

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

**Held on Monday, 27 January 2020**

**At 7.00 pm in the Gallery Room, The Corn Exchange, Witney**

**Present:**

Councillor R Bolger (Chair)

Councillors:	L Duncan	V Gwatkin
	D Enright	R Smith
Officers:	Nicky Cayley	Democratic Services Officer
	Angus Whitburn	Compliance and Environment Officer
Others:	0 members of the public.	

**F39 APOLOGIES FOR ABSENCE**

Apologies for their absences were received from Cllrs Ashbourne, Collins and Harvey.

**F40 DECLARATIONS OF INTEREST**

Cllr Bolger declared an interest in agenda item 5 as she had attended some of the Extinction Rebellion Witney meetings.

Cllr Enright declared an interest in agenda item 5 as his son was a member of Extinction Rebellion Witney.

**F41 PUBLIC PARTICIPATION**

The meeting adjourned in line with standing order 42 so that Mr Hugo Kerr could address the Committee on behalf of Extinction Rebellion Witney on the subject of its grant application.

Following the address, the Committee reconvened.

**F42 GRANTS AND SUBSIDISED LETTINGS**

This item was moved up the agenda with the express permission of the Chair so that the member of the public present could hear the discussion.

Members discussed the grant application and expressed concern about funding printed materials that they would not see. It was agreed that the Town Council could not, under the terms of its policy fund subsistence expenses. Concern was also expressed about funding a group which operated a civil disobedience policy.

The Committee felt it would be most appropriate to give financial support via subsidised lettings of the Council's venues and the Chair proposed that £500 worth of lettings during a 12-month period could be granted. All members agreed.

**RECOMMENDED:**

- i) that Extinction Rebellion Witney be granted subsidised letting in either Burwell Hall or the Corn Exchange up to the value of £500 spread over a 12-month period;
- ii) that the letter of thanks from West Oxfordshire Citizens Advice and Volunteer Link Up be noted.

**F43 MINUTES**

The Committee received and considered the minutes of the meeting held on 25 November 2019. There were no matters arising.

**RESOLVED:** to confirm the minutes of the meeting held on 25 November 2019.

**F44 PAYMENT OF ACCOUNTS**

The Committee received and considered the report of the Office Manager.

**RESOLVED:**

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

<b>Cheque No's</b>	<b>In the sum of:</b>	<b>Account</b>
Cheque 101119, DDRs and Standing Orders (Nov 2019)	£23,820.74	General Cashbook 1
Cheques 32429-32476 and DDs (Nov 2019)	£73,940.83	Imprest Cashbook 2
Cheque 101120, DDRs and Standing Orders (Dec 2019)	£85,395.99	General Cashbook 1
Cheques 32477-32522 and DDs (Dec 2019)	£78,216.44	Imprest Cashbook 2

**F45 ANNUAL TOWN MEETING FORMAT**

The Committee received and considered the report of the Democratic Services Officer and discussed possible changes to the Annual Town meeting, outside of the official business.

**RESOLVED:**

1. that the report be noted;
2. that District and County Councillors be invited to attend and participate in the meeting;

3. that written reports be compiled by the Chairs – theses will not be read out, but the Chair of each Committee will give a 1-minute update on the work of their committee, to be accompanied by a PowerPoint presentation with appropriate images;
4. that Cllr Bolger includes a section on the Climate Emergency;
4. that Thames Valley Police be invited to participate in the meeting with a 5-minute presentation, ideally focusing on Anti-Social Behaviour;
5. that the Youth Council be invited to give a short presentation;
5. that a portion of the evening is given over to Youth Services, with the public invited to come and participate in a “Brainstorming” session, putting ideas/concerns down on post it notes on a board;
6. that as a “part 2” for the evening, tables are set up for each committee, with flip chart paper on each for the public to write down ideas;
7. that the Mayor’s Charities be invited to offer refreshments and the Youth Council to sell cakes;
8. that organisations which have received grant funding from the Town Council be invited to have a stall and that the Youth Services Organisations that we are planning to work with also be offered stands in the Main Hall.

F46 **HEALTH AND SAFETY & COMPLIANCE UPDATE**

The Committee received and considered the report of the Compliance and Environment Officer concerning fire safety.

**RESOLVED:**

1. that the report be noted;
2. that the policies be adopted, and that they are reviewed by the Corn Exchange Working Party scheduled for 9 March;
3. that the option of a third-party assessment is not taken for the Town Hall and is on hold for the Corn Exchange;
4. that an Evac Chair is purchased at a cost of £785.00 - £150 would be credited back once the old evac chair was sent back.

F47 **WITNEY TOWN COUNCIL EVENT HOSTING POLICY**

The Committee received and considered the Event Hosting Policy, which had some changes incorporated after being reviewed by the Stronger Communities Committee. Members approved the new policy and thanked the Compliance and Environment Officer for his work on this.

**RESOLVED:** that the policy as circulated be adopted.

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The meeting closed at: 8.15 pm

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Chair