

POLICY AND RESOURCES COMMITTEE

Held on Monday 5 February 2018

At 6pm in the Council Chamber, Town Hall

Present:

Councillor: T J Morris (Chairman)

Councillors: S E Bartington C Holliday
A K Beames C E Reynolds
B J Churchill (sub A D Harvey) C K Woodward
P J Dorward

Officers: Town Clerk RFO
Democratic Services Officer

F067 **APOLOGIES FOR ABSENCE**

An apology for his absence was received from Cllr A D Harvey.

F068 **DECLARATIONS OF INTEREST**

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

F069 **MINUTES**

- a) **RESOLVED:** to confirm the minutes of the meeting held on 20 November and the Special meeting held on 8 January 2017 to be signed by the Chairman.
- b) **MATTERS ARISING:** there were no matters arising from the minutes to be discussed at the meeting.

F070 **PUBLIC PARTICIPATION**

There were no members of the public present for this meeting.

F071 **PAYMENT OF ACCOUNTS**

The Committee received and considered the report of the RFO as circulated with the agenda. A member asked if payments to dual energy covered all properties. The RFO confirmed that this was correct.

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 31297 to 31364 and DD	£110,018.77	Imprest
DD, Cheque 101065 and Standing orders	£89,273.31	General
Cheques 31365 to 31396, BACS and DD	£81,494.54	Imprest
Cheques 101066 and 101067, DD/Standing orders	£ 717,099.17	General

F072 **FINANCIAL REPORT**

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

A quote for a new irrigation system at West Witney Sports Ground was tabled at the meeting. As the clubs were refusing to fix their system the alternate option was for the Council to install its own system and charge an increased rent to the clubs. A member queried what would happen if the bowls clubs refused to remove their equipment. The Town Clerk replied that as the lease would be up for renewal with West Witney Bowls Club, there would be the option not to renew it, but Witney Mills did not have a lease – that club, however, was more amendable to the proposed takeover of the system by the Town Council. The green had suffered from the current situation. Members agreed that it would be useful to know how much the on-going maintenance of a new system would be in order to work out an increase in rental to the clubs.

The Town Clerk drew members' attention to the item dealing with repair of the railway bridge at the Lake and Country Park. The Council's insurers had advised to remove the warning signage as this attracted trespasses and compromised the Council's liability. She reported that the Operations and Estates Officer and the Foreman were working on repairs as a matter of urgency. As materials were being reutilised it was thought this would be at a minimal cost to the Council.

The RFO drew members' attention to the quote for the staircase at West Witney Sports Ground, for which the Sports and Social Club was asking for a contribution. Members agreed that they should apply for a grant in the normal way.

RECOMMENDED:

1. that the report be noted;
2. that the recommendations from the Estate Management Committee be agreed;
3. that the recommendations from the Sport and Recreation Committee and its working parties be agreed;

4. that the recommendations from the Community Services Committee be agreed;
5. that the ongoing maintenance cost for the new irrigation system for the bowling greens at West Witney be brought back to Committee;
6. that the Operations and Estates Officer writes to the Bowls Clubs stating the Council's position;
7. that West Witney Sports and Social Club be advised to apply for funding for the staircase via the normal grants process.

F073 **SMALLER AUTHORITIES AUDIT APPOINTMENTS (SAAA) LTD – APPOINTMENT OF EXTERNAL AUDITORS**

The Committee received and considered the correspondence on the appointment of external auditors to the Council, as circulated with the agenda. Moore Stephens had been appointed as the External Auditor for Oxfordshire Councils.

RECOMMENDED: that the report be noted.

F074 **SECOND INTERIM INTERNAL AUDIT REPORT**

The Committee received and considered the second interim internal audit report as circulated with the agenda. The Committee congratulated officers on another clean audit.

RECOMMENDED: that the second interim internal audit report be noted.

F075 **PRECEPT CAPPING AND REFERENDUM PRINCIPLES**

The Committee received and considered communication from NALC in respect of the outcome of the consultation on capping and referendum principles.

RECOMMENDED: that the communication from NALC be noted.

F076 **ANNUAL TOWN MEETING**

The Committee received and considered the report of the Town Clerk on the format of the Annual Town Meeting. All thought last year's meeting had worked well and were keen to repeat the same format.

RECOMMENDED:

1. that the report be noted;
2. that District and County Councillors be invited to attend and participate in the meeting;
3. that reports are to be compiled by Committee Chairman and left on tables, and the Mayor presents one report at the meeting;
4. that the meeting is advertised in the Witney Gazette as required by statute and that large posters are put on the Town Council's notice boards;

5. that Thames Valley Police be invited to participate in the meeting;
6. that there is a part 2 to the evening where the public can speak to councillors at designated tables;
7. that a charity group is approached to offer refreshments for the evening.

F077 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 grants be made:
 - Oxfordshire Association for the Blind - £300
3. That the application from Eynrych is declined and that they be advised to apply to the County Council's Community Grant Scheme;
4. that the following annual grants for 2017/18 be paid over:
 - West Oxfordshire C.A.B £1,000
 - Volunteer Link-Up £500
5. that West Oxfordshire Community Transport be given free retrospective hire of the Corn Exchange - £80 from subsidised lettings budget;
6. that the grants be made under the General Power of Competence.

F078 COMMITTEE STRUCTURE AND CALENDAR OF MEETINGS 2018/19 MUNICIPAL YEAR

The Committee received and considered the report of the Town Clerk.

RECOMMENDED: that the Committee structure and calendar of meeting for 2018/19 municipal year be adopted.

F079 GENERAL DATA PROTECTION REGULATION/DATA PROTECTION BILL 2017

The Committee received and considered the report of the Town Clerk as circulated with the agenda. Currently there was some confusion on whether the Town Clerk could legally be the Data Protection Officer. The Town Clerk would be attending further training run by OALC in March.

Members were interested in asking WODC if it would be the Data Protection Officer for all parishes in return for some financial contribution. The Town Clerk would speak to the relevant officer at WODC.

RECOMMENDED:

1. that the report be noted;
2. that Town Clerk speaks to the relevant officer at WODC to see if it would consider being the Data Protection Officer for all parishes.

F080 **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.

The Committee adjourned for a meeting of the Personnel Sub Committee at 6.45pm, the Democratic Services Officer left the meeting . The meeting reconvened at 7.05pm

F087 **STAFFING MATTERS**

The Committee received and considered a verbal report of the meeting held earlier that evening.

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

The meeting closed at 7.06pm

Chairman