

# Public Document Pack

## Witney Town Council

**Mrs Sharon Groth FSLCC fCMgr**  
Town Clerk

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Mayor of Witney



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27 May 2019

To: Members of the Halls & Green Spaces - V Gwatkin, L Duncan, T Ashby, R Bolger, D Butterfield, O Collins, D Enright, M Jones and J King (and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **Halls & Green Spaces** Committee to be held in the Gallery Room, The Corn Exchange on **Monday, 3rd June, 2019 at 7.00 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.cyaley@witney-tc.gov.uk](mailto:nicky.cyaley@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 Chairman**

To receive nominations for and agree a Chairperson for this committee for the ensuing municipal year.

4. **Minutes**

- a) To adopt and sign as a correct record the minutes of the:

1. Estates Committee meeting held on 4 March 2019 (enclosed)
2. Sport & Recreation Committee meeting held on 11 March 2019 (enclosed)

b) Matters arising from those minutes not covered elsewhere on the agenda (Questions on the progress of any item).

5. **Public Participation**

*The meeting will adjourn for this item.*

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items 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. **Operational Report**

To receive and consider the report of the Operations and Estates Officer (enclosed)

8. **Public Halls**

To receive and consider the following Officer reports:

- 8.1 Operational & Usage Report – Public Halls Officer (enclosed)
- 8.2 Corn Exchange Working Party – Office Manager (enclosed)
- 8.3 Langdale Hall & Madley Park Hall – Compliance – Operations & Estates Officer (enclosed)

9. **Cemeteries & Closed Churchyards**

- 9.1 To consider correspondence concerning a memorial application for an inscription on a headstone (enclosed).
- 9.2 Update from Operations & Estates Officer (report enclosed).

10. **Open Spaces and Grounds Maintenance**

To receive and consider the reports of the Operations and Estates Officer (enclosed).

- 10.1 Hedge Reduction Works – (a) Thorney Leys/Curbridge Road (b) Manor Road
- 10.2 Parking on Burwell Community Garden/Thorney Leys

11. **Sports, Recreation Grounds & Parks**

To receive and consider the report of the Operations and Estates Officer.

- 11.1 Witney Town Bowls Club based at the Leys Recreation Ground – problem with pressure sewer (enclosed)
- 11.2 Update on Play Areas (enclosed)
- 11.3 Update on Sports (to follow)
- 11.4 Update on Recreation Grounds (to follow)

12. **Lake & Country Park**

To receive and consider the report of the Operations and Estates Officer (enclosed).

13. **Allotments**

To receive and consider the report of the Operations and Estates Officer (to follow).

14. **Finance Report**

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

A handwritten signature in blue ink, appearing to be 'S. J. ...' with a stylized flourish at the end.

Town Clerk

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