

Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



Monday, 8th November, 2021 at 6.00 pm

To members of the Halls, Cemeteries & Allotments Committee - M Jones, V Gwatkin, J Aitman, L Ashbourne, T Ashby, O Collins, L Duncan and R Smith (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** 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.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Democratic and Legal Services Officer (democracy@witney-tc.gov.uk) in advance to reserve a seat.

We will continue to observe social distancing and hand sanitiser will be available.

For further information or clarification regarding the meeting contact the Democratic and Legal Services Officer at democracy@witney-tc.gov.uk Tel: 01993 226071

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 & Legal 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 (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 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 5 - 8)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 13 September 2021;

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.

Cemeteries

5. **Burial Times** (Pages 9 - 10)

To consider the report of the Maintenance & Environmental Services Officer.

6. **Tower Hill Cemetery - DDI Audit Access Requirements** (Pages 11 - 12)

To consider the report of the Maintenance & Environmental Services Officer.

Allotments

7. **Lakeside Allotments - Topographical Survey** (Pages 13 - 18)

To consider the report of the Project Officer.

8. **Witney Allotment Association - Request for Gates at Hailey Road Allotments** (Pages 19 - 24)

To consider the report of the Operations & Estates Advisor.

Public Halls

9. **Public Halls & 1863 Café Bar Report** (Pages 25 - 26)

To consider the report of the Venue & Events Officer.

Budget

10. **Budget** (Pages 27 - 48)

To receive and consider the report of the Town Clerk.

11. **Schedule of Proposed Fees & Charges 2022/23** (Pages 49 - 52)

During Budget Setting Cycle the Council reviews its Fees and Charges for the various facilities and services it operates.

Attached is the schedule of charges in respect of the assets and services which fall under the responsibility of this Committee.

The Committee is RECOMMENDED to approve (or amend as necessary) the:

- i. Burials Fees & Charges
- ii. Public Halls Fees & Charges

12. **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.

13. **1863 Cafe - Business Plan** (Pages 53 - 60)

To consider the confidential report of the Venue & Events Officer.



Town Clerk