

# Witney Town Council

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Town Clerk

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Mayor of Witney



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Our Ref: A4/4

10 June 2019

To: Members of the Policy and Resources Committee – L Ashbourne, R Bolger, O Collins, L Duncan, D Enright, V Gwatkin, A D Harvey and R Smith (and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **POLICY, GOVERNANCE & FINANCE COMMITTEE** to be held in the Gallery Room, Corn Exchange, Witney on **MONDAY 17 JUNE 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

*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](mailto:nicky.cayley@witney-tc.gov.uk)) prior to the meeting, stating the reason for absence.

*Standing Order 30(a)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.*

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. **ELECTION OF VICE CHAIR**
4. **MINUTES**
  - a) To adopt and sign as a correct record the minutes of the Policy and Resources Committee meeting held on 25 March 2019 (enclosed)
  - b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress on any item)
5. **PUBLIC PARTICIPATION** – Members of the public are welcome to attend the meeting. Any member of the public who so wishes may speak, at this point in the meeting, for a maximum of five minutes on any matter relating to an item on the agenda

6. **COMMITTEE TERMS OF REFERENCE, VISION & OBJECTIVES FOR THE MUNICIPAL YEAR**

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

7. **PAYMENT OF ACCOUNTS**

To receive and consider the schedule of accounts paid and bank reconciliations (copy enclosed)

8. **FINANCIAL REPORT**

To receive and consider the report of the Town Clerk (to follow)

9. **DIGITALISATION OF COMMITTEE PAPERS**

To receive and consider the report of the Town Clerk (to follow)

10. **GRANTS**

To receive and consider the report of the Democratic Services Officer (enclosed)

- a) Grant Award Policy
- b) Discretionary Grant Applications

11. **SCHEME OF DELEGATION**

To receive and consider the report of the Town Clerk (to follow)

12. **ANNUAL INVESTMENT STRATEGY**

To receive and consider the report of the Town Clerk (to follow)

13. **ACCOUNTS & AUDIT (ENGLAND) REGULATIONS 2015 – ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2018/19**

To receive and consider the Annual Governance & Accountability Return & Financial Statements for the year ending 31 March 2019 (to follow) – TO BE ADOPTED BY FULL COUNCIL ON 26 JUNE 2019

14. **EXCLUSION OF PRESS AND PUBLIC** – To consider and if appropriate, to pass the following resolution

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

15. **PROPERTY MATTERS**

To receive and consider the confidential report of the Town Clerk (to follow)

16. **NATIONAL FIGURE PROTOCOL**

To receive and consider the confidential report of the Office Manager (enclosed)

17. **STAFFING MATTERS**

To receive and consider the confidential minutes of the Personnel Sub-Committee held on 10 June 2019 (to follow)

  
Town Clerk