

# 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

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**STRONGER COMMUNITIES COMMITTEE MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Monday, 6 July 2020**

**At 6.00 pm in the VIRTUAL MEETING VIA ZOOM - Virtual Meeting**

**Present:**

Councillor O Collins (Chair)

Councillors:	L Ashbourne J Aitman T Ashby D Butterfield	H Eaglestone V Gwatkin L Duncan (sub D Enright)
Officers:	Sharon Groth John Hickman Adam Clapton Polly Inness	Town Clerk Operations & Estates Officer Office Manager Communications & Events Officer
Others:	None.	

SC189 **APOLOGIES FOR ABSENCE**

An apology for his absence was received from Cllr Enright. Cllr Duncan was attending as a substitute. Cllr Smith was also in attendance to offer advice on the item on cycle racks.

SC190 **DECLARATIONS OF INTEREST**

There were no declarations of interest in matters to be discussed at the meeting.

SC191 **ELECTION OF VICE CHAIR**

**RESOLVED:** that Cllr Ashbourne be elected as Vice Chair of the Committee for the municipal year.

SC192 **MINUTES**

The Committee received and considered the minutes of the meeting held on 16 March 2020.

**RESOLVED:** that the minutes of the meeting held on 16 March 2020 be agreed as a correct record and signed by the Chair.

There were no matters arising.

SC193 **PUBLIC PARTICIPATION**

There were no members of the public present for this item.

SC194 **COMMITTEE TERMS OF REFERENCE, VISION AND OBJECTIVES FOR THE MUNICIPAL YEAR**

The Committee received and considered the draft terms of reference for the Committee as circulated with the agenda.

**RESOLVED:** that the terms of reference as circulated be agreed with the addition of “Recognising the value and benefit of voluntary groups and endeavours within our community, supporting and helping to facilitate where possible” as the first Term of Reference.

SC195 **OPERATIONAL REPORT - PROGRESS SINCE THE LAST MEETING**

The Committee received and considered the report of the Operations and Estates Officer. He advised that the hanging basket extenders had gone missing in delivery transit. He had visited St. Mary’s Churchyard earlier that day with the Tree Surgeon looking at tree T583. The Tree Surgeon would requote for this tree as it looked to be quite difficult to get down due to its size.

Witney Feast was still due to go ahead in September.

He advised that Tower Hill Football Club were looking to get the defibrillator back to A1 condition before they formally asked the Town Council to take it on.

A member asked if the Council would be guided by Government as to whether the fair could take place. The Operations and Estates Officer replied that they were allowed to take place now. The member asked if this changed would it be due to Government guidance and not the Town Council. It was confirmed that this was correct. Officers would check nearer to the time that the fair would comply with Government Guidance.

**RESOLVED:** that the report be noted.

SC196 **MEMORIAL BENCH REQUEST - TOWER HILL F.C**

The Committee received and considered the report of the Operations and Estates Officer.

**RESOLVED:**

1. that the report be noted;
2. that the negotiation for the bench and its siting be delegated to the Operations and Estates Officer.

SC197 **COVID-19 COMMEMORATIONS**

The Committee received and considered the report of the Operations and Estates Officer and correspondence from the Rotary Club. The Chair said that members had informally discussed an idea of a memorial for Covid-19 Victims and the volunteers.

Members proceeded to debate a suitable location. The Officers pointed out that the Council would inherit the ongoing maintenance cost of such a memorial. A member commented that she felt that the Committee was talking about two different things – a memorial to those who had lost their lives and a thank you to volunteers. She felt that the two didn't need to be together and that a memorial bench could happen quite quickly.

There was also some discussion about convening a working party. The Town Clerk advised that as it had been agreed not to have working parties, perhaps a group of councillors could work together and then bring back a proposal to a future meeting.

**RECOMENDED:**

1. that the report be noted;
2. that the siting for a bench, tree and planting in conjunction with Rotary be delegated to the Operations and Estates Officer to progress;
3. that the Town Council Offers £1,000 match funding to Rotary (bearing in mind the ongoing maintenance costs);
4. that a group of councillors discuss ideas for a tribute to volunteers and bring them back to a future meeting.

SC198 **CYCLE RACKS - WINDRUSH & TOWER HILL CEMETERIES**

Members received a verbal update from Cllr Smith regarding the installation of cycle racks at Tower Hill and Windrush cemeteries along with correspondence concerning potential funding by Oxfordshire County Council for further ones in the town.

The Committee was in agreement that cycle racks should be installed at the two cemeteries and were advised that County Cllr Suzanne Bartington had indicated the cost of these could be covered from her Councillor Priority Fund.

The County Council funding for additional cycle racks was in response to the wider Covid-19 pandemic transport scheme and the Town Council had been asked to identify potential sites for these as soon as possible. It was suggested that the racks at the cemeteries could be funded through this project, along with cycle racks for the proposed Tower Hill Bus Shelter and a list of sites should be submitted.

**RESOLVED:** that the verbal update be noted and:

1. that cycle racks should be installed at Tower Hill and Windrush cemeteries; and that this be funded from the Covid-19 cycle rack fund if possible. If not, this should be funded from Cllr Bartington's Councillor Priority Fund;
2. that a list of potential cycle rack locations across the town be delegated to Cllr Smith and the Office Manager for submission to Oxfordshire County Council, and this should include the Tower Hill Bus Shelter site.

SC199 **BUS STOP IMPROVEMENTS**

The Committee received and considered the report of the Office Manager concerning £10,000 of S106 funding for bus stop infrastructure on Tower Hill. There had already been a site meeting with ward Councillors. A proposal had been put together by OCC which was significantly over the funds allocated to this project. The Town Council had previously purchased some bus shelters which were under £3,000. OCC had agreed that the Town Council could choose the supplier. County Councillor Price was very interested to know costings and to see if she could help source additional finance.

Members debated how to proceed. It was felt better to choose a stop on the side of Tower Hill on which buses went into town.

**RESOLVED:** that the report be noted and the final decision on design and add-ons for a bus shelter on the town centre bound side of Tower Hill be delegated to the Chair, Cllr R Smith and the Office Manager.

SC200 **COMMUNICATIONS UPDATE**

The Committee received and considered the report of the Communications and Events Officer which included details on the annual resident's satisfaction survey. Members were concerned that young people weren't responding but the Communications and Events Officer explained that many ways including direct engagement had been tried but they were not interested. She would continue to explore options for this.

A member suggested asking the Youth Council and the Communications and Events Officer agreed to ask them to get involved.

**RESOLVED:**

1. that the report be noted;
2. that the Communications and Events Officer produces in depth analysis from the annual resident's satisfaction survey results to help inform the Council's plans for the next year.

SC201 **WITNEY TOWN COUNCIL IMAGE & REBRANDING**

The Chair had circulated some designs for the rebranding of the Town Council prior to the meeting. Cllr Gwatkin spoke to the Committee about her design. Another member commented that he liked the banner but didn't actually feel that the current branding was outdated, especially compared to other parish councils. He was also unsure how it would work at the bottom of a letter. Another member liked the fact that it illustrated what the Council did. Other members thought that it would work at the bottom of a letter. Members continued to debate this.

**RECOMMENDED:** that the design as circulated is put forward as a proposal to Full Council.

SC202 **INCLUSION PANEL**

The Committee received and considered a verbal report from the Chair on 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. The Leader also added some detail. She proposed that the Council should reach out to people who were under represented by the Council, and get expressions of interest. Her idea was that Committee Chairs could meet with the people and get their views on upcoming agendas so that they could be represented, therefore requiring no Officer input.

