters of thanks from previous grant applicants – CAB, Witney Woodland Volunteers, Lunchtime Recitals, Witney Music Society and Volunteer Link Up.

RECOMMENDED:

1. that the report be noted;
2. that the RAF Association be granted free use of the Corn Exchange for Coffee mornings for a period of 3 months to be reviewed every quarter in line with other organisations – this would be granted from the subsidised lettings budget;
3. that the Community Led Plan be granted one session of free hire of the Corn exchange, to be covered by the Subsidised lettings budget.

F039 COMMITTEE STRUCTURE AND CALENDAR OF MEETINGS 2017/18 MUNICIPAL YEAR

The Committee received and considered the report of the Town Clerk and a draft calendar of meetings as circulated with the agenda. All were in favour of this but asked that the Town Infrastructure Working Party be disbanded as there would now be a Community Led Plan.

RECOMMENDED:

1. that the report be noted;
2. that the Committee structure as presented be approved subject to the removal of the Town Infrastructure Working Party which should be disbanded;
3. that the calendar of meetings for the municipal year 2017/18 as presented be adopted;

F040 LOCAL COUNCIL AWARD SCHEME

Members received and considered the report of the Town Clerk on the Local Council Award Scheme as circulated with the agenda, and discussed the benefits of having the award versus the cost.

RECOMMENDED:

1. that the report be noted;
2. that once the Town Clerk was confident that all the requirements to gain the Quality Gold Award were in place, she should apply for the award.

F041 **DRAFT PUBLIC SERVICE OMBUDSMAN BILL**

The Committee received and considered correspondence from OALC and NALC regarding the extension of the Ombudsman to cover Town and Parish Councils as circulated with the agenda.

RECOMMENDED: that the correspondence be noted.

F042 **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.

F043 **GROUNDS MAINTENANCE CONTRACT**

The Committee received and considered a report from the Town Clerk on confidential matters relating to the Grounds Maintenance Contract as circulated prior to the meeting.

RECOMMENDED: that the report be noted

F044 **OXLEASE PROJECT**

The Committee received and considered a report from the Town Clerk on confidential matters relating to the Oxlease project in terms of financial and policy implications as circulated prior to the meeting. Members applauded Cllr Bartington's fundraising efforts.

RECOMMENDED:

1. that the confidential report be noted;
2. that Witney Town Council should be the lead organisation for the project
3. that as such the VAT status of the project and the additional financial implications be acknowledged;
4. that Nicole O'Donnell from OPFA be appointed in writing as a professional project manager for the project and that a fixed fee is sought.
5. that the Town Council covers the cost of the project manager and the play equipment from its budget including the WREN grant (meaning the play equipment would need to be scaled back to fit the budget) and that the Cogges Meadow Park Group covers the gym equipment and its installation from their funds.

Cllr Holliday left the meeting at 7.58pm

F045 **PROPERTY MATTERS**

The Committee received and considered a confidential report from the Town Clerk on matters relating to its tenanted property and an update on the Langdale Hall.

RECOMMENDED:

1. that the report be noted
2. that any further negotiations and work required on 51 Market Square be delegated to the Town Clerk in order to progress matters swiftly.

**The Committee adjourned for a meeting of the Personnel Sub Committee
and the Town Clerk left the meeting at 8pm**

F046 **STAFFING MATTERS**

The Committee received and considered a verbal report of the meeting held earlier that evening and the minutes of the meeting held on 14 December 2016 as circulated with the agenda.

RECOMMENDED: that the report be noted and recommendations contained therein approved.

The meeting closed at 8.26pm.

Chairman