

Witney Town Council

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

Cllr Duncan Enright
Mayor of Witney



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15 October 2019

To: Members of the Christmas Sub Committee - *J Aitman, T Ashby, D Butterfield, O Collins, J King and R Smith*
(and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **Christmas Sub Committee** to be held in the Gallery Room, The Corn Exchange, Witney on **Monday, 21st October, 2019 at 6.00 pm** 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 meeting held on 1 July 2019
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress on any item)

4. **Update on Christmas Lighting Display**

To receive and consider the report from the Operations and Estates Officer

5. **Update on Switch On Event from Rotary**

To receive and consider a verbal update from the Rotary Club

6. **Update on Advent Fayre**

To receive and consider the report from the Projects Officer



Town Clerk