Members agreed that this would be a step forward.

**RECOMMENDED:** that the verbal report be noted and that an Inclusion Panel is created, to be made up of Chairs of the Committees and minority members of the community. This would be supported by appropriate communications from the Communications and Events Officer.

SC203 **CHRISTMAS LIGHTS DISPLAY & COMPETITIONS 2020**

The Committee received and considered the verbal report of the Operations and Estates Officer updating Members on this year's Christmas lights display along with the report of the Cemeteries Officer regarding the children's Christmas competitions.

Members discussed other ideas such as putting lights in window, and the impact on the night time economy. The Town Clerk commented that previously it had been difficult to get the retailers to support the event, and to her knowledge Rotary had nothing planned due to the difficulties brought about from COVID-19.

The Operations and Estates Officer explained that he was not happy with the idea of rushing out a tender because if it was not right the Council would be stuck with it for 3 and 4 years. He would be happier arranging a very small display just for this year.

**RESOLVED:**

1. that the report be noted;
2. that a small lights display should be arranged for this year only;
3. the Mayor's Christmas Card competition should be run, via social media rather than through schools;
4. that consideration be given to a Christmas poem initiative at the next meeting.

SC204 **CIVIC EVENTS**

The Committee received and considered the report of the Communications and Events Officer.

**RESOLVED:**

1. that the report be noted;

2. that commemorations for VJ Day be delegated to the Mayor and the Office Manager to progress;
3. that for Remembrance Day, the Communications & Events Officer progresses an event along the lines as detailed in her report but ensuring it is COVID-19 safe;
4. that a press release is prepared to explain the change in the event;
5. that plans may be subject to change depending on the situation nearer to the time.

SC205 **SUSPENSION OF STANDING ORDERS**

*As the meeting had now reached over 2 hours in length, the Committee agreed to suspend standing order 48 in order to allow the meeting to continue for a further 10 minutes.*

SC206 **YOUTH SERVICES**

The Committee received and considered the report of the Office Manager, which recapped previous decisions. Members discussed grant criteria and an accompanying application form.

**RECOMMENDED:**

1. that the report be noted.
2. that the proposed grant criteria and application form be accepted;
3. that Youth Services Signposting takes the form of a dedicated webpage, with an interactive map on the Council's website as a starting point which would list the services commissioned by the Town Council and then evolve, embedding links to the other resources;
4. that the applicants are affiliated with Oxfordshire Youth or a similar organisation.

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The meeting closed at: 8.05 pm

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Chair

## **STRONGER COMMUNITIES COMMITTEE**

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**Date:** Monday 21<sup>st</sup> September 2020

**Title:** Operations Report: Progress on improvements & repairs since last meeting

**Contact Officer:** Operations and Estates Officer - John Hickman

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### **Background**

The purpose of this report is to update Members on the progress of improvements and repairs since the last meeting.

### **Benches**

The works team have installed several pre used benches and picnic benches at the Lake in locations with vista across the lake.

### **West Witney Defibrillator**

The Operations and Estates Officer has still not heard from Tower Hill Football club regarding the West Witney Defibrillator with the relevant information that they have been requested to provide the current condition of the unit, its batteries, associated equipment and unit lifespan remaining in order that the Operations and Estates Officer can bring this matter to this committee with an appropriate costing for council to consider.

It would appear the Defibrillator unit is still offline and unusable.

The Operations and Estates Officer has contacted Tower Football Club again requesting an update on the current position.

If WTC were to take the Defibrillator over regardless of its current condition costs could be around £1,500-£2000 if complete replacement were required.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

**Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

The provision of a defibrillator and ensuring it remains available for use in an emergency is key. Whilst this particular defibrillator was fundraised for by others, it is attached to one of the Council's assets – the clubhouse – and therefore someone needs to be responsible for it accordingly.

**Financial implications**

Associated cost to purchase new defibrillator or associated equipment if required. £1,500-£2000

**Recommendations**

Members are invited to note the report and consider the current position of West Witney Defibrillator.



## Winter Preparedness

### Salt Bins

Salt bins will be available for purchase again this year, at a cost of £250 + VAT. Again, we are intending to get all orders for the bins in place during October at the latest as we are only looking to order the bins once from the supplier to ensure that the quantities required are available and the best price is attained. Please contact us again via the [winterservice@oxfordshire.gov.uk](mailto:winterservice@oxfordshire.gov.uk) email address if you wish to purchase bins for this winter as soon as possible to avoid disappointment. Please note, we generally do not install new bins after November, and requests received after then will be deferred for installation the following year.

We shall fill existing salt bins **that are reported to us** prior to winter, and it would be a big help to the Council if you could identify which bins in your area require a top-up; by you supplying that information it saves OCC a lot of time and money checking each of the approximately 1300 bins across the county. Thank you in advance for your assistance with this.

There is further information available about salt bins and winter in general on the OCC website:

<https://www.oxfordshire.gov.uk/cms/content/salting-gritting-and-snow-clearance>  
<http://winter.oxfordshire.gov.uk/cms/>  
<http://www.oxfordshire.gov.uk/cms/content/salt-and-grit-bins>

Yours sincerely

*Paul Wilson*

Group Manager  
Area Operations (North)  
Communities  
Oxfordshire County Council  
PO Box 842  
Oxford  
OX1 9LL

