

ANNUAL MEETING OF THE WITNEY TOWN COUNCIL
Held on Wednesday 15 May 2019
At 7pm in the Gallery Room, Corn Exchange

Present

Councillor Mrs B Churchill (Retiring Mayor – for first agenda item only)
D S T Enright (Elected Town Mayor)

Councillors: J Aitman V Gwatkin
L Ashbourne A D Harvey
T Ashby M Jones
R Bolger J S King
D Butterfield T License
O Collins A McMahon
L Duncan A Prosser
H B Eaglestone R Smith

Officers: Sharon Groth -Town Clerk
Nichola Cayley -Democratic Services Officer
Adam Clapton -Office Manager
Polly Inness -Communications & Events Officer

Also present: 47 members of the public, and
Rev'd Toby Wright – the Mayor's Chaplain.

174 **ELECTION OF TOWN MAYOR FOR 2019/20**

Before the formal business of the meeting began, Area Dean, Rev'd Toby Wright blessed the Town Council for the coming municipal year.

The retiring Mayor, Mrs Churchill, invited nominations for the position of Mayor. Cllr Enright was nominated. There were no other nominations. All members were in favour.

Cllr Enright made a short speech about the year ahead and also thanked the retiring Mayor for her work. He stated that for the forthcoming term of the Council, members did not need to wear a suit jacket or tie for Full Council meetings.

Cllr Enright read out the NOLAN principles and signed a declaration agreeing to abide by them. This was passed around for all other members to sign.

RESOLVED: that Cllr Duncan Enright be elected Town Mayor for the ensuing municipal year.

The Town Clerk advised that the Declaration of Acceptance of Office would be signed following the meeting.

Mrs Churchill left the meeting at this point, along with 1 member of the public.

175 **ELECTION OF DEPUTY MAYOR FOR 2019/20**

Councillor Aitman was nominated as Deputy Town Mayor. This was seconded and all were in favour. There were no other nominations.

RESOLVED: that Cllr Aitman be elected Deputy Town Mayor for the ensuing municipal year.

The Town Clerk advised that the Declaration of Acceptance of Office would be signed following the meeting.

176 **ELECTION OF LEADER OF THE COUNCIL FOR 2019/20**

Cllr Bolger was nominated as Leader. This was seconded and all were in favour. There were no other nominations.

RESOLVED: that Cllr Bolger be elected as the Leader of the Town Council for the ensuing municipal year.

177 **ELECTION OF DEPUTY LEADER OF THE COUNCIL FOR 2019/20**

Cllr Ashbourne was nominated as Deputy Leader of the Council. This was seconded and all were in favour. There were no other nominations.

RESOLVED: that Cllr Ashbourne be elected as Deputy Leader of the Council for the ensuing municipal year.

178 **APOLOGIES FOR ABSENCE**

There were no apologies for absence,

179 **DECLARATIONS OF INTEREST**

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

180 **PUBLIC PARTICIPATION**

None of the members of the public present wished to address the Council.

181 **TIMETABLE OF MEETINGS FOR MUNICIPAL YEAR 2019/20**

The timetable of meeting had been amended since it was approved at the previous Council meeting to amalgamate two committees into Halls and Green Spaces (formerly Estates Management and Sport and Recreation) and to rename the Community Services Committee as Stronger Communities Committee.

The new Council administration had also requested that all meetings were to commence at 7pm rather than 6pm.

RESOLVED: that the timetable of meetings as circulated be approved subject to the start times of meetings being changed to 7pm.

182 **MINUTES**

The Council received and considered the minutes of the meeting held on 8 April 2019.

RESOLVED: to confirm as a correct record the minutes of the meetings held on 8 April 2019 for signature by the Chairman, with 2018 being amended to 2019 on the title of the first page,

There were no matters arising from the minutes of the meeting held on 8 April 2019.

183 **APPOINTMENT OF MEMBERS TO STANDING COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND ELECTION OF CHAIRMAN**

Members considered the appointment of standing committees and sub committees as indicated in the Town Clerk’s report, copies of which had been circulated with the agenda.

