

Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



Monday, 8th March, 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 Deputy Town Clerk (adam.clapton@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 items under consideration at this meeting in accordance with the Town Council's Code of Conduct.

3. Minutes (Pages 3 - 6)

To receive and consider the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 18 January 2021.

a) Minutes - 18 January 2021

To agree these minutes as a correct record of the meeting to be signed by the Chair.

b) **Matters Arising - 18 January 2021**

To receive matters arising from the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 18 January 2021, not covered elsewhere on the agenda (Questions on the progress on 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. **Corn Exchange Working Party Minutes** (Pages 7 - 8)

To receive the minutes of the Corn Exchange Working Party meeting held on 1 March 2021 and consider the recommendations contained therein.

6. **Operational Report** (Pages 9 - 14)

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

7. **Cemeteries & Closed Churchyards**

To receive and consider the following items concerning the Cemeteries & Closed Churchyards:

a) **Cemeteries Update** (Pages 15 - 16)

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

b) **Tower Hill Cemetery Access** (Pages 17 - 76)

To receive and consider the report of the Operations & Estates Advisor, accompanying inclusive access audit and quotes for work regarding pedestrian access at Tower Hill Cemetery.

8. **Allotments**

To receive the following items concerning the Allotments:

a) **Allotments Update** (Pages 77 - 92)

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

b) **Lakeside Allotments Access Road** (Pages 93 - 94)

To receive and consider correspondence concerning the access road to lakeside allotments, Ducklington.



Town Clerk