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Zoom to Location

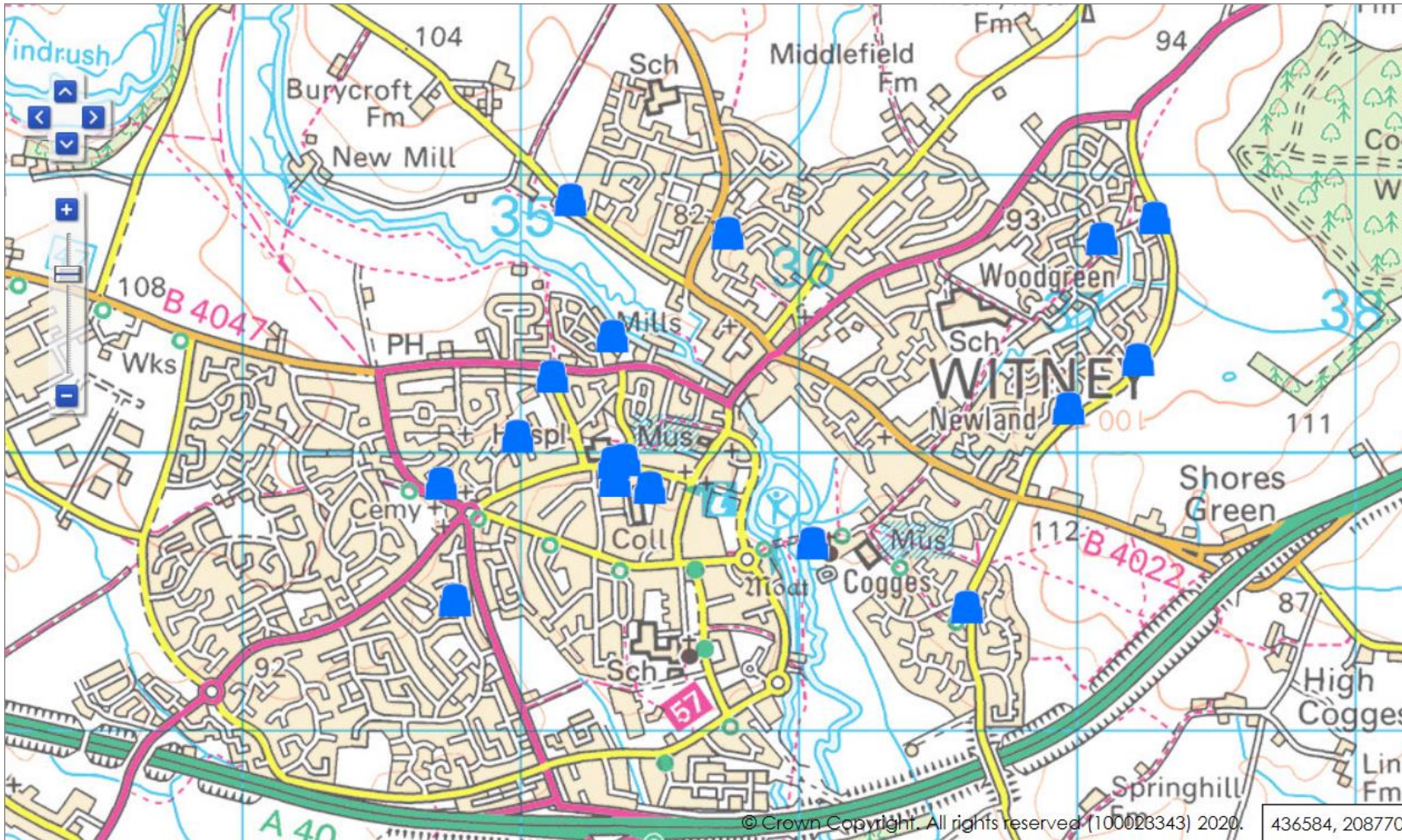
Enter postcode or Streetname

Travel map options

- Roadworks
- Incidents and accidents
- Events
- Bus and Rail
- Traffic signals
- Information signs
- Park and Ride car parks

Other layers

- Salt bins
- Oxfordshire boundary
- Parish
- Park and Ride sites
- District
- Fire stations
- Flood risk
- Gritting routes
- None



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**From:** Lyn Jones  
**Sent:** 15 September 2020 09:36  
**To:** Sharon Groth **Cc:** Jane Doughty  
**Subject:** Salt Bins

Hi Sharon

Hope you are all keeping safe and well down there.

I understand that residents can apply for a salt bin for our cul-de-sac, if this is the case can I please apply for one for our cul-de-sac [Burwell Drive], as you know we have a number of disabled residents and the able bodied clear the paths each winter especially near the two bus stops that we have here. In a past era the Witney Town Council gave residents access to the salt down at the Leys Depot and we collected as much as we could for residents and issued a bucket full for individual households to use.

I would very much appreciated on being located at the end of the cul-de-sac. Many thanks

Lyn Jones  
Burwell Drive



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**From:** Clare Stringer  
**Sent:** 02 September 2020 11:44  
**To:** John Hickman  
**Cc:** Adam Clapton  
**Subject:** WTC- SALT BINS

Hi John,

Salt Bins, I had a request yesterday from a resident to if we could put a **salt bin** on Dene Rise, postcode is OX28 6LU for this winter. Is this something that you do or do I need to pass this onto someone else?

Many thanks

*Clare Stringer*

*Administrator Assistant*

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## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday 21 September 2020  
**Title:** Trees Update  
**Contact Officer:** Operations and Estates Officer – John Hickman

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### Background

The purpose of this report is to update Members on the progress of tree survey, tree works carried out and outstanding tree works.

### Current Situation

#### Tree Survey

The annual tree survey is due in the next few months the Operations and estates Officer is in contact with Tree Work Environmental Practice regarding this year's survey.

There will be an associated cost to any year one tree works recommended by the tree survey this financial year.

#### Tree Works carried out so far this financial year.

##### T583 Cedar of Lebanon St Mary's Churchyard

All the relevant permissions are now in place to fell this tree, the Operations and Estates Officer is discussing with the tree surgeon when this can be carried out. WTC will put out a press release prior to the works taking place stating the reasons the tree is having to be felled etc. The tree surgeon has suggested that perhaps the council might wish to consider contracting a wood sculpture to perhaps carve some benches or sculpt some of the larger pieces. Locations would also need to be found for the benches/sculptures should council wish to do this. The Operations and estates Officer has contacted two tree sculptors to find out associated costs possibilities of work etc.

##### T217 Emma's Dyke

Urgent works to this tree were required following a recent storm when a large broken limb was hung up over a footpath. Cost £600 + VAT

##### T321 Mature Beech & T438 Cypress Tower Hill Cemetery

Both of these trees had to be felled to ground level following half of the Crown of the tree failing across a footpath rendering the remaining standing section of tree unstable. The

Cypress tree had to be felled due to main stem damage caused by the falling Beech tree crown. Cost £3,500 + VAT

T19, T15 & 72 Thorney Leys G114 & G117 Blenheim Drive

Cut back from houses 2m, remove branch over front door, remove branch from abrading house, raise crown remove excessive lateral branch spread over garden and footpath etc. Cost £750 + VAT

T512, T513, T514, T515, T517, T518, T520, T522, T523, T525, T526 & TT527 The Leys Recreation Ground.

Remove major deadwood over Footpath and Carriageway, remove suspect wood where required & remove epicormic growth from stems to 5m high over carriageway. Cost £2,000

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Obviously some of these larger trees pose a risk to the general public and therefore works have to be risk assessed and actioned accordingly. The council does not have extensive records and carries out the annual tree surveys to ensure the safety of the public and the health of the tree.

### **Financial implications**

Current expenditure of budget line 402/4040 £6,850 for 2020/21 budget now standing at £12,150.

### **Recommendations**

Member are invited to note the report.



## **STRONGER COMMUNITIES COMMITTEE**

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**Date:** Monday 21<sup>st</sup> September 2020  
**Title:** Floral Displays Update  
**Contact Officer:** Operations and Estates Officer - John Hickman

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### **Background**

The purpose of this report is to update members regarding the Floral displays within the Town.

### **Current Situation**

#### **Summer Bedding**

This summer's floral display will be removed and the beds and planters prepared for winter/spring bedding commencing 28<sup>th</sup> September.

#### **Winter and spring Bedding**

Planting of the winter/spring bedding will be expected to start about 19<sup>th</sup> October.

#### **Summer 2021 Floral Display**

Bedding for next year's summer bedding will be ordered first or second week of November.

### **2021 Theme**

Councillors are asked to consider planting multi colour hot bright colours again for summers planting with thoughts being that next year's display should be to honour all those volunteer groups, NHS etc. for all their efforts during the Pandemic.

A banner could be placed behind the raised flower bed on Welch Way and a small board on each of the other beds and planters.

### **Biannual Planting**

Officers will be looking to add further areas of Bi Annuals to our beds and planters where possible to reduce the number of annuals planted.

### **In Bloom 2021**

Although council's intention to enter the Leys and tower Hill cemetery into in bloom this year did not happen due to the Pandemic if the In Bloom competition is run again in 2021 would council like to enter the Leys and Tower Hill Cemetery into the 2021 Competition.

### **Impact Planting on Roundabouts**

Over this Winter the Operations and Estates Officer would like council to consider the impact planting on the 3 roundabouts in Witney this has become very tired and consideration should be given as to what it can be refreshed/replaced with something more vibrant and eye catching. There will be some additional costs for this work.