RESOLVED:

- 1) that the constitution and arrangements of standing committees, sub-committees and working parties as indicated in the report be approved;
- 2) that the membership of the standing committees, sub committees and working parties and their Chairmen be detailed as below:

Planning & Development Committee

R Smith (Chairman)	L Ashbourne	R Bolger	A McMahon
J Aitman	T Ashby	T License	A Prosser

Halls and Green Spaces Committee

V Gwatkin (Chairman)	R Bolger	L Duncan	M Jones
T Ashby	D Butterfield	D Enright	J King

Stronger Communities Committee

L Ashbourne (Chairman)	R Bolger	J King	A McMahon
J Aitman	D Enright	T License	R Smith

Councillors considered the appointment of Chairmen of the above Standing Committees, with only those Members on each individual Committee being allowed to vote in each instance, if necessary.

RESOLVED:

- 3) that the following Councillors be appointed Chairman of the Committees as indicated:

Planning & Development Committee – R Smith
Halls and Green Spaces Committee – V Gwatkin

Stronger Communities Committee – L Ashbourne

Arising from the election of Chairmen to the above Standing Committees, who would therefore, serve on the Policy, Governance and Finance Committee, it was now necessary to appoint three further Members to serve on that Committee.

RESOLVED:

4) that Councillors Collins, Duncan and Harvey be appointed as members of the Policy, Governance and Finance Committee;

5) that the membership of the Policy, Governance and Finance Committee be as follows:

R Bolger	O Collins	D Enright	A D Harvey
L Ashbourne	L Duncan	V Gwatkin	R Smith

6) that Cllr Bolger be elected as Chairman of the Policy, Governance and Finance Committee for the ensuing municipal year. The Mayor and Leader are to serve in an ex officio capacity with full voting rights;

7) that the membership of the Personnel Sub-Committee, being the Mayor, Leader and Chairmen of the Council’s standing committees, plus any Member with particular experience, be as follows:

Personnel Sub Committee

D Enright	R Bolger	V Gwatkin
L Ashbourne	L Duncan	R Smith

8) that the delegation of authority previously given to the Personnel Sub-Committee in the resolution of staffing issues, be continued;

9) that Cllr D Enright be appointed Chairman of the Personnel Sub-Committee

10) Other Sub-Committees and Working Parties

Membership was agreed as follows, with the Chairman to be elected at the next meeting of each Sub-Committee and Working Party. The Mayor and Leader were also Ex-Officio to all Sub-Committee and Working Parties.

Disciplinary and Grievance Panel

H Eaglestone	M Jones	T License
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West Witney Sports Ground Sub-Committee

V Gwatkin (Chairman)	O Collins	A Prosser
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T Ashby	A McMahon	R Smith
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In Bloom Sub-Committee

J Aitman (Chairman)	H Eaglestone	M Jones
L Duncan	V Gwatkin	A McMahon

Christmas Sub Committee

J Aitman (Chairman)	D Butterfield	J King
T Ashby	O Collins	R Smith

Skateboard/BMX Track Working Party

R Smith (Chairman)	T Ashby	A D Harvey
J Aitman	V Gwatkin	A McMahon

Corn Exchange Working Party

O Collins (Chairman)	L Ashbourne	A D Harvey
J Aitman	L Duncan	J King

Nature and Wildlife Working Party

D Enright (Chairman)	T License	A Prosser
J Aitman	A McMahon	R Smith

184 **APPOINTMENTS TO ADVISORY COMMITTEES AND EXTERNAL BODIES/OUTSIDE ORGANISATIONS**

a) Representatives

The Council considered the Town Clerk's report, which had been circulated with the agenda and detailed the requirement of representatives on other committees and outside organisations.

It was recommended that those appointed should serve until the Annual Council Meeting following the next ordinary election of Councillors in 2023, with the exception of those positions where the Mayor is ex-officio.

