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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.

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Mrs Sharon Groth
FSLCC fCMgr
Town Clerk

Cllr Liz Duncan
Mayor of Witney



Town Clerk



Agenda Item 3

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 23 May 2022

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor M Jones (Chair)

Councillors:	V Gwatkin	L Duncan
	T Ashby	P Hiles
	O Collins	J Aitman
Officers:	Adam Clapton	Deputy Town Clerk
	Simon Wright	Democratic & Legal Services Officer
Others:	One member of the public.	

H229 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Butterfield and Enright.

Councillor Aitman attended for Councillor Enright.

H230 **DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

H231 **ELECTION OF VICE-CHAIR**

The Chair called for nominations for the position of Vice-Chair of the Committee.

It was proposed and seconded that Councillor Duncan Enright be elected. There being no other nominations it was:

Resolved:

That, Councillor Duncan Enright be elected Vice-Chair of the Committee for the 2022/2023 municipal year.

H232 **MINUTES**

The minutes of the meeting of the committee held on 14 March 2022 were received.

H115 – Corn Exchange Decoration and Damp Works

The Deputy Town Clerk reported that the works had been completed and had come in under budget.

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments Committee held on 14 March 2022 be approved as a correct record of the meeting and be signed by the Chair

H233 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

Mr Barry Jessel representing Witney Allotment Association addressed the committee in respect of Agenda Item No. 16 – Allotments and Schools

The Committee reconvened following public participation

At the request of the Chair the Committee agreed to take Agenda Item No. 16 - Allotments and Schools before Agenda Item No. 6

H234 **ALLOTMENTS AND SCHOOLS**

The Committee considered details of a project to helping younger people in particular, and schools, get involved more in growing, understanding, and eating healthy, local foods as outlined by Mr Jessel under public participation.

Members expressed their support in principle for the initiative and welcomed the ambition to work with schools and encourage careers in horticulture. The Committee emphasised that as landowner of the allotments they did not have any direct input but could support the project by promoting on social media and through the Town Council generally.

Resolved:

That, the details of the project be noted, and the Town Council support it in principle.

H235 **COMMITTEE TERMS OF REFERENCE**

The committee considered whether any changes were needed to the current Terms of Reference.

Resolved:

That, no amendments be made to the Terms of Reference

H236 **OPEN SPACES STRATEGY, COMMITTEE OBJECTIVES AND WORK PROGRAMME FOR THE MUNICIPAL YEAR**

The Committee considered the report of the Town Clerk/CEO. An update was given on the projects outlined in the report and the financial and staffing resources available.

Members discussed priority items and agreed that works to the Corn Exchange, Heating at Burwell Hall and repairs to the St Mary's Churchyard wall were highest priority. In respect of the Children's Memorial Garden at the Windrush Cemetery it was noted that options needed to be considered and could therefore be considered at a later date.

Resolved:

That, works to the Corn Exchange, Heating at Burwell Hall and repairs to the St Mary's Churchyard should be the priority items.

H237 **FINANCE REPORT**

Consideration was given to the current position of the budgets allocated to the committee.

Resolved:

That, the current financial position be noted.

H238 **BURWELL HALL - HEATING SYSTEM**

The committee received the report of the Project Officer in respect of a replacement heating system at Burwell Hall.

Members thanked the Project Officer for such a detailed report and considered the options outlined. The committee expressed a preference for a Fuel Cell CHP Boiler as it offered best value for money and would require less works at the hall. It was noted that it was a relatively new technology and requested that delegation be given to finalise the scheme subject to a satisfactory case study being received.

The committee noted that the Parks & Recreation Committee had agreed the refurbishment of the changing rooms on the site and both projects would need to run concurrently.

Resolved:

1. That, the Fuel Cell CHP Boiler option be approved: and
2. That, the decision be delegated to the Town Clerk in consultation with the Chair of the Committee and Leader of the Council subject to a satisfactory case study and the feasibility study for the changing room works.

H239 **CORN EXCHANGE MAIN HALL & 1863 CAFE BAR OPERATIONS**

Consideration was given to the report of the Venues & Events Officer.

Members considered the recommendations in the report and noted that there was no loss of floor space when the new seating was in place. Therefore there should be no reduction in hire charges for non-performance hirers.

The committee noted the improved income and level of bookings. Discussion ensued regarding opening hours and it was agreed that the Café Bar should close on Bank Holidays as footfall was low on those days. In respect of later opening on a Friday members supported this at the discretion of the Venue & Events Officer and subject to other bookings.

Resolved:

1. That, there is no reduction of Main Hall hire charges for non-performance hirers; and
2. That, the continued opening of 1863 for longer hours on a Friday be supported at the discretion of the Venue & Events Officer.

H240 **CORN EXCHANGE WORKING PARTY**

The Committee received the minutes of the Corn Exchange Working Party together with a confidential report updating on issues that had arisen.

Members considered the options for additional works, legislative requirements, financial implications, contractual responsibilities and reputational risk. After discussion it was agreed that the works should comply with BS8300, although not a legal requirement, and revise the layout accordingly with the additional costs being approved. Members requested that the consultant fees be reviewed regarding additional fees.

The committee thanked officers for their work on the project.

Resolved:

1. That, the works should comply with BS8300, although not a legal requirement, and revise the layout accordingly;
2. That, the additional expenditure of £2,895.00 be approved for the works; and
3. That, the additional consultant fees of £700 plus VAT be reviewed and not paid at this stage.

H241 **TOWER HILL NEW FAMILY ASHES SECTION**

The committee considered the report of the Maintenance & Environmental Services Officer.

Members thanked the Maintenance & Environmental Services Officer for the report and the proactive approach that was being recommended. Members considered the proposals and supported the reduction in ashes plot sizes together with changes to the exclusive rights. In respect of Windrush Cemetery it was agreed that this should be looked at as well to ensure consistency.