### **Tower Hill Cemetery**

There is a large bed within the lower area of Tower Hill Cemetery lower area by the chapels that has become very overgrown over the years, the Operations and Estates Officer would like to look at and consider clearing this bed and replanting for the future and to improve the area.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

### **Financial implications**

The floral displays should be covered within the current grounds contract, and within existing budgets.

The roundabouts may need some additional funding, depending on what the Council wishes to do with these areas.

### **Recommendations**

Members are invited to note the report and consider the following:

1. The use of hot Bright flowers again next year for the summer bedding.
2. Dedicating Witneys summer bedding planting to honour local volunteer groups and NHS for there work during the Corona Virus Pandemic.
3. Purchase of a banner for the raised bed and smaller notices for the planters in Town
4. Entering the Leys Recreation Ground and Tower Hill Cemetery into the In Bloom competition 2021.
5. Improving the areas planted with impact planting on roundabouts.
6. Clearing and replanting the overgrown bed in Tower Hill Cemetery.

## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday 21<sup>st</sup> September 2020  
**Title:** Memorial Bench Requests  
**Contact Officer:** Operations and Estates Officer - John Hickman

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### Background

The purpose of this report is to bring any memorial bench requests to council for consideration.

### Rotary Commemorative Bench and Tree

This item came to Council's Stronger Communities Committee on 6<sup>th</sup> July 2020, the committee recommended the following;

2. *that the siting for a bench, tree, and planting in conjunction with Rotary be delegated to the Operations and Estates Officer to progress.*
3. *that the Town Council Offers £1,000 match funding to Rotary (bearing in mind the ongoing maintenance costs);*
4. *that a group of councillors discuss ideas for a tribute to volunteers and bring them back to a future meeting.*

The Rotary Club were informed of this decision and have now responded with the following.

*The Club are wondering if a site on the Leys or within the Town Centre would be a bit higher profile?, the Operations and Estates Officer has responded to this pointing out that WTC does not have permissions to plant trees on Church Green and that the Leys has no real capacity to take another memorial bench and trees without affecting existing users and events on the Leys.*

The Rotary Club are also wondering whether the Town council might support this as a possible Crowd Funding Project.

### Replacement Memorial Bench at the Lake

The Memorial bench that was vandalised recently at the Lake has been approved by Officers as it's a replacement, and the Operations and Estates Officer is currently awaiting its installation date to be agreed.

### Memorial Bench Request at the Lake

A request has been received from a resident regarding placing a memorial bench at Witney Lake in memory of her friend that died due to a mental health issue.

They have raised £1,500 towards this bench. A photo and information of the style of bench has been provided for council approval. The Operations and estates Officer is trying to arrange a date to agree a location at the Lake where the bench could be sited.

### **Tower Hill Football Bench request**

Council previously approved Tower Hill Football Clubs request for a memorial bench at West Witney Sports Ground, however since being informed of this Tower Hill football club have not spoken to the Operations and Estates Officer about sighting or style of bench in order to move this item forward.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

### **Financial implications**

There should be no financial implications to council other than Officer Time and Works Team carrying out installation requirements required.

### **Recommendations**

Members are invited to note the report and consider the following:

1. The Request of the Rotary Club to place a Covid 19 Memorial bench and tree on either Church green or the Leys.
2. The request of the Rotary Club as to whether WTC would support this being a crowd funding project rather than Rotary and other clubs funding the project with WTC providing £1,000 match funding. Bearing in mind the ongoing maintenance costs to WTC.
3. The request to siting a memorial bench and the suggested style by the resident at the Lake.

**From:**  
**Sent:** 06 July 2020 15:22  
**To:** WitneyTCInfo <[info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)>  
**Subject:** Memorial bench

Hello.

I am looking at placing a bench in witney for a friend that passed away due to metal health.

I have raised nearly 1500 towards this and I am looking for some advice on how to do this.

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**WOODCRAFT UK**  
**MEMORIAL BENCHES**  
**& BESPOKE GARDEN FURNITURE**

*THE WAVEFORM park bench*  
Inspired by *the lazy swell of a tranquil ocean...*

Memorial Benches / The Waveform Range / The Waveform 6ft Memorial Bench

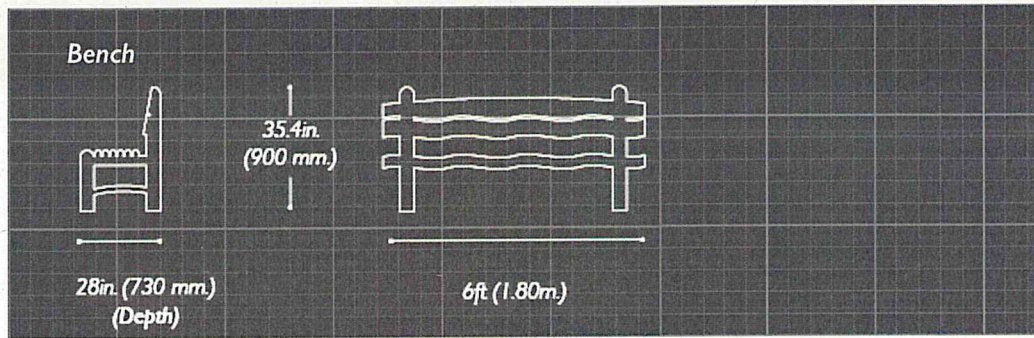


## THE WAVEFORM 6FT MEMORIAL BENCH

The lazy swell of a tranquil ocean... This was the soothing image that prompted the creation of Woodcraft UK's Waveform 6ft memorial bench.

**Height:** 35.4 inches (900mm). **Length:** 6ft (180m). **Depth:** 28 inches (730mm).



*SUPPLIED AS A 6FT MEMORIAL BENCH*

6' MEMORIAL BENCH (1.8m)

£1326

Please note: All prices are subject to VAT.

*Other sizes in this range*GARDEN CHAIR 

£634

7' 2" MEMORIAL BENCH (2.2m) 

£1362

6' GARDEN DINING TABLE (1.8m)

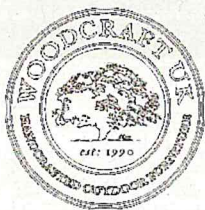
£1310

7' 2" GARDEN DINING TABLE (2.2m)

£1348

EXTRA FOR EXTENDED LEGS

£72



## CONTACT US

Woodcraft UK, Unit H4, Rotterdam Park, Sutton Fields, Hull, East Yorkshire,  
England. HU7 0AN

Telephone: ++ 44 (0) 1482 887921



John

Ron Spurs raised with the Town Council the question of a commemorative bench and or tree somewhere in the town. I understand that the new cemetery is a possibility. The Club wonders whether there might be a site on the Leys or within the town centre which would be a bit higher profile?

Also, we wondered whether the Town Council might support this as a possible Crowd Funding project.

Many thanks

Janet

Janet Eustace  
President, Witney Rotary

-----

Many thanks John.

I think that in addition to remembering those who lost their lives to COVID it would also be good to remember those many volunteers and others who helped their community.

We will wait to hear back from you.

Best wishes

Janet

On behalf of Rotary Club of Witney

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## **STRONGER COMMUNITIES COMMITTEE**

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**Date:** Monday 21<sup>st</sup> September 2020

**Title:** Christmas Events

**Contact Officer:** Operations and Estates Officer – John Hickman

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### **Background**

The purpose of this report is to update Councillors on the current position regarding the Christmas Lights Switch on and the Advent Fayre.