RESOLVED:

- 1) that the following appointments be made for the current term of office:

Witney Traffic Advisory Committee	-	J Aitman, V Gwatkin, J King, T License
Oxfordshire Association of Local Councils	-	R Bolger
West Witney Sports and Social Club	-	J Aitman, V Gwatkin

Witney Town Band	-	R Smith
Witney & District Twinning Association	-	D Enright (Ex Officio), O Collins, L Duncan
West Oxfordshire Museum Centre	-	L Duncan
St Mary's Preservation Trust	-	D Enright (as Mayor)
CCTV Management Group	-	O Collins
Volunteer Link Up	-	L Ashbourne
RAF Brize Norton – Local Consultation Working Group	-	R Bolger
Witney Allotment Association	-	R Smith

Further to the original report of the Town Clerk issued on 3 May 2019, following discussions with the ruling party it was requested that two members be appointed onto the Friends of the Cemeteries and the Youth Council.

RESOLVED:

2) that the following appointments be made:

Youth Council Mentors	-	T Ashby, R Bolger, R Smith
Friends of the Cemeteries	-	O Collins, M Jones

b) Nominees

The terms of office of Town Council nominees to other organisations were determined by the relevant bodies and the Council was requested to make further nominations as and when vacancies occurred.

Details of current representation was included in the Town Clerk's report, which advised that the Council was required to make 2 nominations to the Witney Town Hall Charity, 1 nomination to the Witney Educational Foundation, a nominee for the Henry Box Foundation and a nominee for the Madley Park Hall.

RESOLVED:

- 1) that in regard to Witney Town Hall Charity Mr C Knowles continues for another 4 years from May 2019 and Cllr Collins replaces Mrs B J Churchill for 4 years from May 2019;
- 2) that in regard to Witney Educational Foundation, Cllr Bolger replaces J S King for 4 years from May 2019;

- 3) that in regard to the Henry Box Collection, Cllr Duncan replaces C K Woodward for 4 years from May 2019;
- 4) that in regard to Madley Park Hall Trust, Cllr Aitman replaces H Chirgwin for 4 years from May 2019.

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

Members felt that this should be looked at by the Policy, Governance & Finance Committee at its next meeting. A member commented that there had been numerous reviews across the last 20 years and if there was going to be another review it needs to be done with an idea of what it would achieve. He felt councillors needed to do some work on this.

The Mayor asked the Town Clerk to write a report on this ready for the next Policy, Governance & Finance Committee.

RESOLVED: that the Town Clerk brings a report to the next meeting of the Policy, Governance & Finance Committee and members discuss this further.

186 **REVIEW ANY OF THE TERMS OF REFERENCE FOR COMMITTEES**

The Council agreed that each Committee should undertake this at its first meeting.

RESOLVED: that each Committee review its terms of reference at its first meeting.

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

The Council did not wish to set up any new committees at this point in time.

188 **REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS**

The Council received and considered the report of the Democratic Services Officer on a review of the Grant Awards policy. A member commented that this was an opportunity but felt that it should be dealt with by the Policy, Governance and Finance Committee.

RECOMMENDED: that consideration of this report be deferred until the first meeting of the Policy, Governance and Finance Committee.

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

Oxfordshire Association of Local Councils had asked for a nomination for its Executive Committee. Cllr Bolger was nominated and seconded. There were no other nominations.

RESOLVED: that Cllr Bolger be put forward as the Council's nomination for the Oxfordshire Association of Local Council's Executive Committee.

190 **GENERAL POWER OF COMPETENCE**

The Council wished to reaffirm its eligibility for the General Power of Competence.

RESOLVED: that Witney Town Council reaffirms it meets the conditions of eligibility as defined in the *Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012*, and therefore formally adopts the Power.

191 **REAFFIRMATION OF THE TOWN CLERK AS THE SECTION 151 (LOCAL GOVERNMENT ACT 1972) RESPONSIBLE FINANCIAL OFFICER**

RESOLVED: that the Town Council reaffirms the Town Clerk as a Section 151 Officer – Responsible Financial Officer.

192 **COUNCILLOR ATTENDANCE REGISTER 2018/19**

RESOLVED: that the register of attendance be noted.

The meeting closed at 7.37pm.

Chairman