Resolved:

1. That, the plot size be reduced to 1.8m x 1.2m for Section 3 of Tower Hill Cemetery;
2. That, the new period of exclusive rights of burial at Tower Hill to 30 years be approved to help extend the useability of the cemetery; and
3. That, officers be delegated to research if similar alterations at Windrush cemetery are needed and report back to Councillors.

H242 **ST MARY'S CHURCH BOUNDARY WALL**

Consideration was given to the report of the Operations & Estates Advisor.

The committee noted the extensive works that were required, the permissions that were required and the financial implications.

After discussion it was agreed to progress the high priority works and remove vegetation. In respect of appointing a contractor it was suggested that this be delegated to officers in consultation with the Chair of the Committee and Leader of Council.

Resolved:

1. That, the Priority 1 Short Term works be approved;
2. That, the selection of a contractor be delegated to the Town Clerk in consultation with the Chair of the Committee and the Leader of Council; and
3. That, removal of existing tree growth from wall and Biochemical/Herbicide for treatment of tree stumps and vegetative growth from the wall prior to commencement of works be supported

H243 **WINDRUSH CEMETERY ARCHAEOLOGICAL REMAINS**

Consideration was given to the report of the Operations & Estates Advisor.

The committee considered options for the site together with the history of the site and purchase of the land in question. The financial implications were considered and it was noted that before any works could be undertaken then an archaeological study would be needed.

It was agreed that the area should be retained as present whilst options were considered.

Resolved:

1. That, other possible uses for the area be researched; and
2. That, in the meantime the area be left as at present including the maintenance regime

H244 **TOWER HILL CEMETERY 'WISHING TREE'**

Members considered a request to erect a plaque marking the tree at Tower Hill Cemetery from existing budgets.

The committee agreed to the request and noted that if the tree was removed for any reason a replacement would be provided.

Resolved:

That, the request to erect a plaque marking the wishing tree at Tower Hill Cemetery from existing budgets.

H245 **EXCLUSION OF PRESS AND PUBLIC**

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.

H246 **MAJOR PROJECTS**

Members received the confidential report of the Town Clerk/CEO updating on major projects within the remit of the committee.

Consideration was given to the options for the premises identified in the report and the financial implications including alternative funding options. The committee acknowledged the possibilities for developing the premises but agreed that the project should not be progressed at this stage unless other funding options were available.

Resolved:

1. That, the update on Major Projects be noted; and
2. That, the project for the premises identified in the report should not be progressed at this stage unless other funding options were available.

The meeting closed at: 7.45 pm

Chair

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report - Halls, Cemeteries & Allotments Committee -4 July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Halls, Cemeteries & Allotments</u>								
<u>102 LANGDALE HALL</u>								
1050 RENT RECEIVED	20,302	0	20,302	20,302			0.0%	
1052 EXPENSES RECOVERED	217	0	0	0			0.0%	
1058 WATER RECOVERED	795	0	0	0			0.0%	
1060 INSURANCE RECOVERED	575	0	605	605			0.0%	
LANGDALE HALL :- Income	21,889	0	20,907	20,907			0.0%	0
4012 WATER RATES	296	0	0	0		0	0.0%	
4021 TELEPHONE/FAX	179	17	0	(17)		(17)	0.0%	
4025 INSURANCE	555	0	605	605		605	0.0%	
4036 PROPERTY MAINTENANCE	690	0	1,000	1,000		1,000	0.0%	
4038 OTHER MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4048 ENG.INSPEC.(VARIABLE)	429	0	450	450		450	0.0%	
4059 OTHER PROF FEES	0	0	2,000	2,000		2,000	0.0%	
4491 TFR TO EARMARKED RES	2,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(1,000)	(1,000)	0		0	100.0%	
4888 O/S STAFF RCHG	234	0	853	853		853	0.0%	
4890 O/S O'HEAD RCHG	55	0	174	174		174	0.0%	
4892 C/S STAFF RCHG	3,526	0	4,136	4,136		4,136	0.0%	
4893 C/S O'HEAD RCHG	1,018	0	1,148	1,148		1,148	0.0%	
5199 Depreciation Charge to Service	13,131	0	0	0		0	0.0%	
LANGDALE HALL :- Indirect Expenditure	22,112	(983)	10,366	11,349	0	11,349	(9.5%)	0
Net Income over Expenditure	(222)	983	10,541	9,558				
<u>103 BARS</u>								
1000 BAR SALES - DRINK	15,698	343	22,500	22,157			1.5%	
1001 BAR SALES - FOOD	5,233	1,840	25,050	23,210			7.3%	
1002 BAR HIRE CHARGE	392	0	504	504			0.0%	
1009 CAFE SALES - HOT DRINKS	22,866	4,912	27,300	22,388			18.0%	
BARS :- Income	44,189	7,096	75,354	68,258			9.4%	0
3000 BAR PURCHASES - DRINK	7,695	1,491	11,500	10,009		10,009	13.0%	
3001 BAR PURCHASES - FOOD	3,464	1,133	12,525	11,392		11,392	9.0%	
3009 CAFE PURCHASES - HOT BEVERAGES	4,529	366	13,650	13,284		13,284	2.7%	
BARS :- Direct Expenditure	15,688	2,990	37,675	34,685	0	34,685	7.9%	0
4001 SALARIES	31,328	0	62,227	62,227		62,227	0.0%	
4002 ER'S NIC	1,892	0	5,050	5,050		5,050	0.0%	
4003 ER'S SUPERANN	1,681	0	6,155	6,155		6,155	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report - Halls, Cemeteries & Allotments Committee -4 July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007 PROTECTIVE CLOTHING	92	252	0	(252)		(252)	0.0%	
4042 EQUIPMENT	3,399	1,120	3,000	1,880		1,880	37.3%	
4892 C/S STAFF RCHG	8,815	0	10,339	10,339		10,339	0.0%	
4893 C/S O'HEAD RCHG	2,546	0	2,869	2,869		2,869	0.0%	
BARS :- Indirect Expenditure	49,751	1,372	89,640	88,268	0	88,268	1.5%	0
Net Income over Expenditure	(21,250)	2,733	(51,961)	(54,694)				
104 CORN EXCHANGE								
1007 CORN EXCHNGE LETTING	23,625	4,679	35,000	30,321			13.4%	
1014 EVENTS INCOME	829	1,178	2,000	822			58.9%	
1015 TEA DANCE INCOME	171	29	1,500	1,471			1.9%	
1016 FUNCTION REFRESHMENT	213	0	250	250			0.0%	
1017 CORN EXCHANGE WEDDING LETTING	0	205	0	(205)			0.0%	
1049 FACILITY HIRE - EQUIP	8	0	100	100			0.0%	
CORN EXCHANGE :- Income	24,846	6,091	38,850	32,759			15.7%	0
4001 SALARIES	24,998	0	67,136	67,136		67,136	0.0%	
4002 ER'S NIC	1,571	0	2,500	2,500		2,500	0.0%	
4003 ER'S SUPERANN	3,586	0	6,900	6,900		6,900	0.0%	
4007 PROTECTIVE CLOTHING	160	36	300	264		264	12.0%	
4008 TRAINING	150	0	850	850		850	0.0%	
4011 RATES	1,134	445	4,665	4,220		4,220	9.5%	
4012 WATER RATES	300	0	500	500		500	0.0%	
4014 ELECTRICITY	4,826	754	5,200	4,446		4,446	14.5%	
4015 GAS	4,022	1,069	6,300	5,231		5,231	17.0%	
4016 CLEANING MATERIALS	1,375	345	3,310	2,965		2,965	10.4%	
4017 CONTRACT CLEAN/WASTE	2,539	806	3,000	2,194		2,194	26.9%	
4018 PHOTOCOPIER COSTS	89	9	100	91		91	8.6%	
4021 TELEPHONE/FAX	632	57	700	643		643	8.2%	
4025 INSURANCE	651	0	690	690		690	0.0%	
4028 I.T.	1,296	0	1,400	1,400		1,400	0.0%	
4030 RECRUITMENT ADVT'G	0	0	1,500	1,500		1,500	0.0%	
4032 PUBLICITY	228	0	6,000	6,000		6,000	0.0%	
4036 PROPERTY MAINTENANCE	4,677	(766)	8,000	8,766		8,766	(9.6%)	
4038 OTHER MAINTENANCE	3,342	18	4,000	3,982		3,982	0.5%	
4042 EQUIPMENT	741	397	1,500	1,103		1,103	26.4%	
4043 SMALL TOOLS & EQUIPT	194	17	150	133		133	11.1%	
4045 LICENCES	1,977	0	4,000	4,000		4,000	0.0%	
4048 ENG.INSPEC.(VARIABLE)	290	0	300	300		300	0.0%	
4059 OTHER PROF FEES	0	150	0	(150)		(150)	0.0%	