### **Christmas Lights Switch On**

The Rotary Club of Witney normally run the Christmas Lights switch on evening on behalf of WTC on the last Friday of November annually. The Town Clerk has been in touch with the President of the Rotary Club regarding this event and has been informed that the Rotary Club are not intending to run a Switch on Event this year due to the current Covid 19 situation.

Given that the council will also have a reduced Christmas lights display this year and the associated issues with running any type of event of this nature in the current Pandemic situation and the requirement to try to prevent large gatherings of people the Operations and Estates Officer would suggest that the lights this year very simply with no fuss simply switched on overnight on Friday 27<sup>th</sup> November by the Christmas lighting contractors.

### **Advent Fayre**

The Advent Fayre normally takes place in the Corn Exchange on the Sunday directly following Christmas Lights Switch the date this year being Sunday 29<sup>th</sup> November. This year it is felt that with the current Pandemic and the associated issues with public gatherings in doors and in particular the restrictions in place regarding Covid 19 the Advent Fayre should not take place this year. Given the type of event it is – craft based – the logistics around sanitising equipment between families/sessions would be labour intensive and not really appropriate at this time.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

In the current pandemic situation, it would be wrong for the Council to encourage public gatherings of any sort.

### **Financial Implications**

The Council normally gives the Rotary Club a grant to assist with the costs of putting on the switch-on event.

With regard to the Advent Fayre, the Council does have to purchase craft materials and also funds the small fair rides in the Market Square.

Officers would recommend that the budgets are either rolled over to the next financial year or are offset against the loss of income from other areas of the Council's business.

### **Recommendations**

Members are invited to note the report and agree the cancellation of this year's Christmas Lights Switch-on and Advent Fayre due to the pandemic.

## STRONGER COMMUNITIES COMMITTEE

---

<b>Date:</b>	Monday 21 <sup>st</sup> September 2020
<b>Title:</b>	Civic Events
<b>Contact Officer:</b>	Communications and Events Officer - Polly Inness

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### **Background**

The purpose of this report is to update councillors with the latest information about events planned for the next few months.

### **Current Situation**

All events have, until now, been postponed. But it is proposed that we plan for some of them to be able to happen in different ways but avoiding attracting crowds/public gatherings.

### **Citizen of the Year**

Having consulted with the Compliance Officer and Venue Manager it is possible to hold a very small-scale event involving a maximum of 6 people, in line with new regulations to award the Citizen of the Year winners for 2019. Once it is safe to hold a proper Civic Reception they will be invited to a proper celebration event.

It is usual, this time of year to launch the nominations for the Citizen of the Year Awards – however given that Council wish to recognise COVID-19 Hero's Members are asked to consider whether the usual COYA are paused for 2020. [It is within the gift of the Mayor deciding who the COYA are.]

### **Car Free Day**

This year the Town Council is participating by means of a social Media campaign and a poster. The poster will be circulated at the meeting.

Messages will focus on the practicalities of leaving your car at home such as:

- where all the cycle racks are in Witney
- all the bus routes that come through the town and links to timetables
- popular walks
- accessible walks
- how to report issues on cycle paths and pavements on FIX MY STREET
- a link to the cyclestreets map for journey planning

## **Remembrance Day**

This is very much in flux this year and official updates from the Royal British Legion are still awaited but it still looks absolutely certain that they will not parade or take part in wreath laying for safety reasons.

A verbal update will be given at the meeting that will cover

- What the town council proposes in terms of getting wreaths on the memorial.
- How to involve different groups
- Video presentation of appropriate content for the day such as standard lowering, the town's memorials, the commonwealth war graves, some words from the clergy at St Marys. The Kohima and Exhortation from two RBL representatives, Music from the Town Band. The Last Post, 2 mins silence and Reveille. The bugler and The Mace bearer. Photographs of youth artwork on this year's RBL theme of 'Coming Home'

Officers were approaching Witney TV to assist with this but not certain that they are available to help at this time. The Town Clerk has suggested that the budget normally allocated to Remembrance Day be used to pay for a professionally produced video of the contents above that will serve both as a suitable piece to place on our website and also as archived material that demonstrates some of the adaptations having to be made around events that cannot go ahead as normal.

It should be noted that the Road Closure Orders had to be applied for earlier in the year – which Officers have done covering the usual route of the parade – however in light of the most recent restrictions the Town Clerk would suggest that the application is withdrawn.

## **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

## **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Members will be aware from other Officer reports of the measures which have to be taken around assuring safety of the public due to COVID-19, and it is important that the Council isn't seen to be encouraging public gatherings at events which contravene current government guidance.

## **Financial implications**

The cost of making a professional video for Remembrance Day

## **Recommendations**

Members are invited to note the report and consider

1. Whether the Council should pause the Citizen of the Year Awards for 2020 in light of the COVID-19 Hero Awards;
2. whether it will make the investment in the production of a professionally produced video to commemorate this years' Service of Remembrance;
3. that the road closure order for Remembrance Sunday be withdrawn.

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## STRONGER COMMUNITIES COMMITTEE

---

**Date:** Monday 21<sup>st</sup> September 2020  
**Title:** Youth Funding Grant 2020  
**Contact Officer:** Office Manager – Adam Clapton

---

### Background

Members will recall a fund totalling £30k was agreed by the Council towards provision of youth services across Witney in 2020/21. Following agreement on the application process and grant criteria by this committee, subsequent ratification by the Policy, Governance & Finance Committee/Full Council, the fund was open for applications between 1 August 2020 – 1 September 2020.

For reference, the purpose of the fund is as follows,

*'The Youth Fund is open to applications from community and voluntary sector organisations, including existing organisations and those in the process of setting up to establish easily signposted and accessible youth opportunities, supporting open access to preventative services, particularly for those who may be hard to reach and to extend activities to support the young people of Witney,*

*Activities may include, for example, providing guidance and support about their lives and issues relating to school, family life and peers through way of drop-in sessions.*

*Applications may, for example, facilitate the provision of a safe space for young people who would otherwise have nowhere to go, including a safe space to talk, and the ability to enjoy some self-directed or group/organised discretionary activities.'*

### Current Situation

Three applications for the fund, totalling £38,500 were received and are outlined below with the requested amounts:

<b>Group or Organisation</b>	<b>Amount Requested</b>
Got2B	£19,500
Home-Start Oxford	£15,000
Junior Parkrun	£4,000

A summary sheet with criteria scoring evaluations is included with the full applications/supporting documents as confidential appendices to this report.

It should be noted that the scoring has been carried out without bias by Officers based on the criteria as set out in the application process. Members should refer to the applications for full details before considering any outcomes of the fund.

While the decision on awarding grants is made by the Policy, Governance and Finance Committee, members may like to consider the requests and documents provided at this meeting to see if any further supporting documentation is required from applicants.

The committee may also like to make recommendations to the Policy, Governance and Finance committee on the outcome of awards.

### **Environmental impact**

There is no discernible impact on the environment from this project.

### **Risk**

The Council should ensure that all criterion are met and necessary documents are provided by applicants before recommending applications for funding.

### **Financial implications**

- A budget of £30k has been agreed and budgeted for within this financial year only for the purpose of this grant.
- There is no additional budget over and above the amount already set.

### **Recommendations**

Member are invited to note the report and consider the following:

1. Whether further information or clarification on any matter is required from applicants,
2. Recommendations on allocation of funds to the Policy, Governance & Finance Committee to be held on 28<sup>th</sup> September 2020.



