

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

**Held on Monday 28 January 2019**

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

**Present:**

Councillor: A D Harvey (Chairman)

Councillors: C Brown            J M Doughty (sub A K Beames)  
                  H W Chirgwin    H B Eaglestone  
                  B J Churchill     J S King

Officers:                    Mrs Sharon Groth - Town Clerk  
                                  Mrs Nicky Cayley - Democratic Services Officer  
                                  Mr Adam Clapton - Office Manager

Also present:              2 members of the public

F043 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Beames and Morris.

F044 **DECLARATIONS OF INTEREST**

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

F045 **MINUTES**

- a)     **RESOLVED:**     to confirm the minutes of the meeting held on 26 November 2018 and the Special meeting held on 17 December 2018 be signed by the Chairman.
- b)     **MATTERS ARISING:**     there were no matters arising from the minutes to be discussed at the meeting.

F046 **PUBLIC PARTICIPATION**

The Committee adjourned in line with Standing Order 42 so that Mr Matt Keeble could address the committee on the subject of Witney Music Festival's grant application.

Following this address, the Council reconvened.

F047 **GRANT APPLICATION FROM WITNEY MUSIC FESTIVAL**

This item was taken next with the express permission of the Chairman, in order that the public present could listen to the debate. Members had been informed that the Music Festival organisers had requested an extra day to set up in order to provide additional time to satisfy the Council's health and safety requirements. This was the only reason for this

request and they would be happy not to have the extra day. Unfortunately the Council’s Operations and Estates Officer was not present to verify this.

There was money available in the budget but the Town Clerk reminded members that there were other events which would be asking for funding. Members felt that it would be fair to give a grant to cover the hire from Wednesday to Monday.

**RECOMMENDED:** that the Witney Music Festival are granted subsidised hire charge in full to fund the cost of hiring the Leys Recreation Ground from Wednesday 12 June to Monday 17 June 2019 inclusive.

The two members of the public left the meeting

F048 **PAYMENT OF ACCOUNTS**

The Committee received and considered the report of the Town Clerk as circulated with the agenda, including the payment of accounts from August 2018.

**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 101085 to 101087, DD and Standing orders (Aug 18)	£93,127.07	General
Cheques 31742 to 31796, DD and transfer (Aug 18)	£77,821.44	Imprest
Cheques 31895 to 31946 and DD (Nov 18)	£80,659.48	Imprest
Cheques 101089, DD and Standing Orders(Nov 18)	£20,111.64	General

F049 **FINANCIAL REPORT**

The Committee received and considered the report of the Town Clerk, which also contained recommendations from the Community Services Committee that had budgetary implications.

**RECOMMENDED:** that the report be noted and the recommendations from the Community Services Committee be agreed.

F050 **ANNUAL TOWN MEETING**

The Committee received and considered the report of the Democratic Services Officer. Members decided that in addition to the Mayor’s report, Committee Chairmen should compile and deliver their own reports at the meeting.

It was agreed to invite the Police and District and County Councillors and offer refreshments to be served by a charity.

**RECOMMENDED:**

1. that the report be noted;
2. that District and County Councillors be invited to attend and participate in this year’s meeting;
3. that reports be compiled and presented by Committee Chairmen, with an overview of the year presented by the Mayor at the meeting;
4. that the meeting be advertised in the Witney Gazette and on social media;
5. that Thames Valley Police be invited to attend this year’s meeting;
6. that a “part 2” to the evening be held after the formal business of the meeting in which the public have the opportunity to meet with Committee Chairmen at dedicated Committee tables.
7. that refreshments be offered, giving a charitable local organisation the opportunity to raise funds.

F051 **LANGDALE HALL ALARM**

The Committee received and considered the report of the Operations and Estates Officer concerning a fault on the intruder alarm panel at the Langdale Hall. Whilst the Town Council had informed its insurer as the owner of the building, the tenant was responsible for the intruder alarm having taken on its maintenance contract on 30 April when they moved into the building.

Given the professional advice of the Council’s advisors Members felt that it was the tenant’s responsibility to replace the intruder alarm and that the Town Council should not pay for this.

**RECOMMENDED:**

1. that the report be noted;
2. that the tenant be informed that the Town Council would not pay for the installation of a new intruder alarm panel and that they must commission and pay for this themselves.

**F052 DISCRETIONARY GRANT APPLICATIONS**

a) Grant Applications

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

The requests were:-

1. The Rotary Club of Witney	£250	4100/407 to cover shortfall for Colour Run
2. The Ryan Bull Memorial Match	£98	4110/407 to cover hire of football pitch for charity match

Members discussed the applications and decided that Rotary should not receive a grant just to cover a shortfall when it may be able to cover this in other ways. The Committee agreed to fund the charity football match.

**RECOMMENDED:**

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

The Ryan Bull Memorial Match	£98	4110/407 to cover hire of football pitch for charity match
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3. that the application from The Rotary Club be turned down;
4. that the organisation receiving funding be asked to acknowledge the Town Council’s financial support within their publicity and literature.
5. that the correspondence from Lunchtime Recitals and Clean Slate thanking the Council for their respective grants be noted.

**F053 CALENDAR OF MEETINGS 2019/20 MUNICIPAL YEAR**

The Committee received and considered the draft calendar of meetings for the forthcoming municipal year. The Town Clerk advised that the June Full Council meeting had been moved to a Wednesday as the Council would have to adopt the Annual Governance and Accountability Return (AGAR) by 30<sup>th</sup> June 2019.

**RECOMMENDED:** that the calendar of meetings for 2019/20 municipal year be adopted.

**F054 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.

F055 **DEBTORS REPORT**

The Committee received and considered the confidential report of the Office Manager as circulated with the agenda.

**RECOMMENDED:**

1. that the report be noted;
2. that the £25.00 debt be written off;
3. that the debtors reports be submitted to all future meetings of this committee;
4. that the procedure on debt recovery as detailed in the report be agreed.

F056 **URGENT PROPERTY MATTERS**

The Committee received and considered the report of the Town Clerk concerning the lease of 51 Market Square, which had been surrendered.

**RECOMMENDED:**

1. that the report be noted
2. that the Town Clerk undertakes a full appraisal of the property and reports back to the Estates Committee so that the future use of 51 Market Square could be considered.

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The meeting closed at 6.45pm

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Chairman