16:23

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report - Halls, Cemeteries & Allotments Committee -4 July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4064 HEALTH & SAFETY	28	0	100	100		100	0.0%	
4141 EVENTS	1,338	0	8,000	8,000		8,000	0.0%	
4142 TEA DANCE COSTS	0	0	6,000	6,000		6,000	0.0%	
4143 REFRESHMENT COSTS	0	0	300	300		300	0.0%	
4491 TFR TO EARMARKED RES	15,950	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,700)	(15,950)	(15,950)	0		0	100.0%	
4888 O/S STAFF RCHG	6,455	0	3,165	3,165		3,165	0.0%	
4890 O/S O'HEAD RCHG	1,466	0	646	646		646	0.0%	
4892 C/S STAFF RCHG	17,629	0	20,679	20,679		20,679	0.0%	
4893 C/S O'HEAD RCHG	5,091	0	5,738	5,738		5,738	0.0%	
5198 Deferred Grants Released	(8,422)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	53,451	0	0	0		0	0.0%	
CORN EXCHANGE :- Indirect Expenditure	150,063	(12,614)	157,679	170,293	0	170,293	(8.0%)	0
Net Income over Expenditure	(125,218)	18,705	(118,829)	(137,534)				
105 BURWELL HALL								
1002 BAR HIRE CHARGE	50	0	150	150			0.0%	
1005 BURWELL HALL LETTING	19,004	3,573	18,000	14,427			19.8%	
1016 FUNCTION REFRESHMENT	387	2,445	0	(2,445)			0.0%	
BURWELL HALL :- Income	19,441	6,018	18,150	12,132			33.2%	0
4001 SALARIES	24,730	0	38,090	38,090		38,090	0.0%	
4002 ER'S NIC	1,751	0	3,050	3,050		3,050	0.0%	
4003 ER'S SUPERANN	4,143	0	4,600	4,600		4,600	0.0%	
4007 PROTECTIVE CLOTHING	0	0	450	450		450	0.0%	
4008 TRAINING	0	0	500	500		500	0.0%	
4011 RATES	764	297	1,200	903		903	24.8%	
4012 WATER RATES	317	29	2,100	2,071		2,071	1.4%	
4014 ELECTRICITY	1,120	176	2,500	2,324		2,324	7.0%	
4015 GAS	3,775	819	4,000	3,181		3,181	20.5%	
4016 CLEANING MATERIALS	435	335	3,500	3,165		3,165	9.6%	
4017 CONTRACT CLEAN/WASTE	1,188	66	3,000	2,934		2,934	2.2%	
4021 TELEPHONE/FAX	199	18	300	282		282	6.1%	
4025 INSURANCE	320	0	340	340		340	0.0%	
4028 I.T.	538	49	1,000	951		951	4.9%	
4030 RECRUITMENT ADVT'G	0	0	200	200		200	0.0%	
4032 PUBLICITY	0	0	2,000	2,000		2,000	0.0%	
4036 PROPERTY MAINTENANCE	1,084	82	5,000	4,918		4,918	1.6%	
4038 OTHER MAINTENANCE	2,831	18	2,100	2,082		2,082	0.9%	
4042 EQUIPMENT	725	0	1,500	1,500		1,500	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4043 SMALL TOOLS & EQUIPT	1	0	0	0		0	0.0%	
4045 LICENCES	539	0	750	750		750	0.0%	
4048 ENG.INSPEC.(VARIABLE)	143	0	160	160		160	0.0%	
4059 OTHER PROF FEES	6	0	150	150		150	0.0%	
4491 TFR TO EARMARKED RES	5,650	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(900)	(3,650)	(3,650)	0		0	100.0%	
4888 O/S STAFF RCHG	14,274	0	15,862	15,862		15,862	0.0%	
4890 O/S O'HEAD RCHG	3,378	0	3,236	3,236		3,236	0.0%	
4892 C/S STAFF RCHG	3,588	0	4,136	4,136		4,136	0.0%	
4893 C/S O'HEAD RCHG	1,018	0	1,148	1,148		1,148	0.0%	
5199 Depreciation Charge to Service	4,056	0	0	0		0	0.0%	
BURWELL HALL :- Indirect Expenditure	75,672	(1,759)	97,222	98,981	0	98,981	(1.8%)	0
Net Income over Expenditure	(56,230)	7,777	(79,072)	(86,849)				
106 MADLEY PARK COMMUNITY CENTRE								
1060 INSURANCE RECOVERED	376	0	400	400			0.0%	
MADLEY PARK COMMUNITY CENTRE :- Income	376	0	400	400			0.0%	0
4025 INSURANCE	376	0	400	400		400	0.0%	
4038 OTHER MAINTENANCE	0	0	150	150		150	0.0%	
4048 ENG.INSPEC.(VARIABLE)	654	0	700	700		700	0.0%	
4059 OTHER PROF FEES	0	0	2,800	2,800		2,800	0.0%	
4491 TFR TO EARMARKED RES	1,300	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,000)	(1,300)	(1,300)	0		0	100.0%	
4888 O/S STAFF RCHG	0	0	12	12		12	0.0%	
4890 O/S O'HEAD RCHG	0	0	3	3		3	0.0%	
4892 C/S STAFF RCHG	643	0	827	827		827	0.0%	
4893 C/S O'HEAD RCHG	204	0	230	230		230	0.0%	
5198 Deferred Grants Released	(16,189)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	16,189	0	0	0		0	0.0%	
MADLEY PARK COMMUNITY CENTRE :- Indirect Expenditure	2,177	(1,300)	3,822	5,122	0	5,122	(34.0%)	0
Net Income over Expenditure	(1,801)	1,300	(3,422)	(4,722)				
301 TOWER HILL CEMETERY								
1050 RENT RECEIVED	11,918	3,405	11,350	7,945			30.0%	
1060 INSURANCE RECOVERED	190	0	200	200			0.0%	
1100 BURIAL FEES	6,721	1,496	3,500	2,004			42.7%	
1101 GRANT OF RIGHTS	1,391	72	1,000	928			7.2%	
1102 INTERMENT OF ASHES	5,438	1,125	3,000	1,875			37.5%	

