

**POLICY, GOVERNANCE & FINANCE COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

**Held on Monday, 23 September 2019
At 7.00 pm in the Gallery Room, The Corn Exchange**

Present:

Councillors:	L Ashbourne O Collins V Gwatkin	A D Harvey R Smith
Officers:	Nicky Cayley Adam Clapton Sharon Groth	Democratic Services Officer Office Manager Town Clerk

F380 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Bolger, Enright and Duncan.

F381 DECLARATIONS OF INTEREST

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

F382 MINUTES

- a) **RESOLVED:** to confirm the minutes of the meeting held on 15 July 2019 to be signed by the Chair.
- b) **MATTERS ARISING:** there were no matters arising from the minutes to be discussed at the meeting.

F383 PUBLIC PARTICIPATION

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

F384 PAYMENT OF ACCOUNTS

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

RESOLVED:

- 1. that the report be noted;
- 2. that the following schedule of payments be approved:

Cheque No's	In the sum of:	Account
Cheque 101111&2, DDRs and	£58,985.77	General

Standing Orders (June 2019)		Cashbook 1
Cheques 32244-32275 and DDs (June 2019)	£66,175.64	Imprest Cashbook 2
Cheque 101113, DDRs and Standing Orders (July 2019)	£50,527.41	General Cashbook 1
Cheques 32276-32333 and DDs (July 2019)	£70,038.63	Imprest Cashbook 2
DDRs and Standing Orders (August 2019)	£7,066.89	General Cashbook 1
Cheques 32334-32359 and DDs (August 2019)	£57,689.34	Imprest Cashbook 2

3. that additional funds be moved from Barclays Bank General Account to the CCLA Deposit Fund – at the discretion of the Town Clerk;
4. that Members of the Policy, Governance and Finance Committee be authorised signatories on the CCLA Accounts.

F385 FINANCIAL REPORT

The Committee received and considered the report of the Town Clerk as circulated at the meeting.

Members discussed the possibility of setting a budget for the Climate Working Party. As the Working Party might merge with the Nature and Wildlife Working Party to form a new sub committee subject to the meeting of Full Council on 7 October, members decided to leave the option of the level of budget for discussion at a future meeting.

RECOMMENDED:

1. that the report be noted;
2. that the recommendations with financial implications from the committees as detailed in the report of the Town Clerk be approved;
3. that the Town Clerk investigates the procurement of re conditioned tablets for Officers and Councillors in order to use ModernGov efficiently at meeting via the App;
4. that the Microsoft Office software be rented as per the quote;
5. that installation of wireless access points in order to get better coverage of WiFi in the town hall offices and Council Chamber be accepted as per the quotation;
6. that the confidential debtors report be noted;
7. that the historic debts per the Officers report should be written off;

8. that consideration of the implementation of an agreement with the Council's bar providers once a plan for the Corn Exchange has been agreed moving forward.
9. that consideration of a budget for the Climate Working Party or its resultant sub-committee be considered at a future meeting.

F386 BUDGET PARAMETERS 2020/21

The Committee received and considered the verbal report of the Town Clerk. She advised that budget setting would take place in the next cycle of meetings so members were invited to consider any projects that they may wish to be funded in 2020/21.

She also advised that there was likely to be a 2% increase on payroll, although the unions had asked for 10%.

The precept had been left at a 2% increase for the past few years and whilst there was no official cap on town/parish councils, any rises in the precept were being watched by central government.

RESOLVED: that the verbal report be noted.

F387 GRANTS & SUBSIDISED LETTINGS

Members received and considered the report of the Democratic Services Officer. It was noted that Witney Pride CIC had predicted an income of £210 against the £181 cost of outing on the film night that it had requested £500 towards. Members therefore felt that a reasonable amount of funding would be £200.

RESOLVED:

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

Witney & District Museum	£500	towards a new computer
Witney & District Twinning	£260	£160 to cover the subsidised letting of the Corn Exchange and £100 for advertising and incidentals
Witney Pride Community Interest	£200	To cover the public liability insurance, a film licence and venue hire for a film night.

F388 MINUTES OF THE TWINNING COMMITTEE AGM

The Committee received and considered the minutes of the Twinning Committee AGM as deferred from the Stronger Communities Committee on 16 September.

RESOLVED: that the minutes of the Twinning Committee AGM be noted.

F389 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.

F390 **PROPERTY MATTERS**

The Committee received and considered the confidential report of the Town Clerk in relation to the Landale Hall's tenant.

The Town Clerk advised that regrettably she had not had the time to further investigate options related to 51 Market Square.

RECOMMENDED: that the tenants in the Langdale Hall be offered the options as detailed in the confidential appendix.

F391 **OFFICER'S PROGRAMME OF WORKS**

The Committee received and considered the confidential report of the Town Clerk on the work schedule of Officers as circulated with the agenda. She also tabled a spreadsheet listing all the various projects, routine and additional works the Officers had on – some items hanging over from the previous administration and others which were the outcome of professional reports such as health & safety audits.

The purpose of the report and spreadsheet was to give an awareness to Members how 'at capacity' the Officers currently were. A member commented that councillors should be prepared for officers to say "no" on occasion.

RESOLVED: that the report be noted and that the programme of works spreadsheet is circulated on a regular basis to members to ensure that they could assign suitable timeframes to works/projects.

THE COUNCIL ADJOURNED FOR A MEETING OF THE PERSONNEL SUB COMMITTEE AT 8.40PM AND RECONVENED AT 8.46PM. THE DEMOCRATIC SERVICES OFFICER LEFT THE MEETING AT THIS JUNCTURE.

F392 **STAFFING MATTERS**

The Committee received and considered a verbal report of the Personnel Committee meeting held earlier that evening.

RESOLVED: that the verbal report of the meeting held earlier that evening be noted, and the recommendations contained therein be approved.

The meeting closed at: 8.47 pm

Chair

