

# Stronger Communities Committee Meeting of Witney Town Council



**Monday, 21st September, 2020 at 6.00 pm**

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 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](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. Minutes (Pages 5 - 10)

- a) To adopt and sign as a correct record the minutes of the meeting held on 6 July 2020.
- b) Matters arising from the minutes not covered elsewhere on the agenda. (Questions on the progress of 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. **Operational Report** (Pages 11 - 12)

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

6. **Salt Bins** (Pages 13 - 18)

To receive correspondence from Oxfordshire County Council concerning Salt Bins in Witney for winter 2020/21. There is no budget set for salt bins so members are asked to consider any pressing location requests for the forthcoming winter.

7. **Trees** (Pages 19 - 20)

To receive and consider the report of the Operations & Estates Officer on tree maintenance of the Council's existing tree stock.

8. **Floral Displays for 2021** (Pages 21 - 22)

To receive and consider the report of the Operations & Estates Officer regarding next year's floral displays in the town, and the Town's entry into the In-Bloom Competition.

9. **Memorial Benches and Trees** (Pages 23 - 30)

To receive and consider the report of the Operations & Estates Officer updating Members on the request from the Rotary Club of Witney as well as new request for a memorial bench at Witney Lake.

10. **Community Piano**

To receive a verbal update from the Chair and/or the Leader on the progress of this project.

11. **Christmas Events 2020** (Pages 31 - 32)

To receive and consider the report from the Operations & Estates Officer regarding this years Christmas Events - Christmas Lights Switch-on and the Advent Fayre

12. **Civic Events** (Pages 33 - 36)

To receive and consider the report of the Communications & Events Officer covering the Citizen of the Year, Car Free Day, and Remembrance Sunday.

13. **COVID-19 Community Commemoration Update** (Pages 37 - 38)

To receive a verbal update from the Chair on behalf of the Task and Finish Group working on recognising individual volunteers and businesses for the work they did in the community during the pandemic.

14. **Youth Services - Evaluation of Grant Applications** (Pages 39 - 122)

To receive and consider an evaluation of applications for the Witney Town Council Youth Fund, which closed on 1<sup>st</sup> September 2020 from the Office Manager. Agreement on awards will be made at the Policy, Governance & Finance Committee meeting on 28<sup>th</sup> September and ratified at the Full Council meeting on 12<sup>th</sup> October 2020.

15. **Witney Town Council Image & Rebranding** (Pages 123 - 124)

To receive and consider the report of the Town Clerk

16. **Inclusion Panel - Verbal Update**

To receive a verbal update from the Chair regarding the progress made on setting up the inclusion panel as per minute SC202.

A Draft Press Release is provided within the Communications & Events Officer report for sign off.

17. **Communications Update** (Pages 125 - 130)

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

18. **Finance Report** (Pages 131 - 134)

To receive and consider the report of the Town Clerk/RFO

19. **Exclusion of Press and Public**

To consider and if appropriate, to pass the following resolution:

That in accordance with section 1(2) of the Public Bodies (admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

20. **Christmas Tree & Lights Display 2020** (Pages 135 - 206)

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



Town Clerk