16:23

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report - Halls, Cemeteries & Allotments Committee -4 July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1105 MEMORIAL FEES	4,927	1,120	3,511	2,391			31.9%	
1106 MEMORIAL PLAQUES	205	55	500	445			11.0%	
1108 CHAPEL FEES	428	107	214	107			50.0%	
TOWER HILL CEMETERY :- Income	31,217	7,380	23,275	15,895			31.7%	0
4001 SALARIES	6,548	0	11,970	11,970		11,970	0.0%	
4002 ER'S NIC	560	0	1,200	1,200		1,200	0.0%	
4003 ER'S SUPERANN	1,421	0	2,600	2,600		2,600	0.0%	
4007 PROTECTIVE CLOTHING	0	0	100	100		100	0.0%	
4011 RATES	3,385	780	3,555	2,775		2,775	21.9%	
4012 WATER RATES	209	59	220	161		161	26.7%	
4014 ELECTRICITY	445	40	450	410		410	8.9%	
4016 CLEANING MATERIALS	0	0	30	30		30	0.0%	
4017 CONTRACT CLEAN/WASTE	1,605	0	2,560	2,560		2,560	0.0%	
4025 INSURANCE	190	0	200	200		200	0.0%	
4036 PROPERTY MAINTENANCE	2,197	0	6,000	6,000		6,000	0.0%	
4038 OTHER MAINTENANCE	52	0	0	0		0	0.0%	
4040 ARBORICULTURE	450	0	0	0		0	0.0%	
4042 EQUIPMENT	0	96	100	4		4	96.0%	
4059 OTHER PROF FEES	0	0	5,000	5,000		5,000	0.0%	
4064 HEALTH & SAFETY	14	0	100	100		100	0.0%	
4110 SUBSIDIZED LETTINGS	0	0	200	200		200	0.0%	
4350 PLAQUES PURCHASED	194	40	0	(40)		(40)	0.0%	
4355 MEMORIAL MAINTENANCE	550	0	2,500	2,500		2,500	0.0%	
4491 TFR TO EARMARKED RES	5,500	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	0	(7,500)	(7,500)		(7,500)	0.0%	
4888 O/S STAFF RCHG	48,080	0	58,930	58,930		58,930	0.0%	
4890 O/S O'HEAD RCHG	10,438	0	12,023	12,023		12,023	0.0%	
4891 AGENCY SERVICES RECHARGE	38,281	6,096	39,671	33,575		33,575	15.4%	
4892 C/S STAFF RCHG	10,577	0	12,407	12,407		12,407	0.0%	
4893 C/S O'HEAD RCHG	3,055	0	3,443	3,443		3,443	0.0%	
5199 Depreciation Charge to Service	3,877	0	0	0		0	0.0%	
TOWER HILL CEMETERY :- Indirect Expenditure	137,627	7,111	155,759	148,648	0	148,648	4.6%	0
Net Income over Expenditure	(106,411)	269	(132,484)	(132,753)				
302 WINDRUSH CEMETERY								
1100 BURIAL FEES	15,146	2,620	9,630	7,010			27.2%	
1101 GRANT OF RIGHTS	18,495	4,057	17,500	13,443			23.2%	
1102 INTERMENT OF ASHES	3,023	435	5,250	4,815			8.3%	
1105 MEMORIAL FEES	6,096	820	5,500	4,680			14.9%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report - Halls, Cemeteries & Allotments Committee -4 July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1106 MEMORIAL PLAQUES	0	0	100	100			0.0%	
WINDRUSH CEMETERY :- Income	42,759	7,932	37,980	30,048			20.9%	0
4001 SALARIES	9,966	0	11,970	11,970		11,970	0.0%	
4002 ER'S NIC	788	0	1,200	1,200		1,200	0.0%	
4003 ER'S SUPERANN	2,163	0	2,600	2,600		2,600	0.0%	
4007 PROTECTIVE CLOTHING	0	0	100	100		100	0.0%	
4011 RATES	4,773	1,097	5,010	3,913		3,913	21.9%	
4012 WATER RATES	161	0	250	250		250	0.0%	
4014 ELECTRICITY	1,820	257	2,000	1,743		1,743	12.8%	
4016 CLEANING MATERIALS	0	0	30	30		30	0.0%	
4017 CONTRACT CLEAN/WASTE	815	0	1,000	1,000		1,000	0.0%	
4021 TELEPHONE/FAX	0	36	250	214		214	14.6%	
4025 INSURANCE	112	0	120	120		120	0.0%	
4036 PROPERTY MAINTENANCE	355	0	3,500	3,500		3,500	0.0%	
4037 GROUNDS MAINTENANCE	0	0	1,600	1,600		1,600	0.0%	
4038 OTHER MAINTENANCE	1,339	(18)	1,350	1,368		1,368	(1.4%)	
4041 EQUIPMENT HIRE	0	0	2,000	2,000		2,000	0.0%	
4042 EQUIPMENT	1,024	133	2,000	1,867		1,867	6.6%	
