

Halls, Cemeteries & Allotments Advisory Committee Meeting of Witney Town Council



Monday, 24th May, 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, R Smith 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.

As an Advisory Committee of the Council this meeting will take place virtually via Zoom. All decisions of this meeting will be recommendations to Full Council.

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 & Legal Services Officer, Simon Wright (democracy@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 of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Election of Vice Chair

To elect the Vice-Chair of the Committee for the 2021/2022 municipal year.

4. Minutes (Pages 3 - 8)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 8 March 2021.

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of 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. **Public Halls Update**

To receive a verbal update on the Public Halls from the Deputy Town Clerk.

7. **Cemeteries Update** (Pages 9 - 16)

To receive the report of the Compliance, External Contracts & Cemeteries Officer.

8. **Allotments Update** (Pages 17 - 22)

To receive the report of the Operations & Estates Advisor.



Town Clerk