

Witney Town Council

Mrs Sharon Groth FLCC ACMI
Town Clerk

Cllr Mrs Brenda Churchill
Mayor of Witney



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Our Ref: A4/4

10 December 2018

To : To All Members of Witney Town Council

You are hereby summonsed to a Meeting of the **TOWN COUNCIL** to be held in the Council Chamber, Town Hall, Witney on **MONDAY 17 DECEMBER 2018 at 7pm** 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

All Council Meetings are open to the public and press, unless otherwise stated.

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) prior to the meeting, stating the reason for absence.

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. **PUBLIC PARTICIPATION** – *the meeting will adjourn for this item*

*Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.*

4. **MEMBERSHIP OF COMMITTEE PLACES AND OUTSIDE ORGANISATIONS**

To receive and consider the report of the Democratic Services Officer on vacancies deferred from full Council on 10 December 2018.

5. **TO RECEIVE A VERBAL REPORT OF THE MEETING OF THE SPECIAL FINANCE AND RESOURCES COMMITTEE HELD EARLIER IN THE EVENING**

6. **TO DECLARE THE PRECEPT FOR 2019/20**

A handwritten signature in blue ink, appearing to be 'S. Groth'.

Town Clerk