4059 OTHER PROF FEES	3,100	0	8,000	8,000		8,000	0.0%	
4064 HEALTH & SAFETY	14	0	100	100		100	0.0%	
4350 PLAQUES PURCHASED	0	0	500	500		500	0.0%	
4355 MEMORIAL MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4491 TFR TO EARMARKED RES	8,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(6,000)	(8,000)	(2,000)		(2,000)	75.0%	
4888 O/S STAFF RCHG	65,509	0	105,943	105,943		105,943	0.0%	
4890 O/S O'HEAD RCHG	13,698	0	21,615	21,615		21,615	0.0%	
4891 AGENCY SERVICES RECHARGE	13,513	2,152	14,616	12,464		12,464	14.7%	
4892 C/S STAFF RCHG	10,577	0	12,407	12,407		12,407	0.0%	
4893 C/S O'HEAD RCHG	3,055	0	3,443	3,443		3,443	0.0%	
5199 Depreciation Charge to Service	4,978	0	0	0		0	0.0%	
WINDRUSH CEMETERY :- Indirect Expenditure	145,760	(2,343)	195,604	197,947	0	197,947	(1.2%)	0
Net Income over Expenditure	(103,001)	10,275	(157,624)	(167,899)				
<u>303 CLOSED CH'YARDS ST MARYS/HOLY</u>								
1060 INSURANCE RECOVERED	(1,108)	0	0	0			0.0%	
CLOSED CH'YARDS ST MARYS/HOLY :- Income	(1,108)	0	0	0				0
4036 PROPERTY MAINTENANCE	157	(3,319)	11,000	14,319		14,319	(30.2%)	
4040 ARBORICULTURE	0	0	2,000	2,000		2,000	0.0%	
4059 OTHER PROF FEES	0	0	5,000	5,000		5,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report - Halls, Cemeteries & Allotments Committee -4 July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4355 MEMORIAL MAINTENANCE	0	3,326	0	(3,326)		(3,326)	0.0%	
4491 TFR TO EARMARKED RES	28,500	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(16,150)	(6,826)	(13,500)	(6,674)		(6,674)	50.6%	
CLOSED CH'YARDS ST MARYS/HOLY :- Indirect Expenditure	12,507	(6,819)	4,500	11,319	0	11,319	(151.5%)	0
Net Income over Expenditure	(13,615)	6,819	(4,500)	(11,319)				
305 ALLOTMENTS								
1052 EXPENSES RECOVERED	142	0	0	0			0.0%	
ALLOTMENTS :- Income	142	0	0	0				0
4013 RENT PAID	5	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	622	273	500	227		227	54.6%	
4037 GROUNDS MAINTENANCE	329	0	500	500		500	0.0%	
4888 O/S STAFF RCHG	15,346	0	959	959		959	0.0%	
4890 O/S O'HEAD RCHG	3,355	0	196	196		196	0.0%	
4891 AGENCY SERVICES RECHARGE	3,110	495	4,176	3,681		3,681	11.9%	
4892 C/S STAFF RCHG	2,644	0	3,102	3,102		3,102	0.0%	
4893 C/S O'HEAD RCHG	764	0	861	861		861	0.0%	
5198 Deferred Grants Released	(2,715)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	3,664	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	27,125	768	10,294	9,526	0	9,526	7.5%	0
Net Income over Expenditure	(26,983)	(768)	(10,294)	(9,526)				
Halls, Cemeteries & Allotments :- Income	183,751	34,516	214,916	180,400			16.1%	
Expenditure	638,481	(13,577)	762,561	776,138	0	776,138	(1.8%)	
Movement to/(from) Gen Reserve	(454,730)	48,093						
Grand Totals:- Income	183,751	34,516	214,916	180,400			16.1%	
Expenditure	638,481	(13,577)	762,561	776,138	0	776,138	(1.8%)	
Net Income over Expenditure	(454,730)	48,093	(547,645)	(595,738)				
Movement to/(from) Gen Reserve	(454,730)	48,093						

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 4 July 2022
Title: Public Halls Report
Contact Officer: Venue & Events Officer - Tomas Smith

Background

The Corn Exchange, 1863 and Burwell Hall continue to open to the public with groups having a few weeks left up until their summer breaks.

