

Witney Town Council

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

Cllr Joy Aitman
Mayor of Witney



Town Hall, Market Square
Witney, Oxon
OX28 6AG
Tel: 01993 704379
Fax: 01993 771893
E-mail: info@witney-tc.gov.uk
www.witney-tc.gov.uk

24 June 2020

To: Members of the Halls, Cemeteries & Allotments Committee - *M Jones, J Aitman, L Ashbourne, T Ashby, O Collins, L Duncan, V Gwatkin and J King (and all other Town Councillors for information)*

You are hereby summonsed to a Meeting of the **Halls, Cemeteries & Allotments** Committee to be held in the VIRTUAL MEETING VIA ZOOM - Virtual Meeting on **Monday, 29th June, 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) 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) **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**

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.

3. **Election of Vice Chair**

To elect a Vice Chair for the municipal year.

4. **Minutes** (Pages 5 - 8)

- a) To adopt and sign as a correct record the minutes of the Halls and Green Spaces Committee held on 9 March 2020;
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on progress on 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 9 - 10)

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 on Improvements and Repairs since the Last Meeting** (Pages 11 - 12)

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

8. **Public Halls - Covid 19 Lockdown** (Pages 13 - 14)

To receive and consider the report of the Office Manager updating the committee on the Public Halls throughout the Covid-19 Lockdown.

9. **Renewable Energy** (Pages 15 - 22)

To receive and consider the report of the Compliance & Environment Officer concerning renewable energy. This report was originally scheduled for the cancelled Climate & Biodiversity Sub-Committee meeting on 18th March 2020, since disbanded.

10. **Allotments** (Pages 23 - 26)

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

11. **Windrush Cemetery Risk Assessments & Capacity** (Pages 27 - 28)

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

12. **St Mary's Closed Church Yard - Cedar of Lebanon Tree Bat Survey** (Pages 29 - 50)

To note the contents of the report regarding the non- presence of bats in the tree - and continue with the already agreed works to the tree in the interests of public safety.



Town Clerk