Stronger Communities
Advisory Committee Meeting of Witney Town Council

Monday, 19th July, 2021 at 6.00 pm

To members of the Stronger Communities Committee - O Collins, L Ashbourne, J Aitman, R Bolger, D Butterfield, H Eaglestone, V Gwatkin and A Prosser (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 (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 items under consideration at this meeting in accordance with the Town Council's Code of Conduct.

3. **Minutes** (Pages 5 - 8)

   a)   To adopt and sign as a correct record the minutes of the meeting held on 7 June 2021
   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. **Committee Work Plan (**Pages 9 - 10)

   To discuss the priorities for the Stronger Communities Committee following adoption of the Open Spaces Strategy at the Full Council meeting held on 28th June.

6. **CHRISTMAS 2021**

   a) **Christmas Lights Display Tender & Switch On** (Pages 11 - 32)

   To consider the report of the Operations & Estates Advisor.

   b) **Advent Fayre** (Pages 33 - 34)

   To consider the report of the Venue & Events Officer.

7. **STREET FURNITURE AND INFRASTRUCTURE**

   a) **Church Green – Memorial Bench Request** (Pages 35 - 38)

   To consider the report of the Project Officer.

   b) **Bus Stop - Tower Hill** (Pages 39 - 42)

   To receive the report of the Project Officer

   c) **Bus Shelter Advertisement Request** (Pages 43 - 44)

   To receive and consider a request to advertise the Loyal Free Business app on Town Council bus shelters. The Deputy Town Clerk will offer a verbal report on this item.

8. **COMMUNICATIONS & COMMUNITY ENGAGEMENT**

   a) **Update Report** (Pages 45 - 54)

   To receive the report of the Communications & Community Engagement Officer

   b) **Communications Strategy** (Pages 55 - 80)

   To receive and consider a draft Communications Strategy prepared by the Communications & Community Engagement Officer.

9. **Youth Services Grant Award 2021 (**Pages 81 - 92)

   To receive the report of the Deputy Town Clerk.

10. **Witney Covid-19 Hero Awards & Commemoration (**Pages 93 - 94)

    To consider the report of the Deputy Town Clerk.

WITNEY TOWN COUNCIL

11.   **Witney Town Council - Tea Dance** (Pages 95 - 96)

To consider the report of the Venue & Events Officer.

Town Clerk

WITNEY TOWN COUNCIL