

Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



Monday, 13th March, 2023 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 Committee 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 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 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 16 January 2023;

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 - 26)

To receive the report of the Responsible Financial Officer.

6. **Public Halls Report** (Pages 27 - 32)

To receive the report of the Venue & Events Officer.

7. **Corn Exchange - Seating Sponsorship** (Pages 33 - 38)

To receive the report of the Project Officer.

8. **Burwell Hall Boiler** (Pages 39 - 46)

To receive the report of the Project Officer.

9. **Cemetery Regulations**

To receive a verbal update from the Chair/Deputy Town Clerk.

10. **Tower Hill Cemetery - Pedestrian Gate**

To receive the report of the Operations Manager – (To Follow)

11. **Exclusion of Press & 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.

12. **Property & Legal Matters** (To Follow)

To receive the confidential verbal update of the Town Clerk/C.E.O



Town Clerk