

Stronger Communities

Committee Meeting of Witney Town Council



Monday, 11th July, 2022 at 6.00 pm

To members of the Stronger Communities Committee - O Collins, J Aitman, L Ashbourne, L Duncan, H Eaglestone, V Gwatkin, A Prosser and R Smith (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 to advise.

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 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 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 - 12)

- a) To adopt and sign as a correct record the minutes of the meeting held on 30 May 2022.
- 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. **Finance Report** (Pages 13 - 14)

To receive financial figures from the last Quarter, relating to the work of this Committee.

Communications & Community Engagement

6. **Community Engagement Report** (Pages 15 - 18)

To receive the report of the Communications & Community Engagement Officer.

7. **Communications Report & Communications Strategy Review** (Pages 19 - 46)

To receive the report of the Communications & Community Engagement Officer.

8. **Town Council Rebranding** (Pages 47 - 52)

To receive the report of the Communications & Community Engagement Officer.

9. **Youth Services Grant 2022** (Pages 53 - 58)

To receive the updated Youth Services Grant Criteria, see minute no. SC255 of the meeting held on 30 May 2022. The scheme is due to launch on 1 August – a full timeline of dates is included in the document.

10. **Witney Voice Box Choir Grant Request** (Pages 59 - 64)

To receive and consider a grant request from Voice Box Choir for a community event at Langdale Hall on 19 July 2022.

Street Furniture & Infrastructure

11. **Happy to Chat Bench** (Pages 65 - 68)

To receive the report of the Project Officer.

12. **Queen's Platinum Jubilee - Legacy Project**

At the meeting of the Parks & Recreation committee it was indicated that a licence would be provided, allow a sundial to be erected in Unterhaching Park to mark this Jubilee year.

To speed up the installation, on approval of the licence, the Project Officer would like to offer the following suggestion for wording on a plaque for consideration by the Committee. 'In honour of the Queen's Platinum Jubilee 2022'.

13. **Autumn & Winter Planting**

To receive a verbal update from officers.

Events

14. **Third Party & Large Events** (Pages 69 - 84)

To receive the report of the Venue & Events Officer.

15. **Remembrance** (Pages 85 - 88)

To receive the report of the Venue & Events Officer.

16. **Advent Fayre** (Pages 89 - 90)

To receive the report of the Venue & Events Officer.



Town Clerk

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**STRONGER COMMUNITIES COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 30 May 2022

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

Present:

Councillor O Collins (Chair)

Councillors:	J Aitman	V Gwatkin
	L Ashbourne	A Prosser
	L Duncan	R Smith
	H Eaglestone	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
Others:	No members of the public.	

SC247 APOLOGIES FOR ABSENCE

All members were present at the meeting.

SC248 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

SC249 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 Luci Ashbourne be elected. There being no other nominations it was:

Resolved:

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

SC250 MINUTES

The minutes of the meeting of the committee held on 21 March 2022 were received.

SC131 – Happy to Chat Benches

The Deputy Town Clerk reported that no reply had been received from the group who originally requested this project in 2020. It was agreed that if no response was received by 10 June, that the Council progresses the project.

Resolved:

That, the minutes of the Stronger Committee held on 21 March 2022 be approved as a correct record of the meeting and be signed by the Chair.

SC251 **PUBLIC PARTICIPATION**

There was no public participation.

SC252 **COMMITTEE TERMS OF REFERENCE**

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

Resolved:

1. That, 'in town council ownership' be inserted into point (b) concerning maintaining infrastructure and;
2. That, point (g) be omitted as it duplicated point (a)

SC253 **OPEN SPACES STRATEGY, COMMITTEE OBJECTIVES AND WORK PROGRAMME FOR THE MUNICIPAL YEAR**

The Committee received and considered the report of the Town Clerk/C.E.O concerning the Open Spaces Strategy (OSS) and programme of works for the year.

Members were advised that most of the OSS actions were underway, most were time sensitive and crossed over with other committees' priorities. Some of these capital projects may be later than planned due to external delays while there were reports on others on the agenda for this meeting.

In response to a member query, it was agreed that £10,000 be ring-fenced towards water safety education.

Resolved:

1. That, the report be noted and,
2. That, there was no one priority above all others, they would be achieved through a natural cycle withing the year.

SC254 **FINANCE REPORT**

The Committee received and considered the report of the Town Clerk and were advised the financial position of items within its remit were in a good position.

Resolved:

That, the report of the Town Clerk be noted.

Councillor L Ashbourne joined the meeting at 6.08pm

SC255 YOUTH SERVICES GRANT REVIEW

The committee received and considered the report of the Deputy Town Clerk concerning the Youth Services Grant for 2022.

Members were pleased to hear the County Council had re-introduced youth crisis funding, that a new Youth Work team was working in West Oxfordshire and they had made contact with town council officers. The aims and work of this team were as yet unknown and would develop over the coming months. It did give the town council the opportunity to extend the remit of its youth services grant, totalling £40,000 for the current year.

The Committee discussed the merits of using some of the fund towards 'free' hire of premises but heard that the Corn Exchange and Burwell Hall didn't meet the requirements of at least one group which offered outreach work in the town. There was further discussion on whether part of the fund could be earmarked towards a new, permanent youth facility, potentially at The Leys, as part of a future and wider re-development.

