

# Witney Town Council

Mrs Sharon Groth FSLCC ACMI  
Town Clerk

Cllr Chris Woodward  
Mayor of Witney



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Our Ref: A4/4

3 April 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 9 APRIL 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](mailto: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 5 February 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. **INTERNAL AUDIT REPORT**

To receive and consider the internal audit report (enclosed)

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

- a. To receive and consider the report of the DSO (copy enclosed)
- b. To note the correspondence from Oxfordshire Association for the Blind and Citizens Advice West Oxfordshire (enclosed)

8. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2017/18**

To consider and note the enclosed correspondence from Moore Stephens in respect of the Council's annual audit for year ending 31 March 2018 (enclosed)

9. **FINANCE REPORT**

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

10. **UPDATE ON GDPR**

To receive a verbal update from the Town Clerk

11. **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**

12. **STAFFING MATTERS**

To receive and consider the minutes of the Personnel Sub-Committee meetings held on 14 December 2016 (enclosed) and receive a verbal report from the meeting held earlier this evening, and agree any recommendations contained therein.



Town Clerk