

POLICY AND RESOURCES COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday 11 June 2018

At 6pm in the Council Chamber, Town Hall

Present:

Councillor: D Temple (Chairman)

Councillors:	A K Beames	P J Dorward
	H W Chirgwin	H B Eaglestone
	B J Churchill	C Holliday

Officers:	Town Clerk
	Democratic Services Officer

F296 APOLOGIES FOR ABSENCE

An apology for his absence was received from Cllr Morris.

F297 DECLARATIONS OF INTEREST

Cllr Holliday declared an interest in item 8 – Financial Report – as he was employed by the ICE Centre who occupied the Langdale Hall. Cllrs Chirgwin and Churchill declared interests in agenda item 13 – Grants – as they were both shareholders in West Oxfordshire Community Transport (WOCT).

F298 ELECTION OF VICE CHAIRMAN

RESOLVED: that Cllr Morris be elected as Vice Chairman for the ensuing municipal year.

F299 MINUTES

- a) **RESOLVED:** to confirm the minutes of the meeting held on 9 April 2018 to be signed by the Chairman.
- b) **MATTERS ARISING:** there were no matters arising from the minutes to be discussed at the meeting.

F300 PUBLIC PARTICIPATION

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

F301 COMMITTEE TERMS OF REFERENCE

The Committee received and considered the terms of reference which included the terms of reference for the Personnel Sub Committee. The Committee did not wish to make any changes.

RECOMMENDED: that the Committee Terms of Reference be adopted;

F302 PAYMENT OF ACCOUNTS

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

The Town Clerk drew attention to the fact that Mrs Reynolds, a former Councillor, was still a signatory on the bank mandate, which enabled her to authorise changes. She asked the Committee to nominate a replacement and also if it wished Cllr Churchill to continue as the other signatory. The Committee nominated Cllr Temple to replace Mrs Reynolds and agreed that Cllr Churchill should continue.

The Town Clerk advised that the former RFO had been able to cash petty cash cheques up to £500 which she could not do although she was a signatory on the account. As her P.A was well known to staff she suggested that he might be a suitable person to take on the Open Cash Facility role- this had been discussed with the Bank Manager. Members agreed that the Town Clerk’s P.A should take on this role.

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 31494 to 31572 and DD [31491 – 31493 cancelled]	£90,216.87	Imprest
DD, Cheque 101076 to 101079 and Standing orders	£99,835.18	General
Cheques 31573 to 31600, BACS and DD [31595 cancelled]	£81,494.54	Imprest
DD/Standing orders	£ 8,799.65	General

4. that with regard to authority to change things on the Council’s bank account in the absence of the Town Clerk, Cllr Churchill continues and that Cllr Temple replaces Mrs Reynolds;
5. that the Town Clerk’s P.A takes on the role of the Open Cash facility.

F303 FINANCIAL REPORT

The Committee received and considered the report of the Town Clerk, which contained a confidential report on unpaid debts and recommendations from the spending committees.

A member asked to provide further information in relation to the Estates Management Committee. He had received further information about the costing for a music event – John

Coughlan's Quo – in the Corn Exchange. This was unusual as they had not come to the Council to hire the hall and put the event on and sell tickets themselves; rather they had asked if the Council would like them to play in the hall with the Council covering all costs but retaining ticket receipts. Taking into account hall hire and door staff (who must be SIA registered) as well as the other technical requirements and refreshments, it would cost the Council in the region of £3,000. The band had suggested £15 per ticket with a target of 175 tickets, which would bring in £2,625.

The member said that it would showcase the Corn Exchange and may lead to other events.

Members voted on this with 1 member abstaining and the rest in favour. It was therefore agreed to proceed with the event.

Another member wished to make a proposal with reference to the Madley Park Play area refurbishment. If the group did not get all monies in by December they would lose the existing funding. He proposed that the committee recommend to Council that they be given a grant of £10,000. All members agreed.

There was some discussion about Parkrun and the damage that had been done in the recent wet weather, although it was hoped that by having an alternate route this would help. The Town Clerk reminded members that there was a £4,000 budget for repair – Parkrun providing the labour.

