

# Witney Town Council

Mrs Sharon Groth *FSLCC ACMI*  
Town Clerk

Cllr Brenda Churchill  
Mayor of Witney



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Our Ref: A4/4

3 May 2019

To : To All Members of Witney Town Council

You are hereby summonsed to a Meeting of the **TOWN COUNCIL** to be held in the **Gallery Room, Corn Exchange, Witney** on **WEDNESDAY 15 MAY 2019** 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

1. **ELECTION OF TOWN MAYOR FOR 2019/20 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**
2. **ELECTION OF DEPUTY MAYOR FOR 2019/20 & SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE**
3. **ELECTION OF LEADER OF THE COUNCIL FOR 2019/20**
4. **ELECTION OF DEPUTY LEADER OF THE COUNCIL FOR 2019/20**
5. **APOLOGIES FOR ABSENCE** – To consider apologies and reasons for absence.  
  
(Members who are unable to attend should notify the Democratic Services Officer prior to the meeting, stating the reason for absence).
6. **DECLARATIONS OF INTEREST** - Members are reminded to declare any personal or prejudicial interests, and the nature of the interests they may have, in any of the items under consideration at this meeting, in accordance with the Town Council's code of conduct.
7. **PUBLIC PARTICIPATION**
8. **TO RECEIVE THE TIMETABLE OF MEETINGS FOR MUNICIPAL YEAR 2019/20**

9. **MINUTES**

- a) To receive and consider the minutes of the meeting held on 8 April 2019 (enclosed)
- b) Matters arising from the minutes of the meeting held on 8 April 2019

10. **APPOINTMENT OF MEMBERS TO STANDING COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND ELECTION OF CHAIRMEN (VICE CHAIRMEN WILL BE ELECTED AT THE FIRST MEETING OF THE RESPECTIVE COMMITTEES ETC)**

To receive and consider the Town Clerk's report (copy enclosed)

11. **APPOINTMENTS TO ADVISORY COMMITTEES AND EXTERNAL BODIES/OUTSIDE ORGANISATIONS**

To receive and consider the Town Clerk's report (copy enclosed)

12. **REVIEW OF ANY DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES**

13. **REVIEW [OR REQUEST THE TOWN CLERK TO REVIEW] ANY OF THE TERMS OF REFERENCE FOR COMMITTEES**

14. **APPOINTMENT OF ANY NEW COMMITTEES IN ACCORDANCE WITH STANDING ORDER 30**

15. **REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS, FINANCIAL REGULATIONS AND POLICIES**

- A) Grant Award Policy - report of the Democratic Services Officer (enclosed)

16. **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

Nomination of a Councillor to stand for the Oxfordshire Association of Local Councils Executive Committee – see correspondence enclosed.

17. **GENERAL POWER OF COMPETENCE**

To reaffirm that the Town Council meets the eligibility criteria for the General Power of Competence, as set out in section 8 of the Localism Act 2011 and to formally adopt the Power.

18. **TO REAFFIRM THE TOWN CLERK AS A SECTION 151 (LOCAL GOVERNMENT ACT 1972) (RESPONSIBLE FINANCIAL OFFICER)**

19. **COUNCILLOR ATTENDANCE REGISTER 2018/19**

To note the councillor attendance register for the last municipal year (to be tabled at the meeting)



Town Clerk