

POLICY AND RESOURCES COMMITTEE

Held on Monday 13 June 2016

At 6pm in the Council Chamber, Town Hall

Present:

Councillor: T Morris (Chairman)

Councillors:	C Brown	C Holliday
	C E Reynolds	S E Bartington
	D Harvey	A K Beames
	C K Woodward	
Officers:	Town Clerk	RFO
Also present:	1 member of the public	

F285 APOLOGIES FOR ABSENCE

There were no apologies for absence.

Cllr Bartington joined the meeting at 6.07pm.

F286 DECLARATIONS OF INTEREST

Cllr Woodward declared non pecuniary interests as he was a member of the Corn Exchange Witney Trust.

F287 ELECTION OF VICE CHAIRMAN

RESOLVED: that Cllr Mrs C Reynolds be elected Vice Chairman of the Committee for the ensuing municipal year.

F288 MINUTES

- a) **RESOLVED** to confirm and adopt the minutes of the meetings held on 14 March 2016, 23 March 2016 and 31 May 2016 as a correct record, to be signed by the Chairman.
- b) **MATTERS ARISING:** there were no matters arising from the minutes of the meetings held on the 14 March 2016, 23 March 2016 and 31 May 2016.

F289 PUBLIC PARTICIPATION

There was one member of the public in attendance who did not wish to speak.

F290 PAYMENT OF ACCOUNTS

The Committee received and considered the report of the RFO and the schedule of accounts paid, bank statements and bank reconciliations.

RECOMMENDED:

1. that the report be noted;
2. that the bank reconciliations and statements as presented be agreed;
3. that the schedule of accounts as detailed be signed:-

Cheque No	In the sum of:	Account
Cheques 30323 to 30361 and DD	£65113.91	Imprest
Cheques 101024, DD and Standing orders	£33692.71	General
Cheques 30362 to 30429 and DD	£78136.95	Imprest
Cheques 101025 to 101029 and DD/Standing orders	£98762.90	General

F291 **FINANCIAL REPORT**

The Committee received and considered the report of the RFO. She summarised the financial implications of decisions made by the spending committees as detailed in her report.

The Town Clerk also reported on the financial implications from the Public Halls Sub-Committee held on 7 June 2016 as follows:

- Corn Exchange – installation of hearing loop – accepted the quote from Action For Hearing Loss of £1600
- Corn Exchange – lift – this has been serviced and though described as clean and serviceable the recommendation was it would need to be replaced. The Works team will carry out some remedial work and the ongoing use risk accessed by the Facilities Manager. The replacement of the lift was always planned in phase two of the restoration of the Corn Exchange.
- Corn Exchange – that the request from the Corn Exchange Witney Trust for ongoing funding as detailed in the business plan was supported by agreeing the five year plan for funding from the Council with a total value of £180K. These monies to be drawn down quarterly on request with supporting evidence.
- West Witney Church – that the special hire charge arrangement be reviewed with a report back to Public Halls by the Facilities Manager.

The last update was on the Public Transportation Working Party where an initial budget of £10k had been agreed for 2016-17 to set up a replacement service for the town buses that were being withdrawn due to OCC cuts in subsidies. The funding for future years would be considered in the budget process for 17-18 and 18-19. However the Chairman of the working party pointed out that she was looking into partnership funding and grant opportunities. The RFO gave a confidential verbal report on the court action, as detailed in the confidential appendix attached. The RFO was congratulated on achieving the outcome.

RECOMMENDED:

1. that the RFO's report be noted;
2. that the recommendations from the Amenities Committee be agreed;
3. that the recommendations from the Community Services Committee be agreed;
4. that the recommendations from the Public Halls Sub Committee be agreed;
5. that the RFO archive the projects highlighted in yellow on the Capital and Special Projects Update report.

F292 INTERNAL AUDIT REPORT

The Committee received and considered the final report from the Internal Auditor for 2015/16 as circulated with the agenda.

RECOMMENDED: that the report be noted with thanks to the officers for another outstanding report.

F293 NOTICE OF ANNUAL AUDIT OF ACCOUNTS FOR THE YEAR ENDING

The Committee received and considered the report prepared by the RFO, along with correspondence from the Council's External Auditors BDO LLP, confirming this year's audit date.

RECOMMENDED: that the report and correspondence be noted.

F294 ACCOUNTS AND AUDIT (ENGLAND) REGULATIONS 2011 – ANNUAL RETURN 2015/16

Members received and considered the Annual Return and Financial Statements for 2015/16 prepared by DCK Beavers Ltd as circulated with the agenda.

A Member pointed out that there were three Councillors not listed on page 3 of the accounts, as well as the Leader being designated as Deputy Town Mayor.

RECOMMENDED: that, subject to the above amendment, the Annual Return and Financial Statements for 2015/16 be presented to full Council for adoption.

F295 ANNUAL INVESTMENT STRATEGY – REPORT AND STATEMENT

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

RECOMMENDED:

1. that the report be noted;

2. that the current investment in secure banks be approved and that the Town Clerk/RFO continues to monitor interest rates to ensure that the Council receives the most advantageous interest rates;
3. that the Annual Investment Strategy 2016/17 as circulated be formally approved by the Committee.

F296 DISCRETIONARY GRANT APPLICATIONS

The Committee received and considered the report of the Democratic Services Officer as circulated with the agenda.

RECOMMENDED:

1. that the report be noted;
2. that the following grant be awarded:

Organisation	Amount
Base 33	£100

and that the award of the above grant be made under the power of first resort – the General Power of Competence.

3. that the following subsidized letting be approved:

Organisation	Amount
Ditto	2 months hire FOC

4. that recipients be asked to acknowledge the Town Council’s support on their literature;
5. that a press release be issued advising of grant support given by the Town Council.

CLlr C Holliday left the meeting at 6.35pm

F297 POLICY ON OPERATING DRONES ON COUNCIL OWNED LAND

The Committee received and considered the report of the Facilities Manager which included suggested wording for a policy on operating drones from Town Council land and also zero tolerance. The Town Clerk reminded Members how this request had come about.

Members considered it to be difficult to enforce a zero tolerance to drone usage on Council land. Therefore a clear policy was necessary though members did not feel they had the expertise to comment on the policy. The Town Clerk pointed out that she was aware CLlr Dorward had expertise in this area. Members suggested that he be asked by the Town Clerk to review the policy once redrafted.

RECOMMENDED:

1. that the Facilities Manager’s report be noted;

2. that the Council agrees to drone usage with the policy being redrafted so it is in a similar format to other Council policies and reviewed by Cllr Dorward;
3. that the policy, once implemented, be reviewed again after 6 months;
4. that consideration be given to sharing the document with WODC once the policy has been redrafted.

The member of the public left the meeting.

F298 **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.

F299 **LANGDALE HALL**

The Committee received a confidential verbal report from the Town Clerk details of which are contained in the attached confidential appendix.

RECOMMENDED:

1. that the confidential verbal report be noted;
2. that the Town Clerk is instructed to take the action as set out in the confidential appendix attached.

The Committee adjourned for the meeting of the Personnel Sub-Committee at 6.55pm. Minute ref S300-S304 refers. The meeting reconvened at 7.17pm

F305 **STAFFING MATTERS**

The Committee received a confidential verbal report of the Personnel Sub Committee held earlier that evening.

RECOMMENDED: that the confidential verbal report be noted and recommendations contained therein agreed.

The meeting closed at 7.18pm.

Chairman