Current Situation

The Corn Exchange and Burwell Hall continue to be busy, and all groups have now returned who were going to after the Pandemic. The Council has employed a Venue and Events Assistant who is already looking to promote the Corn Exchange heavily on social media, as well as providing day to day support to the Venue and Events Officer. Having the extra support will allow the Venue and Events Officer to concentrate on bringing more Events to the Corn Exchange, Burwell Hall and to the wider Witney area.

Caretakers remain the same with two members of staff working up to 30 hours a week between them, and there is one full time cleaner.

1863

1863 is now open six days a week between 09:00 -18:00. Fridays run the Fizzy Friday Offer so the café can open until 22:00 at the discretion of the Venue and Events Officer. The café is getting busier, and the footfall is increasing weekly, having the offer of paninis has resulted in greater customer retention between 12:00 – 14:00 and daily sales have increased steadily in line with this. Feedback has been positive with the café having a dedicated regular following and regular customers using the facility. Fizzy Friday is becoming more popular, and the advertising of this offer will increase more that the Venue and Events Assistant is in place. There are more casual staff in place who assist when required and allow for more flexibility on the rotas in case there are events on which require staffing.

The income/expenditure for the bar from 1st April – 20th June 2022 can be seen below:

Income

Daytime Café takings £12,379.20 (net)

Evening Café takings (including Burwell Hall Bar) £4,518.65 (net) from 7 openings

£16,897.85

Expenditure

Supply Costs £7,111.68 (net)

Equipment Costs £674.31 (net)

Newspaper Sub Costs £ 100 approx.

Staffing Costs (inc. NI) £13,818.00 (inc. 25% cost of Venue & Events Officer Salary)

£21,703.99

Corn Exchange

The Corn Exchange usage has increased after the pandemic but is still lower than would be desirable running at roughly 45% occupancy during the term time weeks. This will increase when all the works on the building are completed which will then be showcased at a Gala Opening Night, an event to showcase all the Corn Exchange has to offer due to the new lighting, sound, and seating. Currently this has been postponed due to the delay in getting the retractable seating installed. As soon as this date is confirmed the Opening Event will be re-organised and a concerted advertising effort put into place. This will involve a Facebook, Instagram, and Twitter campaign as well as a dedicated page on the website to promote the event.

Burwell Hall

Burwell Hall continues to be busy with the hall being used every day during the week and most weekends there are children's birthday parties. Usage is currently roughly 50%, this can improve, however the current turnaround time works well with the cleaner we have during the week and the current caretaking situation.

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

Described here or as stated in the report above.

- Continued opening of 1863
- Closure of Main Hall when the seating is installed

Recommendations

Members are invited to note the report.

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 4 July 2022
Title: Burwell Hall – Heating System
Contact Officer: Project Officer – Nicky Cayley

Background

At the last meeting of this Committee, it was agreed that a Fuel Cell CHP Boiler system should be incorporated with the project to extend the Changing Room facilities at the Hall, subject to a satisfactory case study.

Current Situation

Please see the links below to case studies for CHP heating systems. There are no small-scale case studies but the fact that there is large scale implementation in the UK should be seen as an encouraging sign of the scheme.

<https://www.centricabusinesssolutions.com/energy-solutions/combined-heat-and-power>

<https://www.veolia.co.uk/combined-heat-power/our-solutions/veolia-chp-case-studies?page=1>

Environmental impact

As previously outlined.

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

As previously advised

Recommendations

Members are invited to note the report.

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 4 July 2022

Title: Illumination of the Corn Exchange & Flag Flying

Contact Officer: Deputy Town Clerk – Adam Clapton

Purpose of the Report

To review the current illumination of the Corn Exchange & Flag Flying Policies.

Background

The policy for illumination of the Corn Exchange for Community Occasions was established and adopted by the Council in September/October 2020,

‘Witney Town Council welcomes engagement within the Community and will consider all reasonable requests to illuminate the interior of the Corn Exchange (Lobby & Gallery Room windows) to help mark local or national commemorations/campaigns.’

Current Situation

The date set for review of the policy was 2022.

In addition, the Union flag flying criteria on UK buildings, set by the Government has recently been changed on the Gov.uk website. With immediate effect, the Union Flag should only be flown from buildings to mark the royal birthdays of HRH Queen Elizabeth II and HRH Prince Charles (see Appendix A).

The illumination of the Corn Exchange has been successful with local groups and residents requesting it be lit to mark events including MS Awareness week, remembrance day, transgender day of remembrance, Lib Fest etc.

There is one criterion which needs addressing in relation to point d) of the eligible requests. This would hopefully deter blanket emails from organisations asking for lighting, which have no link to the town,

d) Charitable, community or other non-profit making organisations based in or with a significant connection to Witney and which are celebrating a significant anniversary or occasion.

Members may like to consider amending the policy to:

Charitable, community or other non-profit making organisations based in, with a significant connection to, or requested by someone in Witney.

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.

Recommendations

Members are invited to note the report and:

1. Consider changes to the Illumination of the Corn Exchange policy, as outlined and,
2. Note the changes to the national flag flying policy in relation to Royal birthdays.

