

Witney Town Council

Mrs Sharon Groth PSLCC ACMI
Town Clerk

Cllr Chris Woodward
Mayor of Witney



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Our Ref: A4/4

29 January 2018

To : Members of the Policy and Resources Committee - *Cllrs T J Morris, S E Bartington, A K Beames, P J Dorward, A D Harvey, C Holliday, C E Reynolds and C K Woodward (and all other Town Councillors for information)*

You are hereby summonsed to a Meeting of the **POLICY AND RESOURCES COMMITTEE** to be held in the Council Chamber, Town Hall, Witney on **MONDAY 5 FEBRUARY 2018** at **6pm** for the transaction of the business stated below.

RECORDING OF MEETINGS

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography. As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

AGENDA

1. **APOLOGIES FOR ABSENCE** – To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Democratic Services Officer (nicky.cayley@witney-tc.gov.uk) prior to the meeting, stating the reason for absence.

*Standing Order 30(a)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.*

2. **DECLARATIONS OF INTEREST** – Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.
3. **MINUTES**
 - a) To adopt and sign as a correct record the minutes of the meeting held on 20 November 2017 (enclosed) and the minutes of the Special Policy and Resources Committee held on 8 January 2018 (enclosed)
 - b) Matters arising from the minutes
4. **PUBLIC PARTICIPATION** – Members of the public are welcome to attend the meeting. Any member of the public who so wishes may speak, at this point in the meeting, for a maximum of five minutes on any matter relating to an item on the agenda
5. **PAYMENT OF ACCOUNTS**

To receive and consider the schedule of accounts paid and bank reconciliations (copy enclosed)

6. **FINANCIAL REPORT**

To receive and consider the report of the Responsible Financial Officer (enclosed)

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

To receive and consider the report of the Responsible Financial Officer (enclosed)

8. **SECOND INTERIM INTERNAL AUDIT REPORT**

To receive and consider the second interim internal audit report (enclosed)

9. **PRECEPT CAPPING & REFERENDUM PRINCIPLES**

To receive communication from NALC in respect of the outcome of the consultation on capping and referendum principles (correspondence enclosed)

10. **ANNUAL TOWN MEETING**

To receive and consider the report of the Town Clerk (enclosed)

11. **DISCRETIONARY GRANT APPLICATIONS & SUBSIDISED LETTINGS**

- a. To receive and consider the report of the RFO (copy enclosed)
- b. To note the correspondence from Witney Methodist Church and Witney and District Twinning Association (enclosed)

12. **COMMITTEE STRUCTURE & CALENDAR OF MEETINGS 2018/19 MUNICIPAL YEAR**

To receive and consider the report of the Town Clerk (enclosed)

13. **GENERAL DATA PROTECTION REGULATION/DATA PROTECTION BILL 2017**

To receive and consider the report of the Administrator (enclosed)

14. **EXCLUSION OF PRESS AND PUBLIC** – To consider and if appropriate, to pass the following resolution

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

The Committee will adjourn for the meeting of the Personnel Sub-Committee

15. **STAFFING MATTERS**

To receive a verbal report from the meeting held earlier this evening, and agree any recommendations contained therein.



Town Clerk