

Witney Town Council

Mrs Sharon Groth *FSLCC ACMI*
Town Clerk

Cllr Duncan Enright
Mayor of Witney



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Our Ref: A4/4

8 July 2019

To : Members of the Policy, Governance and Finance 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 Council Chamber, Town Hall, Witney on **MONDAY 15 JULY 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) 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. **MINUTES**
 - a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 17 June 2019 and the Special meeting held on 26 June 2019 (enclosed)
 - b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress on any item)
4. **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

5. **PAYMENT OF ACCOUNTS**

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

6. **FINANCIAL REPORT**

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

7. **REVIEW OF COMMITTEE STRUCTURE/CALENDAR OF MEETINGS**

To received and consider the report of the Town Clerk & Office Manager (enclosed)

8. **GRANTS**

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

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

9. **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

10. **PROPERTY MATTERS**

To receive and consider the confidential verbal report of the Town Clerk if appropriate

11. **STAFFING MATTERS**

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

Town Clerk