

# Full Council Committee Meeting of Witney Town Council



**Monday, 7th December, 2020 at 7.00 pm**

To members of the Full Council Committee - J Aitman, L Duncan, L Ashbourne, T Ashby, R Bolger, D Butterfield, O Collins, H Eaglestone, D Enright, V Gwatkin, A D Harvey, M Jones, J King, A McMahon, A Prosser, R Smith and D Temple (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

## Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Admission to this meeting will be online by virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

Zoom login details of this meeting will be published on the Council's website prior to the meeting.

## 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 Supplement

8. **Civic Announcements** (Pages 3 - 4)

To receive the report of the Mayor.

13. **Health and Safety** (Pages 5 - 6)

To receive and note the Officer's verbal update on Health & Safety and COVID-19 matters if appropriate

A handwritten signature in blue ink, appearing to read 'S. J. R. C.', positioned above the printed name of the Town Clerk.

Town Clerk

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## FULL COUNCIL

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**Date:** 7<sup>th</sup> December 2020

**Title:** Mayor's Report

**Contact Officer:** Democratic Services Officer – Nichola Cayley

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## OCTOBER 2020 – DECEMBER 2020

The role of mayor involves chairing the Town Council, sitting as an ex officio voting member on council committees, representing and promoting Witney, organizing key events in the town in partnership with others, raising funds for local charities, and supporting community activities which contribute to the life of the town and the objectives of the Witney Town Council. The Mayor is supported by the Deputy Mayor, whose attendance in place of or alongside the Mayor is noted in the report below. This is a regular report to each full council meeting, detailing the activities of the mayor since the last meeting.

### SUPPORTING THE COMMUNITY

Homestart AGM  
Working with Got2B  
Witney Business Forum

### REPRESENTING and PROMOTING WITNEY

Interviewed on news & events in Witney by,  
Witney Radio  
BBC Radio Oxford  
BBC Radio Surrey  
Interviews and pictures for;  
The Telegraph  
The Daily Mail  
Country Life Magazine

### KEY EVENTS AND COUNCIL ACTIVITY

Wreath laying video for Remembrance Day  
Meeting with The Lord Sherriff of Oxfordshire  
RAF Brize Norton Briefing  
Video to mark the anniversary of a bomb falling in Witney  
Tree planting (Mayor's Tree)  
Virtual Christmas Light switch on

### RAISING FUNDS

Promoting fundraising for Homestart and Guideposts  
Promoting Witney Baby Bank Christmas Appeal

Mayor's Charities 2020-21:

- Homestart
- Got2B
- Guideposts - Witney

Prepared by:

*Cllrs Joy Aitman & Liz Duncan*

## COUNCIL COMMITTEE

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**Date:** 7<sup>th</sup> of December 2020  
**Title:** Covid-19 Update  
**Contact Officer:** Compliance and Environment Officer – Angus Whitburn

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### **Background**

On the 2<sup>nd</sup> of December West Oxford entered Tier 2 of local restrictions. Officers have now made all necessary adjustments for the new tier restrictions; they have been outlined in this report.

### **Current Situation**

#### **Office**

All working in the Town Hall offices are encouraged to work at home when possible. The town hall has been made Covid safe with foot operated door openers being installed on every pull door, one-way system, sanitisation points and the re location of some officers. The Town Hall will remain closed to members of the public for the duration of the three tier restrictions, ending the earliest of February the 3<sup>rd</sup> 2021. During this period, the Gallery Room in the Corn Exchange can be used for small meetings.

#### **Public Halls**

Both Burwell and the Corn Exchange were made covid safe when restriction were lifted back in September. All groups were able to return once they had provided a covid-19 risk assessment and if required a floor plan detailing social distancing. The Corn Exchange has been operating as a public hall, office space and coffee shop/bar when permitted. This has been a more challenging situation than that at Burwell as the facility is operating as a multi-use facility.

Monkey Music at Burwell continued through the November lockdown due to the exception of support groups being allowed to continue.

#### **Outdoor sport**

Over the summer officers received many requests to use Winey Town Council land for exercise classes, group running sessions and activity clubs. In line with government restriction and guidance we have allowed any group providing they supply the correct paperwork to have access to Town Council land. Most smaller exercise classes and activities clubs couldn't provide the requested paperwork, so they did not commence activities on Town Council land. An outdoor gathering of over 6 persons must be for professional business reasons so without PLI it was in doubt to Officers the business purposes of these requested gatherings.

### **Play parks, MUGAs, skate park and public toilets**

All play parks remained open during the lockdown with enhanced sanitisation carried out daily by caretakers. Going forward in tier two the busier play areas with non-porous surfaces will be sanitised daily (King Georges, Burwell and the Leys). This has been assessed based on the man-hours we have available and the risk posed at each playground. New clearer simplified signage emphasising user to sanitising their hands, social distance and to avoid the play area during busier times has been created. This signage has been printed on correx plastic to survive the winter period and on into next year.

The MUGAs at King Georges and Burwell along with the Skate park at the Leys were all closed during lockdown but have now all reopened. Public toilets have been kept open since late summer with a new cleaning contractor sanitising them twice daily in line with what the district council are doing.

### **Cemeteries**

Witney Town Council precautions for the interment process have been largely unchanged from the first lockdown. The maximum attendance to funerals is 30 that is communicated by the undertakers to mourners. The chapel at Tower Hill is now Covid safe and available for ceremonies with a maximum capacity of 16 people not including staff.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

### **Financial implications**

Described here or as stated in the report above.

### **Recommendations**

Member are invited to note the report.