

# Witney Town Council

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Town Clerk

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01 July 2020

To: Members of the Stronger Communities Committee - *O Collins, L Ashbourne, J Aitman, T Ashby, D Enright, D Butterfield, H Eaglestone and V Gwatkin (and all other Town Councillors for information)*

You are hereby summonsed to a Meeting of the **Stronger Communities** Committee to be held in the VIRTUAL MEETING VIA ZOOM - Virtual Meeting on **Monday, 6th July, 2020 at 6.00 pm** for the transaction of the business stated below. Login details of this meeting will be published on the Council's website prior to the meeting.

\*By virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

## MEMBERS OF THE PUBLIC

Members of the public wishing to address the Council on an agenda item below must contact the Town Clerk ([townclerk@witney-tc.gov.uk](mailto:townclerk@witney-tc.gov.uk)) 24 hours before the meeting in order to arrange the necessary access to be able to speak at the meeting due to it being held virtually.

## 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](mailto: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 items under consideration at this meeting in accordance with the Town Council's Code of Conduct.

3. **Election of Vice Chair**

To elect a Vice Chair for the municipal year.

4. **Minutes** (Pages 5 - 10)

- a) To adopt and sign as a correct record the minutes of the meeting held on 16 March 2020.
- b) Matters arising from the 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 and Objectives for the Municipal year** (Pages 11 - 12)

To consider the revised Terms of Reference for the Committee as attached, and to also consider the Committee's vision and objectives for the remainder of the municipal year, taking into consideration projects already underway, and the day to day management of the Council facilities under its remit – balancing financial and human resources available.

7. **Operational Report - Progress since the last meeting** (Pages 13 - 18)

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

8. **Memorial Bench Request - Tower Hill F.C** (Pages 19 - 20)

To receive and consider the report of the Operations & Estates Officer following a request from Tower Hill FC for a memorial bench at West Witney.

9. **COVID-19 Commemorations** (Pages 21 - 24)

To consider how to commemorate the volunteers who have served the community during the COVID-19 Pandemic, and those who have died locally of the virus. To also consider the correspondence from the Rotary Club of Witney on a similar suggestion and if the Council wishes to work in partnership on a project - Operations & Estates Officer report enclosed.

10. **Cycle Racks - Windrush & Tower Hill Cemeteries** (Verbal Report)

Using OCC Councillor priority fund to fund new cycle racks at Windrush and Tower Hill Cemeteries - to consider a verbal report from Cllr Ruth Smith/Owen Collins

11. **Bus Stop Improvements** (Pages 25 - 38)

To receive and consider the report of the Office Manager following a proposal from Oxfordshire County Council for bus stop improvements at Tower Hill, Witney. To also receive a verbal update on the situation relating to the other bus stop improvements.

12. **Communications Update** (Pages 39 - 40)

To receive and consider the report of the Communications and Events Officer.

13. **Witney Town Council image & rebranding** (Verbal Report)

To consider rebranding the Council, updating and having a 'uniformed/corporate' identity throughout with a new Council logo, letterhead and newsletter template.

14. **Inclusion Panel** (Verbal Report)

To consider forming an 'Inclusion Panel' made up of members of the community's various minorities, who could advise the Council on various matters to take greater account of the impact on all sections of the community - verbal report from Chair Cllr Collins

15. **Christmas Lights Display & Competitions 2020** (Pages 41 - 42)

Due to Covid 19 etc. it has not been possible to prepare or complete the tender documentation in order to re-tender the Christmas Lights display for 2020. The Operations and Estates Officer is in contact with several lights providers and is trying to organise a small display concentrated in the Market Square area for this year only, until the tender can be completed and sent out for the 2021 display.

To receive and consider the report of the Cemeteries and Project Officer regarding the Christmas Competitions 2020.

16. **Civic Events** (Pages 43 - 46)

To receive and consider the report of the Communications and Events Officer.

17. **Youth Services** (Pages 47 - 60)

To receive and consider the report of the Office Manager concerning grant funding and signposting of youth services.



Town Clerk