

Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



Monday, 18th January, 2021 at 6.00 pm

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 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

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 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 (Pages 3 - 8)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 9 November 2020;

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

4. **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.

5. **Corporate Strategic Plan**

To discuss the Committee's aims and objectives for inclusion in the Council's Corporate Strategic Plan and agree its priorities for 2021/22, 2022/23 and beyond.

This Committee's immediate/top priorities have been identified by the Task & Finish Group as being:-

- a) Corn Exchange – Phase 2 – seating, lighting and sound
- b) Open Spaces Strategy – report due April 2021
- c) Windrush Place – new allotments
- d) Cemeteries – review accessibility

6. **Operational Report** (Pages 9 - 10)

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

7. **Allotments Update** (Pages 11 - 14)

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

8. **Corn Exchange Working Party Minutes** (Pages 15 - 22)

To receive and consider the minutes of the Corn Exchange Working Party held on 7 December 2020 and 11 January 2021.

9. **Public Halls Report** (Pages 23 - 24)

To receive and consider the report of the Office Manager.

10. **Cemetery Regulations - Review of Memorials, Gardens and Tributes** (Pages 25 - 116)

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

11. **Tower Hill Cemetery - New Public/Pedestrian Access** (Pages 117 - 134)

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

12. **Tower Hill Cemetery - Vehicular Access** (Pages 135 - 138)

To receive and consider the report of the Compliance and Environment Officer.



Town Clerk