# Witney Town Council

## Youth Funding Grant 2020-21

Witney Town Council, in consultation with local groups, organisations and individuals has identified that there are gaps in youth provision of varying ages and vulnerabilities within the town. There is a clear need for the young people of Witney and their parents to identify what is currently available in order to seek the help they need, encourage a wider range of opportunities for them and to provide excellent support to young people, helping them to live fulfilling lives.

The Town Council supports the desires of young people for enhancing and increasing places to go and things to do, supports young people's access to activities they are interested in, maintains play provision and encourages the voice of youth in the decisions that affect them through the work of the Witney Youth Council.

To realise these objectives further, Witney Town Council has developed a Youth Funding Grant with a total of £30,000 available in the year 2020-21.

### Purpose of the Fund

The Youth Fund is open to applications from community and voluntary sector organisations, including existing organisations and those in the process of setting up to establish easily signposted and accessible youth opportunities, supporting open access to preventative services, particularly for those who may be hard to reach and to extend activities to support the young people of Witney,

Activities may include, for example, providing guidance and support about their lives and issues relating to school, family life and peers through way of drop-in sessions.

Applications may, for example, facilitate the provision of a safe space for young people who would otherwise have nowhere to go, including a safe space to talk, and the ability to enjoy some self-directed or group/organised discretionary activities.

Once the available resource is used the Youth Funding Grant will be closed.

## Types of Assistance

- Financial assistance towards specific projects/activities or purchases of equipment
- Financial assistance towards ongoing revenue costs if the organisation can demonstrate their lack of funds and the adverse effect on the Town and its residents if the organisation is unable to continue/start or are hampered by lack of funds
- Financial assistance to groups providing specialist services
- Financial assistance towards discretionary services such as subsidised meals
- Subsidised use of the Council Buildings, such as regular use of the Corn Exchange for or Burwell Hall for activities within the terms of the fund.

The Council will look favourably on those who create opportunities to be accessible to all young people, therefore applications demonstrating how they will extend their reach to young people who have not previously engaged with these opportunities are encouraged.

Bids will need to demonstrate that they are offering new youth opportunities or extending existing ones for young people between the ages of 0 - 18 and how these opportunities will support them to live a full and varied life.

## Grant Criteria

We will assess applications according to:

- Whether the proposal is providing new opportunities or extending the existing ones for young people to additional sessions, areas or groups of young people.
- How the proposed provision will meet the needs identified
- How it will support young people to live a full and varied life
- How it will add value to the local community
- How it will work with other groups and stakeholders
- How the funding will be used. We believe supporting young people should become an indispensable part of their community and young people who have benefitted from support should continue to do so after the funding period. Applications therefore are encouraged to present their plans as to how they are going to make the provision sustainable and attract hard to reach children
- to identify the local need of young people and can use local evidence from within their community. This might include using existing data and/or anecdotal evidence. The applicants will need to demonstrate how the bid will meet the identified needs.

**Applicants must ensure they always have procedures in place to safeguard young people.**

## Who Can Apply?

Applications will only be accepted from the following:

- Local Charitable and/or non-profit-taking organisations (existing or start-up groups) \*
- Community Groups
- Religious Groups (providing the funding is for non-religious activities for young people)
- Volunteer Groups

\*Organisations applying to Witney Town Council should be local to Witney or, if just outside the boundary, its work should be of significant benefit to the town and its residents.

**Groups and organisations should be affiliated to Oxfordshire Youth or similar recognised umbrella organisation.**

Regrettably, applications from the following will not be accepted:

- Commercial Organisations
- Individuals
- Charities operating overseas
- Funds established to help persons outside the UK
- National appeals are, with limited exceptions, also outside the legal scope of the Council's grant-aid scheme

Grants cannot be made to cover money already spent and the giving of a grant one year does not set a precedent for another.

Preference will be given to organisations who have not already received funding from any other body. The Council will look favourably on organisations who can demonstrate they have been unsuccessful in obtaining funding from their national bodies or West Oxfordshire District Council.

## The Application Process

To ensure that fair and proper consideration can be given to all requests, the Council requires the following to be submitted before the application deadline:

- A completed application form
- The most recent full set of accounts available or a financial projection or budget for the period following the accounts\*
- Any additional information the organisation considers will support their application for grant funding.

\*If the organisation is a new entity with no accounts available, please provide a Business Plan, stating aims and objectives, along with a financial projection for at least the current financial year.

Please complete and submit the application form electronically or by email, along with your most recently available, year-end accounts by 12 noon on Tuesday 1<sup>st</sup> September.

Please address postal applications to: Town Clerk, Witney Town Council, Town Hall, Market Square, Witney, OX28 6AG.

Please send email applications to: townclerk@witney-tc.gov.uk

## How will applications be assessed?

The Town Council will check all applications to the Youth Funding Grant against the criteria set out above. All applications meeting the criteria will be considered by the Town Council' Policy, Governance & Finance Committee.

Applications for larger grants may be offered the opportunity to present their proposal to this committee.

The panel will make recommendations for award and the final decision will be made by the Full Council on 12<sup>th</sup> October 2020.

## Awarding the grant

Applicants will be advised as soon as possible after the dates below whether their application has been successful or not. Unsuccessful applicants will be notified without delay

Successful applicants will be asked to sign a legal agreement with the Council. Once the legal agreement is signed, the funds will be transferred to the organisation's designated bank account.

## Key Dates

1 <sup>st</sup> August 2020	The Youth Fund Opens for Applications
1 <sup>st</sup> September 2020	The Youth Fund closes for Applications
10 <sup>th</sup> September 2020	The Scoring Process takes place
21 <sup>st</sup> September 2020	Evaluation Meeting takes place (Stronger Communities Committee)
28 <sup>th</sup> September 2020	Agreement reached at the Policy, Government & Finance Committee.
30 <sup>th</sup> September 2020	Applicants notified of recommendations



12 <sup>th</sup> October 2020	Full meeting of Witney Town Council makes final decision
13 <sup>th</sup> October 2020	Applicants notified of final decisions

## Monitoring

Successful applicants are expected to comply fully with any monitoring requests from the Council and must agree to this when signing the legal agreement. This may include a review of their project during the period of funding, checking how the money was spent, reports on the activity funded, feedback from young people and any other record of the activity funded (e.g. promotional flyers and posters).

- Grants should be spent within the year, for the purpose for which they were given
- The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred
- Organisations receiving grant-aid in excess of £500, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended
- If an organisation dissolves the Council expects the organisation to reimburse the grant-aid awarded
- Any unspent grant funding will be recovered by the county council.
- Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.

Successful applicants will be required to complete a monitoring report for the Town Council towards the end of the funding agreement.

## Contacting Us

We encourage applicants to contact us with any questions they might have as early as possible. If you have any queries about the Youth Fund or the application process, please contact us on: [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)

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## **STRONGER COMMUNITIES COMMITTEE**

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**Date:** Monday 21 September 2020

**Title:** Witney Town Council Image & Rebranding

**Contact Officer:** Town Clerk – Sharon Groth

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### **Background**

Members will recall that consideration was given to the Council's image and rebranding at the last meeting of this Committee with the final decision deferred to full Council on 27 July 2020, when the design was agreed.

### **Current Situation**

Officers have implemented the logo onto the agenda, however there are additional considerations on how this should work across all the Council's stationery, brochures for Cemeteries and other Council run facilities, livery, noticeboards and signage located in parks and on buildings, communications – such as the website and APP, and whether it should also feature on the Council owned vehicles replacing the Town Crest.