Witney Town Council welcomes engagement within the Community and will consider all reasonable requests to illuminate the interior of the Corn Exchange (Lobby & Gallery Room windows) to help mark local or national commemorations/campaigns. The procedures and criteria for handling these requests so they can be dealt with in a consistent and fair manner, are as follows:

1. The Council will light up the interior of the Corn Exchange, in a particular colour, where practicably possible, in response to requests from organisations, charitable or other groups where the requests are deemed eligible (see point No 2).
2. Requests for lighting up the interior of the Corn Exchange for the following purposes will be deemed as eligible:
 - a) To raise awareness of charities nominated by the Mayor
 - b) To mark events directly organised or financially supported by the Council*
 - c) To mark events not directly organised by the Council but which may be held wholly or in part of Witney and be regarded as of significant benefit to the town from a tourism or promotional perspective*
 - d) Charitable, community or other non-profit making organisations based in or with a significant connection to Witney and which are celebrating a significant anniversary or occasion*

*Illumination will only be considered following a formal written request from the event organiser to the Council.
3. Any requests which are judged to be of a political or potentially controversial nature, or do not meet the above criteria, will be decided through consultation between the Town Clerk, The Leader and Mayor of Witney Town Council. The decision taken by the Council is final.
4. Illumination of the Corn Exchange will usually only take effect on the day/night which corresponds to the campaign or commemoration for approximately 24 hours (dependent on appropriate staffing).
5. Requests for annual illumination on a particular date need to be made in writing and considered by the Council. If the date of an annual event falls on a different day each year, it is the requestors responsibility to inform the Council.
6. Requests should be received at least eight weeks in advance of the date on which the buildings are to be illuminated, to allow suitable time for the request to be considered. The Town Council cannot guarantee requests for illumination on dates within eight weeks of the proposed date.

Continued Page 2

7. Where a request has been made for the same date by more than one group or organisation, illumination will be allocated on a first come, first serve basis.
8. The Town Council will only publicise the illumination of the building for events directly organised by the Town Hall or within the sphere of the Council's influence. All other requestors should carry out their own publicity, if they wish to do so, following agreement of illumination.

Requests for illumination of the interior of the Corn Exchange need to be made in writing to:

The Town Clerk
Town Hall
Market Square
Witney
OX28 6AG
e-mail: info@witney-tc.gov.uk

The Union Flag is the national flag of the United Kingdom of Great Britain and Northern Ireland, the Crown Dependencies and the Overseas Territories. It is a symbol of national unity and pride. The first Union Flag was created in 1606 and combined the flags of England and Scotland; the present Union Flag dates from 1801.

There are designated days when the Union Flag must be flown on UK government buildings by command of Her Majesty the Queen. However, UK government buildings are encouraged to fly the Union Flag all year around.

This guidance is aimed at UK government buildings. However, we would encourage local authorities and other local organisations to follow suit where they wish to fly flags.

Flying the Union Flag

Where UK government buildings only have one flagpole, the Union Flag should be flown every day except on certain occasions when you may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces Day flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride.

DCMS may issue ad-hoc guidance encouraging UK government buildings to fly such flags throughout the year, alongside the Union Flag

Where UK government buildings have more than one flagpole, and two flags are being flown, the Union Flag must always be flown in the superior position which is either:

- the highest flagpole
- the centre flagpole where there is an odd number of poles of the same height, or
- the left centre flagpole viewed from the front of the building, where there is an even number of poles of the same height

In England, it is now possible to fly more than one flag on the same flagpole if there is enough space.* If so, the Union Flag should always fly on top ('in the superior position').

UK government building flagpoles should not remain empty – the default should be flying the Union Flag if no other flag is being flown.

In Northern Ireland, designated flag flying for Northern Ireland government buildings is governed by legislation rather than this guidance.

Designated days for flying the Union Flag on UK government buildings 2022

- **6 February:** Her Majesty's Accession
- **1 March:** St David's Day (in Wales)
- **14 March:** Commonwealth Day (second Monday in March)
- **17 March:** St Patrick's Day (in Northern Ireland)
- **21 April:** Birthday of Her Majesty The Queen
- **23 April:** St George's Day (in England)
- **2 June:** Coronation Day
- **2 June:** Official celebration of Her Majesty's Birthday
- **13 November:** Remembrance Day (second Sunday in November)
- **14 November:** Birthday of the Prince of Wales
- **30 November:** St Andrew's Day (in Scotland)

Also:

The day of the opening of a Session of the Houses of Parliament by Her Majesty and the day of the prorogation of a Session of the Houses of Parliament by Her Majesty. Flags should be flown on these days even if Her Majesty does not perform the ceremony in person; flags need to be flown in the Greater London area.

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 4 July 2022

Title: Cemetery Regulations

Contact Officer: Maintenance & Environmental Services Officer - Angus Whitburn

Background

The last time the Cemetery rules & regulations were updated, was October 2015. In recent years, the rules and regulations haven't been amended in line with changing acts, laws, and guidance but also the challenges faced by Witney Town Council as the burial authority. Additionally, the rules & regulations haven't been adjusted to best suit the burial needs of Witney.

Councillors have also requested Witney Town Council officers explore the possibility of introducing less expensive memorial options such as wooden crosses, out of hours burials and the possibility of reintroducing kerb sets.

Current Situation

Instead of amending the current rules and regulations officers have overhauled and completely rewritten the document. This is to better cement the council's position in cemeteries management and help clear up any confusion with all involved parties. This process has also enabled the entire document to be updated in line with all laws, acts and guidance. The new rules and regulation draft document has been created in line with the council's current operations with minor additions, such as wooden crosses and some substantial changes to woodland burials and residency conditions and is attached for discussion.

Once the regulations have been approved through the Council process, it is envisaged that a user-friendly version can be created for Grant holders, and for publication on the Council's website.

Key points & changes in the regulations:

Residency criteria

The residence criteria has been rethought in a way that it cannot be mis-used, but also protect those who are residents of witney for a large proportion of their life in not having to pay higher fees.

Exclusive rights of burial terms

In the last Halls, Cemeteries & Allotments committee meeting Council approved to reduce the exclusive right of burial term to 30yrs for Tower Hill Cemetery. It is proposed the same amendment be made for Windrush cemetery. Currently, the exclusive rights of burial at Windrush Cemetery are set at 50 years for all plots. The only exception to this would be an increase to children's and babies' plots to 90 years to best cover the life of parents and guardians. By law, the council cannot offers these plots in perpetuity or a term above 99 years.

