

Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



Monday, 4th July, 2022 at 6.00 pm

To members of the Halls, Cemeteries & Allotments Committee - M Jones, D Enright, T Ashby, D Butterfield, O Collins, L Duncan, V Gwatkin and P Hiles (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 Deputy Town Clerk (adam.clapton@witney-tc.gov.uk) in advance.

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 Deputy Town Clerk (adam.clapton@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 3 - 8)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 23 May 2022;

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.

5. **Finance Report** (Pages 9 - 16)

To receive the report of the Town Clerk & Chief Executive Officer.

Halls

6. **Public Halls Report** (Pages 17 - 20)

To receive the report of the Venue & Events Officer and accompanying Halls usage figures provided by the Bookings Administrator.

7. **Burwell Hall - Heating System** (Pages 21 - 22)

To receive the report of the Project Officer.

8. **Illumination of Corn Exchange & Flag Flying** (Pages 23 - 28)

To receive the report of the Deputy Town Clerk.

9. **Corn Exchange Refurbishment**

To receive a verbal update from Officers (if appropriate).

Cemeteries

10. **Cemetery Regulations** (Pages 29 - 46)

To receive the report of the Maintenance & Environmental Services Officer and accompanying draft Cemetery Regulations.

11. **Cemetery of the Year Awards 2022** (Pages 47 - 50)

To consider entry of Windrush Cemetery into the Cemetery of the Year Awards 2022.

'The Cemetery of the Year Awards Competition is designed not only to improve standards within Burial Grounds but also to encourage compliance with legislation and encourage best practice with information and support from leading Burial Authority Organisations.'

Winners are chosen based on adherence to the Charter of Bereaved, created by The Institute of Cemetery & Crematorium Management (ICCM). Signing up the Charter would incur a cost of £310.

Allotments

12. **Allotments - Waiting List** (Pages 51 - 52)

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



Town Clerk

Town Hall, Market Square
Witney, Oxon
OX28 6AG
T: 01993 704379
F: 01993 771893
info@witney-tc.gov.uk
www.witney-tc.gov.uk

Mrs Sharon Groth
FSLCC fCMgr
Town Clerk

CLlr Liz Duncan
Mayor of Witney