In particular the new logo does not work with the current theme of the website and to incorporate this would require some time and thought into colour schemes – whilst ensuring the website stays accessible under the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018. The Communications & Events Officer has spent a considerable amount of time undertaking an audit of the website to meet the regulations as far as practicable, so care needs to be taken when selected colours/themes to ensure it remains compliant.

The Town Clerk would therefore request that time is afforded to Officers, when they have capacity, to ensure the logo and rebranding is implemented carefully and not rushed – as this will have a negative affect on what the new administration is trying to achieve with the Council's image.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

As mentioned above, the website needs to comply with the Accessibility Regulations. The Council also needs to be mindful of the financial implications and the fact that tax payers money is being used for this purpose.

### **Financial implications**

Currently there is no budget to carry out a full rebrand of the Council's corporate identity, and in particular redesign of the Council's website – nor is there Officer capacity to ensure this is undertaken in a timely manner.

### **Recommendations**

Members are invited to note the report and consider the points made regarding the proper implementation and rolling out of the rebranding/Council image.

However the Town Clerk would request that this is put on hold until after the external review of the organisation, and factored in to the Officers work programme when there is capacity to do this properly.

## STRONGER COMMUNITIES COMMITTEE

---

<b>Date:</b>	Monday 21 <sup>st</sup> September 2020
<b>Title:</b>	Communications
<b>Contact Officer:</b>	Communications and Events Officer - Polly Inness

---

### **Background**

The purpose of this report is to update Councillors on communication matters.

### **Apple Registration**

This is now complete and should be able to post app updates in the Apple Store – for the Witney Town Council APP.

### **Web Accessibility Compliance**

The work is set to be completed on schedule by 22<sup>nd</sup> September to meet the expectations of the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018. Most of the pressing requirements have been met and have updated the accessibility statement on the website to explain what has been done and what may still remain. It will explain that some of the older pdf files may not be accessible and how to obtain a copy in a readable format if required. The position is now, changes that are requested, can be made if they are not a disproportionate burden in terms of work required for number of users likely to need it.

The location of the sidebar menus has also moved to the top of the website in order to accommodate an accessibility button. Most people who require accessibility tools will have their own toolbar set up, but this ensures that most of the web content can be accessed if they are browsing on a public computer or different device. It allows them to alter text size and contracts on any device.

### **Website security**

The Government Digital Service (GDS) is responsible for issuing .gov.uk domain names. They are working with the Cabinet Office Government Security Group (GSG), the National Cyber Security Centre (NCSC) and the Digital Office Scotland to help public sector organisations improve domain names security.

Poor domain security can lead to domain hijacking, where someone else takes control of a domain, all the services that use that domain and can cause significant operational or reputational impact to an organisation. As a result, the Communications & Events Officer has

attended a webinar hosted by the GDS. The security of all .gov.uk websites is obviously important. In the case of the Council, because no data is processed or payments for things like fines, licences or council tax/rent are made it is not responsible for the sort of data that could be misappropriated by criminals, but nonetheless the same guidance and precautions need to be followed.

### **Fields in Trust**

The Communications & Events officer has submitted Hi res images for the Council's three Fields in Trust to ensure that they are all displayed correctly on the FIT website. It might be a good time to issue a small SM post that reminds everyone that we have 3 protected fields and which ones they are.

### **The Mayor's Christmas Card**

This competition has been launched on Social Media as agreed at the last meeting of this Committee.

### **Facebook**

A short while ago Facebook forced a page upgrade on the Town Council page and there is a fault in loading the page caused by multiple redirects. The Communications & Events officer can still post to the page but this needs to be loaded via a fault page link. She has tried all ways to fix the problem but to no avail. Once she has some free time she will make one further attempt and if that fails a new page may need to be built which would mean the loss of the history and all followers. Obviously, this is not ideal and this action won't be taken unless absolutely a last resort. Once fixed an Instagram account and a Mail chimp newsletter sign up form will be integrated.

### **Residents Satisfaction Survey 2020**

Detailed analysis of the feedback will be circulated under separate cover. Members should consider how they wish to use or publish this data.

### **Press Release -Equality, Inclusivity and Diversity panel.**

A draft copy for sign -off is attached to this report.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

As mentioned above, the website needs to comply with the Accessibility Regulations, and the Communications & Events Officer is satisfied that the issues identified that need to be addressed have been.

### **Financial implications**

There are no financial implications arising directly from this report, not covered within existing budgets.

### **Recommendations**

Members are invited to note the report and consider

1. which icon is preferred for the accessibility menu;
2. how the data from the Residents Satisfaction Survey is used/published;
3. the draft press release on the Equality, Inclusivity and Diversity panel.

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# Witney Town Council

Mrs Sharon Groth FSLCC fCMgr  
Town Clerk

Cllr Joy Aitman  
Mayor of Witney



Town Hall, Market Square  
Witney, Oxon  
OX28 6AG  
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[www.witney-tc.gov.uk](http://www.witney-tc.gov.uk)

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Press Release

21<sup>st</sup> September 2020

## Witney Town Council Implements Inclusive Panel

Building on an existing robust equality policy Witney Town Council plans to research and apply additional diversity initiatives so that it better serves our community, and as employers ensures that all are given the support and opportunities to succeed and reach their full potential as individuals, regardless of background.

Liaising, with community groups and other relevant bodies will extend consultation and interaction with people from a wide range of ages and backgrounds at all levels.

Will challenge definitions by understanding the scale and scope of diversity and champion change where needed within its own organisation and the wider community.

As part of its annual review process the council looks to review and improve the way it is meeting equality legislation and statutory requirements and how these are put into practice.

Witney Town Council recognises that in a constantly evolving world, no matter how much it is already doing well and what has already been achieved, being fully paid up members of a global society will require further steps in this journey. By adapting and augmenting what it already does to reflect the changes in our community, it can be instrumental in creating a thriving, inclusive environment that embraces and values diversity.

**ENDS**

**Notes for the editor**

**About Witney Town Council – <http://www.witney-tc.gov.uk/>**

Witney Town Council is the third tier of local government for Witney. Established in 1974, it serves a population of more than 28,000 residents. There are six electoral wards within the town boundary and 17 elected town councillors who form the democratically elected body.

**Witney Town Council declared a climate emergency in June 2019 and is committed to ensuring that the town does everything possible to become net-zero carbon neutral and to ensure a cleaner, better future for its residents.**

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## STRONGER COMMUNITIES COMMITTEE

---

**Date:** Monday 21 September 2020  
**Title:** Finance Report  
**Contact Officer:** Town Clerk/RFO – Sharon Groth

---

*Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on the Friday before the meeting to allow for a full response at the meeting.*

### **Background**

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed. The period to which this report relates is Period 4, 1 April 2020 to 31 July 2020.

Unfortunately, due to time constraints, the financial reports do not include the recharges from the Works, Agency or Central Support departments, nor does it include the salary information where this is directly attributable. The Town Clerk/RFO hopes to be able to calculate this information when she carries out the review of the annual budgets in October 2020.

Additionally, it has not been possible to provide a full written report, however at this stage in the financial year budgets are not expected to be overspent – but members are reminded that expenditure isn't necessarily incurred evenly over the course of the year.

### **COVID-19 – Additional Costs**

Officers have worked hard to get facilities open when government guidance has allowed. Obviously, this has significantly hit the Council's income and additional expense has been incurred with increased cleaning regimes, equipment etc.