The Community Services Committee had recommended a grant to the Neighbourhood watch scheme of £600, an increase to the grant to the Rotary Club regarding the Christmas Lights Switch on from £1,200 to £1,700 and a £1,000 for the Bus Shelter Art Project.

The members considered the confidential report on debtors and agreed that the Town Clerk should pursue all debts including court action where necessary.

The Town Clerk advised that there were some monies outstanding on the Langdale Hall refurbishment. There had been some additional costs incurred by the tenant in respect of finishes. The Committee had delegated this to the Town Clerk and the Leader to resolve.

RECOMMENDED:

1. that the report be noted;
2. that the recommendations as presented from the spending committees be agreed;
3. that the budget virements and transfers to/from earmarked reserves at the year-end be noted;
4. that the situation regarding the outstanding debtors be noted and the Town Clerk be asked to recover all debts, including court action if necessary.
5. that the additional costs of the Langdale Hall refurbishment be delegated to the Town Clerk and the Leader to resolve.

F304 **INTERNAL AUDIT REPORT**

The Committee received and considered the final report of the internal auditor for 2017/18 and the letter of engagement for signing.

RECOMMENDED: that the report be noted and that the Town Clerk be authorised to sign the letter of engagement.

F305 **ACCOUNTS & AUDIT (ENGLAND) REGULATIONS 2011 – ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18**

The Committee received and considered the annual return. It had been signed off by the internal auditor and would be presented to Full Council on 25 June.

RECOMMENDED: that the annual return 2017/18 be noted.

F306 **ANNUAL INVESTMENT STRATEGY**

The Committee received and considered the report of the Town Clerk and the annual investment strategy. There had been revised statutory guidance on Local Government Investments (3rd Edition) published and would be effective from financial years commencing on or after 1 April 2018. The Committee would reserve the right to make variations to the circulated strategy at any time, subject to the approval of the Council. By implementing the strategy, the Town Clerk foresaw no change to the current process for investing surplus funds.

RECOMMENDED:

1. that the report be noted;
2. that the current investment in secure banks be approved and that the Town Clerk continues to monitor interest rates to ensure that the Council receives the most advantageous interest rates;
3. that the appendix as presented being the Annual Investment Strategy 2018/19 be formally approved and presented to Full Council on 25 June 2018.

F307 **GPDR UPDATE**

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

RECOMMENDED:

1. that the report be noted;
2. that compliance with GPDR is reviewed at Council on an annual basis.

F308 **DISCRETIONARY GRANT APPLICATIONS**

The Committee received and considered the report of the DSO and the associated grant applications.

The requests were:-

1. Witney Photo Group	£120	Subsidised letting
2. Mayor of Witney’s Charity	£465	Subsidised letting x 3
3. Witney Mills Cricket Club	£500	4100/205 Annual grant for cricket pitch maintenance
4. Neighbourhood Watch	£600	4100/407 For signage
5. Rotary Club of Witney	£1,700	4100/407 Increase in grant for Christmas switch on event.

The Committee approved all applications, with an option to offer the Witney Photo Group up to 4 uses of the Corn Exchange per year if it was happy to have a reciprocal relationship with the Town Council.

The Committee discussed the grant to WOCT (£15,000 p.a) paid in monthly instalments. The service had still not complied with the terms of the grant – putting the Town Council logo and “Supported by Witney Town Council” on the outside of the buses. Members requested that WOCT be written to and told that future payments would be withheld until this was done.

RECOMMENDED:

1. that the report be noted;
2. that the following grants be made under the General Power of Competence:

1. Witney Photo Group	£120	Subsidised letting
2. Mayor of Witney’s Charity	£465	Subsidised letting x 3
3. Witney Mills Cricket Club	£500	4100/205 Annual grant for cricket pitch maintenance
4. Neighbourhood Watch	£600	4100/407 For signage
5. Rotary Club of Witney	£1,700	4100/407 Increase in grant for Christmas switch on event.

3. that the organisations be asked to acknowledge the Town Council’s financial support within their publicity and literature;
4. that WOCT be written to and told that if this was not done that future payments would be withheld until the required signage was put on the outside of the buses.

F309 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 7.15pm, the Democratic Services Officer left the meeting . The meeting reconvened at 7.35pm

F320 **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 7.37pm

Chairman