

Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



Monday, 7th November, 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 Committees Clerk derek.mackenzie@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 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 Committee Clerk derek.mackenzie@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 26 September 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 t

agenda.

Public Halls

5. **Public Halls Report** (Pages 9 - 12)

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

6. **Public Halls - Review of Booking Terms & Conditions** (Pages 13 - 22)

To receive the updated terms and conditions for public hall hire. Amendments include information on car parking, a deposit for larger commercial/public events and full payment of the latter 28 days beforehand.

7. **Corn Exchange - Arts Subsidised Hire Request** (Pages 23 - 38)

To receive a request for subsidised hire at the Corn Exchange to hold a 'Phoenix Rising' exhibition highlighting Domestic Abuse and Violence Against Women and Girls as part of 16 Days of Activism, 25 November – 10 December.

8. **Corn Exchange - Vigil Request 20th November**

To consider a request for a vigil outside the Corn Exchange to mark the Transgender Day of Remembrance on 20 November. The Corn Exchange will be lit during the evening to mark this occasion.

Cemeteries & Closed Churchyards

9. **Children's Memorial Garden** (Pages 39 - 44)

To receive the report of the Project Officer.

10. **Finance Report: Revised Revenue Budget 2022/23 and Draft Base Revenue Budget for 2023/24** (Pages 45 - 64)

To receive and consider the report of the Town Clerk/CEO and the Draft Revised Revenue Budget for 2022/23 and Draft Budget for 2023/24

11. **Schedule of Proposed Fees and Charges 2023/24** (Pages 65 - 68)

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

Included is the schedule of charges in respect of the assets and services which fall under the responsibility of this Committee, and the Committee is requested to review and approve or amend, as necessary.

12. **Revenue Growth Items, Special Revenue Projects and Capital Projects** (Pages 69 - 74)

To receive and consider the report of the Town Clerk/CEO with an update on the current year's work programme relating to Capital and Special Revenue Projects; as well as projects identified during the course of the year for inclusion as Revenue Growth Items or Special Revenue Projects in the Council's Revenue Budget or Capital Projects for 2023/24 and beyond.



Town Clerk