### **Revenue Budget 2021/22 and Capital & Special Revenue Projects 2021/22**

In line with normal Council procedures, the Town Clerk will shortly be commencing the annual review of all the Committees in order to prepare the revenue budget for 2021/22. Draft budgets are prepared based upon current activities and patterns of income and expenditure. Any additional revenue expenditure is considered separately as Revenue Growth items.

The Council's current Grounds Maintenance Contract is due to end on 30 September 2020. The re-tendering exercise is complex and time consuming. The last tender the Council used the services of KMC-Consultancy. The Town Clerk will be reporting to the Policy, Governance & Finance Committee shortly to explain the process.

It is also normal practice that in the course of the budget cycle the council considers the Capital and Special Revenue budget to identify which projects or scheme are to be implemented and undertaken during the next financial year.

Whilst Members are encouraged to give consideration and put forward items to be included in next year's budget (and beyond), so that Officers can obtain costings accordingly, the Town Clerk would caution that given the current circumstances she will be looking to make savings in order to try and balance the current year's budget.

Furthermore, with COVID-19, Officers have not been able to progress many of the projects identified and budgeted for during the last budget setting cycle, these will be reassessed and possibly put into the preparation pool for further consideration at a later date.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

### **Financial implications**

There are no financial implications arising directly from this report.

This report forms part of the Council's mechanisms for budgetary control, as it enables income and expenditure to be reviewed and compared with the Council's budgets.

### **Recommendations**

Members are invited to note the report and give consideration to any capital or special revenue projects for 2021/22 budget.

## Detailed Income &amp; Expenditure by Budget Heading 31 July 2020

Month No: 4

Income &amp; Expenditure, 21 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Stronger Communities</u></b>								
<b><u>402 COMMUNITY INFRASTRUCTURE</u></b>								
1085 INSURANCE CLAIMS RECEIVED	(19,503)	0	0	0			0.0%	
1170 GRANTS RECEIVED	436	7,365	0	(7,365)			0.0%	
COMMUNITY INFRASTRUCTURE :- Income	<b>(19,067)</b>	<b>7,365</b>	<b>0</b>	<b>(7,365)</b>				<b>0</b>
4001 SALARIES	2,197	0	0	0		0	0.0%	
4002 ER'S NIC	60	0	0	0		0	0.0%	
4003 ER'S SUPERANN	189	0	0	0		0	0.0%	
4013 RENT PAID	1	0	5	5		5	0.0%	
4014 ELECTRICITY	1,443	236	750	514		514	31.5%	
4017 CONTRACT CLEAN/WASTE	4,586	90	4,100	4,010		4,010	2.2%	
4025 INSURANCE	112	0	130	130		130	0.0%	
4035 BUS SHELTER MAINTENANCE	92	0	3,800	3,800		3,800	0.0%	
4036 PROPERTY MAINTENANCE	1,755	0	3,630	3,630		3,630	0.0%	
4037 GROUNDS MAINTENANCE	2,791	0	3,000	3,000		3,000	0.0%	
4039 HORTICULTURE	0	0	750	750		750	0.0%	
4040 ARBORICULTURE	3,100	11,000	31,150	20,150		20,150	35.3%	
4059 OTHER PROF FEES	0	2	0	(2)		(2)	0.0%	
4066 TREE REPLACEMENT	2,152	0	6,000	6,000		6,000	0.0%	
4067 Tree Survey	3,570	0	5,000	5,000		5,000	0.0%	
4100 GRANTS GENERAL	0	50	0	(50)		(50)	0.0%	
4166 DEFIBRILLATOR EXPENDITURE	805	475	2,200	1,725		1,725	21.6%	
4200 STREET FURNITURE	925	0	0	0		0	0.0%	
4205 CLIMATE EMERGENCY	0	0	10,000	10,000		10,000	0.0%	
4209 WWI Commemorations 16-18	519	0	0	0		0	0.0%	
4210 CHURCH CLOCK	0	0	1,500	1,500		1,500	0.0%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	6,268	625	14,800	14,175		14,175	4.2%	
4491 TFR TO EARMARKED RES	18,150	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(18,150)	(18,150)	0		0	100.0%	
4888 O/S STAFF RCHG	31,657	0	45,293	45,293		45,293	0.0%	
4890 O/S O'HEAD RCHG	6,198	0	8,321	8,321		8,321	0.0%	
4891 AGENCY SERVICES RECHARGE	148,409	47,597	152,727	105,130		105,130	31.2%	
4892 C/S STAFF RCHG	7,712	0	8,508	8,508		8,508	0.0%	
4893 C/S O'HEAD RCHG	3,170	0	3,290	3,290		3,290	0.0%	
4990 CONTRN TO CCTV SCH.	10,000	0	10,000	10,000		10,000	0.0%	
5199 Depreciation Charge to Service	4,265	0	0	0		0	0.0%	
COMMUNITY INFRASTRUCTURE :- Indirect Expenditure	<b>260,126</b>	<b>41,926</b>	<b>296,804</b>	<b>254,878</b>	<b>0</b>	<b>254,878</b>	<b>14.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(279,193)</b>	<b>(34,561)</b>	<b>(296,804)</b>	<b>(262,243)</b>				

Detailed Income & Expenditure by Budget Heading 31 July 2020

Month No: 4

Income & Expenditure, 21 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>408 COMMUNITY ACTIVITIES</b>								
1171 DONATIONS RECEIVED	898	0	0	0			0.0%	
COMMUNITY ACTIVITIES :- Income	<b>898</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4103 GRANT YOUTH COUNCIL	27	0	500	500		500	0.0%	
4109 BLUE PLAQUES	0	0	1,000	1,000		1,000	0.0%	
4141 EVENTS	521	0	12,500	12,500		12,500	0.0%	
4491 TFR TO EARMARKED RES	1,428	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(1,000)	(1,000)	0		0	100.0%	
4892 C/S STAFF RCHG	31,715	0	35,013	35,013		35,013	0.0%	
4893 C/S O'HEAD RCHG	13,573	0	14,085	14,085		14,085	0.0%	
5199 Depreciation Charge to Service	98	0	0	0		0	0.0%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	<b>47,362</b>	<b>(1,000)</b>	<b>62,098</b>	<b>63,098</b>	<b>0</b>	<b>63,098</b>	<b>(1.6%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(46,464)</b>	<b>1,000</b>	<b>(62,098)</b>	<b>(63,098)</b>				
Stronger Communities :- Income	<b>(18,169)</b>	<b>7,365</b>	<b>0</b>	<b>(7,365)</b>			<b>0.0%</b>	
Expenditure	<b>307,488</b>	<b>40,926</b>	<b>358,902</b>	<b>317,976</b>	<b>0</b>	<b>317,976</b>	<b>11.4%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(325,657)</b>	<b>(33,561)</b>						
Grand Totals:- Income	<b>(18,169)</b>	<b>7,365</b>	<b>0</b>	<b>(7,365)</b>			<b>0.0%</b>	
Expenditure	<b>307,488</b>	<b>40,926</b>	<b>358,902</b>	<b>317,976</b>	<b>0</b>	<b>317,976</b>	<b>11.4%</b>	
<b>Net Income over Expenditure</b>	<b>(325,657)</b>	<b>(33,561)</b>	<b>(358,902)</b>	<b>(325,341)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(325,657)</b>	<b>(33,561)</b>						

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