

**POLICY AND RESOURCES COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL**

**Held on Monday 23 July 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
		T J Morris

Officers:	Town Clerk
	Democratic Services Officer

**F391 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**F392 DECLARATIONS OF INTEREST**

Cllr Holliday declared an interest in item 6 – Financial Report – as he was employed by the ICE Centre who occupied the Langdale Hall. Cllrs Chirgwin and Churchill declared interests in agenda item 6 – Financial Report – as they were both shareholders in West Oxfordshire Community Transport (WOCT).

**F393 MINUTES**

- a) **RESOLVED:** to confirm the minutes of the meeting held on 11 June 2018 to be signed by the Chairman.
- b) **MATTERS ARISING:** there were no matters arising from the minutes to be discussed at the meeting.

**F394 PUBLIC PARTICIPATION**

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

**F395 PAYMENT OF ACCOUNTS**

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

A member commented that the Council seemed to be paying significant amounts to Continental Landscapes. The Town Clerk advised that the Town Council had a 5 year contract with the company for grounds maintenance which had gone through a thorough tender process given the size and cost of the contract. The member asked if it provided a good service. The Town Clerk and several other members assured him that it did and that the contractors had gone above and beyond during the In Bloom competition.

**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 31601 to 31655 and DD	£80,289.86	Imprest
DD, Cheque 101080 and Standing orders	£117,800.65	General

**F396 FINANCIAL REPORT**

The Committee received and considered the report of the Town Clerk, which contained recommendations from the spending committees.

There was one financial implication from the spending committees which was funding for transfers of WOCT buses which was £100 for four transfers. There followed some discussion about the situation with WOCT and members felt that if they put the sign identifying Town Council support on both sides on the inside bus on the windows nearest to the front, the Town Council would be happy. The £100 should be left in the budget at this point in case further support was needed.

The Town Clerk asked members to start thinking about items for next year's budget.

The Committee also received and considered a quotation for a new photo copier – this was an improvement on the current model and overall there was a cost saving.

Members then discussed Witney Feast as a previous Council resolution had been to charge the monetary equivalent of 2 x deer in celebration of the 775<sup>th</sup> anniversary of the feast. The Town Clerk needed to know what the Council would like her to charge instead of the £7,700 which would be the normal hire charge for The Leys. The Committee discussed this for some time and also how the loss of income could be covered. There were currently no budget lines which were underspent from which money could be vired. It was agreed to charge Witney Feast £1,700 (the actual cost of 2 live deer priced by Moonridge Farm) for this celebratory year and that the shortfall in income was classed as a supplementary estimate for the next year's budget to replenish the reserves.

The Committee discussed Farmer's Close and the clean up after the fire. There had been concern about the green from residents as no work had been done on this area and it had begun to look very unkempt. The Town Clerk explained that whilst Maylarch had provided two quotations for cleaning it up - one for a hand pick and one for digging out the area and relaying turf – it was down to the insurance company on how matters went forward. They had registered the Town Council's claim.

Members also noted the current position of the WW1 Centenary Working Party budget. Unfortunately the Council had not been successful in gaining a lottery grant to cover memorial plaques. There was, however, £2,000 set aside for centenary events and this could cover the grant requested by the Oxfordshire Play Association which would be considered later in the meeting.

**RECOMMENDED:**

1. that the report be noted;
2. that the recommendations as presented from the spending committees be agreed with the £100 for WOCT being retained in the budget for the present;
3. that Witney Feast be charged £1,700 (the actual cost of 2 live deer) for this celebratory year and that the shortfall in income be classed as a supplementary estimate for the next year's budget to replenish the reserves;
4. that the quotation for the new photocopier be accepted;
5. that the situation at Farmer's Close be noted.

**F397 DISCRETIONARY GRANT APPLICATIONS**

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

The requests were:-

1. Witney Town Band	£500	4100/407 Annual grant
2. Windrush Bike Project	£700	4100/407 equip and run new workshop
3. Guideposts Trust	£750	4100/407 hire of a 7 piece band
4. Oxfordshire Play Association	£1,587.50	4100/407 Play Day - WW1 event
5. Witney Music Festival	£2, 700	4100/202 Subsidised letting of The Leys

Members agreed the grant for the Town Band as it provided support for the Town Council's events.

The Committee agreed that the Windrush Bike Project was an excellent project but that £700 was a large amount from the Council's budget at this point in the year. It was agreed that £500 would be a more balanced amount.

Members discussed the application from the Guideposts Trust and felt they could not support it as 75% of members lived outside of the Town. This request was therefore denied.

Oxfordshire Play Association had asked for a grant of £1,587.50 to cover activities at the Play Day which would form part of the WW1 Centenary celebrations. Once again this was a substantial amount and it was agreed to grant £500 from the Centenary Events budget.

Witney Music Festival had requested £2,700 to cover the cost of hiring The Leys. In previous years they had been granted fee use or 50% cost but it had always been the

intention that once the festival was established, full hire charge would be applied. A member pointed out that this year the Council had offered King George V Field free of charge for anyone wanting to use it and therefore if people did not want to/could not afford to hire other areas, this option could be taken up. Members all agreed with this and denied the request for the grant.

**RECOMMENDED:**

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

1. Witney Town Band	£500	4100/407 Annual grant
2. Windrush Bike Project	£500	4100/407 equip and run new workshop
3. Oxfordshire Play Association	£500	4141/408 Play Day - WW1 event

3. that the organisations be asked to acknowledge the Town Council’s financial support within their publicity and literature;
4. that grants to the Guideposts Trust and the Witney Music Festival be denied.

**F398 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 6.55pm.** The meeting reconvened at 7.26pm

**F408 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.

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The meeting closed at 7.30pm

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Chairman