

**POLICY AND RESOURCES COMMITTEE**

**Held on Monday 9 April 2018**

**At 6pm in the Council Chamber, Town Hall**

**Present:**

Councillor: T J Morris (Chairman)

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

Officers: Town Clerk RFO  
Democratic Services Officer

F165 **APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllrs, Bartington, Harvey and Woodward.

F166 **DECLARATIONS OF INTEREST**

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

F167 **MINUTES**

a) **RESOLVED:** to confirm the minutes of the meeting held on 5 February 2018 to be signed by the Chairman.

b) **MATTERS ARISING:** there were no matters arising from the minutes to be discussed at the meeting.

F168 **PUBLIC PARTICIPATION**

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

F169 **PAYMENT OF ACCOUNTS**

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

**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:

<b>Cheque No's</b>	<b>In the sum of:</b>	<b>Account</b>
Cheques 31397 to 31444 and 31450 and DD	£65,583.52	Imprest
DD, Cheque 101068 to 101073 and Standing orders	£91,949.79	General
Cheques 31445 to 31449 and 31451 to 31490, DD	£81,494.54	Imprest
Cheques 101074 and 101075, DD/Standing orders	£ 61,284.17	General

**F170 INTERNAL AUDIT REPORT**

The Committee received and considered the interim Internal Audit report as circulated with the agenda.

The Chairman raised one concern – namely that despite there being an agenda item on unpaid debts to be discussed later in the meeting, this had not been raised by the Internal Auditor. The RFO said that this had been discussed and she would take this up with the Internal Auditor.

**RECOMMENDED:** that the interim Internal Audit report be noted.

**F171 DISCRETIONARY GRANT APPLICATIONS AND SUBSIDISED LETTINGS**

The members received and considered the report of the DSO and the applications for discretionary grants from the Lower Windrush Valley Choral Society and Witney Music Society, as circulated with the agenda. There was some discussion on the fact that for both organisations only half of the members lived in Witney and both were ticketed events. The Town Council generally supported organisations offering free of charge events. The members agreed to grant both organisations £50.

The Town Clerk advised that further to the Community Services Committee meeting no application had been received from the Witney & District Twinning Association. Members discussed this and as the next cycle of meeting would be too late to grant any funding if an application came in, agreed the group could be granted up to £500 – if an application for funding was submitted.

Members also noted letters of thanks for grants from the Oxfordshire Association for the Blind and Citizens Advice West Oxfordshire.

**RECOMMENDED:**

1. that the report be noted;
2. that the following grants be made:
  - Lower Windrush Valley Choral Society - £50
  - Witney Music Society - £50

3. that if an application is received from the Witney & District Twinning Association, up to £500 is granted;
4. that the grants be made under the General Power of Competence;
5. that all recipients are asked to fully acknowledge the support of the Town Council in their literature and publicity;
6. that the letters of thanks be noted.

F172 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18**

The Committee received and considered correspondence from Moore Stephens in respect of the Council's audit for the year ending 31 March 2018 as circulated with the agenda.

**RECOMMENDED:** that the correspondence be noted.

F172 **FINANCE REPORT**

The Committee received and considered the report of the RFO and a confidential section concerning debtors, as circulated with the agenda. The RFO advised that she had written to all of the outstanding debtors and as a result many had either been cleared or were in discussion with her.

The RFO explained that she had passed the unpaid invoices to another member of staff to chase up but would now be doing this herself as she was ultimately responsible. There were two debtors which were significant in terms of amount. Members agreed that these should be pursued through the small claims court.

**RECOMMENDED:**

1. that the report be noted;
2. that the two major debtors as detailed in the RFO's confidential appendix to her report be pursued through the small claims court.

F173 **UPDATE ON GDPR**

The Committee received and considered the report of the Town Clerk on GDPR as tabled at the meeting, updating Members the position on compliance with GDPR. She advised that WODC had said that it was unlikely that they would be able to take on a role as the Town Council's DPO. She would be attending an OALC meeting on Wednesday and would ask what other larger parish councils were putting in place.

**RECOMMENDED:** that the report be noted.

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The meeting closed at 6.40pm.

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Chairman