Woodland section

The woodland section at Windrush has been an unpopular choice for funeral organisers. However, the changes made to this option have been in the view of making it even more environmentally conscious but also the least expensive burial option in the cemetery. Hopefully, the proposed amendments and a new price structure will help make the area more popular.

Wooden Crosses

Wooden crosses will now be permitted in line with the detail in the new rules and regulations.

Kerbing Sets

The largest majority of ground in both of Witney Town Council's cemeteries is designated for lawned graves. For the maintenance needs of the cemetery, the council couldn't introduce kerbing among these areas. The best option would be to introduce a kerbed section, with the current process of redeveloping Windrush cemetery this addition could be made.

Weekend Burials

There are many parties involved in organising an interment and for a weekend burial to happen, all these parties would have to agree to the burial first, not just the Town Council. It is proposed that a weekend burial is charged at a full burial rate plus the cost of staffing it. this would be 3 cemetery operatives at double rate. By charging this cost it is deterring the majority but making it available to those who have a pressing desire to accommodate a particular date or when only certain attendees may be available.

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.

There are risks to adding a kerbed section to Windrush Cemetery the maintenance needs, the potential to become popular, reduced burial space and is there a risk to it highlighting an area of affluence amongst the cemeteries.

By making weekend burials available there is the potential they could become overly popular to a point that it would stretch the Town Council operationally.

Financial implications

Described here or as stated in the report above.

- A kerbed section would require a higher level of maintenance coming at a higher cost.

Recommendations

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

1. Discuss any additions and amendments for the new rules & regulations.
2. Delegate to council officers to review any new burial charges outlined in the rules & regulations document for approval by the Policy, Governance and Finance committee.
3. If it is in the interest of councillors to still add a kerbed section to Windrush Cemetery, delegate officers to explore the option further and report back at the next Halls, Cemeteries, and allotments meetings.
4. To discuss the need for weekend burials and the new recommended requirements for this in the new rules & regulations.

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Cemetery of the year Awards 2022



The **FREE** to enter competition will be available from **31 March until 31 July 2022** and open to any Burial Authority (Cemetery or Churchyard) within the UK.

*There will be **£1000.00 prize money** awarded to the (Gold) Award winning entry in each category.*

The four categories of Cemeteries are –

- A. Large Burial Grounds above 10,000 graves
- B. Small/Medium Burial Grounds up to 10,000 graves

To enter this competition click the button below:

[CYA Burial Grounds 2022](#)

C. Parish, Town and Community Councils

To enter this competition click the button below:

[CYA BG Parish Town Comm 2022](#)

D. Natural Burial Ground Provider

To enter this competition click the button below:

[CYA Natural Burial Grounds 2022](#)

The competition will also include –

E. The BRAMM Memorial Design Award.

This is an opportunity for Memorial Masons to enter a **FREE** national competition and showcase their work. It will be open to any Memorial already erected in a Cemetery or Churchyard within the last 5 years.

If you (Memorial Mason) have a suitable memorial simply attach a photograph of the memorial (after obtaining permission from the family) maximum three entries per company. The memorial must be on a single grave space, it can be lawn, cremation or with kerbs/traditional memorial.

The memorial will be marked on its innovation, personalisation and originality by a team of Memorial Masons from BRAMM who are sponsoring this category.

To enter this competition click the button below:

[BRAMM Memorial Design Awards 2022](#)

The Cemetery application form is simple to complete and allows the applications to be marked objectively with pre-defined points allocated in each section. This will allow feedback to be given to each entrant showing not only their overall competition marks but also how they can improve and develop their cemeteries.

The deadline for all completed forms to be received is **31 July 2022**. The best entries will receive notification in writing that they have reached the short-list of finalists. An adjudicator will then confirm the application information submitted and give advice on possible improvements.

The Gold Award Winning Cemetery/Memorial Mason in each category will receive **£1000.00 prize** money as well as a 'Cemetery of the Year 2022 Gold Certificate' along with a CYA press release that can be used to promote your work and achievements.

Runners up, in each category, will receive a 'Cemetery of the Year 2022 SILVER Certificate' and a CYA press release.

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.



*Philips Park Cemetery
Large Burial Ground Winners 2021*

The Cemetery of the year Award 2022 has been supported and endorsed by –

- Memorial Awareness Board (MAB)
- Institute of Cemetery and Crematorium Management (ICCM)
- The Federation of Burial and Cremation Authorities (FBCA)
- The Society of Local Council Clerks (SLCC)
- British Register of Accredited Memorial Masons (BRAMM)

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 4 July 2022

Title: Allotments - Waiting List

Contact Officer: Maintenance & Environmental Services Officer - Angus Whitburn

Background

The Witney Allotment Association (WAA) Chair has asked for permission from the Town Council to close the waiting list for allotment plots. The WAA has recently completed a process of cleaning up the waiting list but even after this over 200 applicants remain. With an average of 6 applicants a week and less than 1 plot a month becoming available, they feel closing the list would best help them to manage the shortage of plots.

Current Situation

In theory, closing the waiting list would help as most join because of the long wait time. By removing the option they would be left with just residents expressing a keen interest in renting allotments. Many that were left on the list for years ended up owning plots at Windrush Place and have struggled to manage them to the standards of the WAA. Although the Association does have the power to remove plot holders for not maintaining plots this can incur costs and takes time.

The solution they need is a way to keep the list open but only for those keenly interested.

An alternative solution to the WAA request could be to put a cap on the waiting list and then set a number of applicants to be accepted each year. This could be in the form of a yearly clean-up of the list where all on it are emailed for their interest and if they do not respond in 6 weeks they are removed. Those genuinely interested in the allotment would express a constant desire to keep their name on it whereas those that have just added their name would miss these communications.

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.

By closing the list it could be perceived that a service is being taken away from Witney residents.

Financial implications

- There are no financial implications as the Town Council does not administer the allotments.

Recommendations

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

1. Consider the request from the Witney Allotment Association to close the Allotments Waiting List.
2. If agreed, delegate to officers to communicate with them about the best practice for closing the list. And the possibility of reopening it for additional periods throughout the year.