Members agreed that the funds could be used for and publicised as such, for hire costs of any facility to hold youth evenings/events and for funds towards a permanent youth structure.

Recommended:

1. That, the report be noted and,
2. That, the Youth Services Grant criteria be amended to add and highlight that funding may be used towards facility hire costs and towards a permanent youth structure.

SC256 COMMUNICATIONS AND COMMUNITY ENGAGEMENT REPORT

The Committee received and considered the report of the Communications & Community Engagement Officer concerning the annual resident's satisfaction survey results, the town council App, and championing local.

Members were pleased to see several hundred survey responses had been received from residents. They noted there was still confusion over Local Government tiers, and which Council provided services and therefore, the results may be skewed because of this misunderstanding. There were positive comments which were welcome and negative ones which should be addressed, either by the town council through feeding into strategies, or by forwarding onto the relevant authority.

The Committee also considered the relevance of the Town Council App which figures showed was not being utilised in a meaningful way. There was a small number of residents who used it but nothing had been submitted through it for some time and the same news and information was available via the Website, which was largely mobile-friendly. There were seemingly no other town or parish council's who were using an app and there was no transactional or interactive functionality which could generate further interest.

The report also included suggestions on improving community engagement by championing local sports clubs and organisations, initially through social media but then officially through the committee process.

Resolved:

1. That, the report be noted and,
2. That, comments from the survey concerning town council services are addressed directly or by being incorporated into existing strategies and,
3. That, 'You Said, We Did' video shorts with members are published in response to the comments and
4. That, comments concerning County & District Council's are filtered and forwarded to the Leader of those Council's and Members with Cabinet responsibility for those issues and,
5. That, the Town Council App be discontinued at this time and,
6. That, as part of the Communications Strategy Review, the website is reviewed to improve access and functionality and,
7. That, the Town Council highlights and congratulates local sports clubs and organisations through the use of social media and,
8. That, these achievements be recognised at Full Council under Communications from the Leader and,
9. That, the possibility of recognising sporting achievements be considered when the Civic Reception/Citizen of the Year Awards are reviewed and,
10. That, the Press Coverage report and Witney Forum minutes be noted.

SC257 TOWN HALL WINDOW - COMMUNITY USE

The Committee received and considered the report of the Deputy Town Clerk concerning the Town Hall windows.

Members were advised re-branding of the Town Council was nearing completion and once that was done, the windows would be utilised more to advertised Council services and the events at the Corn Exchange. There was one window which could be offered to local community groups or organisations and members were supportive of the suggested policy on how this could be implemented. Confirmation was given that the intent was this should be free of charge.

Recommended:

1. That, the Town Council welcomes community groups to use one window for advertising and;
2. That, the policy on such displays is formulated from the suggestions in the report; namely:
 - a. It is for free community use only, open to charities, groups or community organisations operating in Witney or the promotion of free services. Advertising for paid services would not be permitted.
 - b. It is let for one month at a time on a first-come, first-serve basis
 - c. There is no cost for this service
 - d. It is booked through the Council's Bookings Office
 - e. Groups are responsible for setting up and clearing the space
 - f. Any display must adhere to health and safety rules i.e. no lighting etc.
3. That, a back up display be developed for when not in use.

SC258 **THIRD PARTY/ LARGE EVENTS**

The Committee received a verbal update from the Deputy Town Clerk.

Members were advised that Witney Pride appeared to have been a successful event at the Leys and the organisation of future upcoming events were in hand with the Venue & Events Officer. Paperwork had been received and reviewed for most and there currently didn't appear to be any issues the committee needed to be aware of.

The Chair stated he was pleased the Witney Pride event had gone so well and the organisers should be complimented on the organisation and execution of the event.

Resolved:

That, the verbal update of the Deputy Town Clerk be noted.

SC259 **PLATINUM JUBILEE WORKING PARTY MINUTES**

The Committee received the minutes of the Platinum Jubilee Working Party held on 28 April 2022.

The Chair of the Stronger Communities Committee thanked the Working Party for its work in planning a programme of events for the weekend which everyone was looking forward to.

Recommended:

That, the minutes of the Platinum Jubilee Working Party held on 28 April 2022 be received and the recommendations therein be approved.

SC260 **OXFORD PLAYHOUSE - PARTICIPATION EVENT AT THE LEYS RECREATION GROUND**

The committee received and considered correspondence from Oxford Playhouse concerning their 'Playhouse Plays Out Tent Tour.'

Members were supportive of the initiative which could be held on The Leys Recreation Ground, but the funds needed to facilitate were regrettably not available in the current year. A discussion could be had with the District Council to enquire whether Covid-19 recovery funds could go towards it, but it was essentially too late to prepare and advertise for June.

Resolved:

That, the Town Council could not accommodate the Playhouse Plays Out Tent Tour in 2022 but would consider an early request for 2023 dates.

SC261 **COMMUNITY SUPPORT - UKRAINIAN FAMILIES**

The Committee received a verbal update from members and heard that more Ukrainian families were coming in and the scheme locally appeared to be working well. School and Surgery places had been found and administration of support via Cogges Church was helping all concerned.

At the moment, there was nothing further directly required from the town council, but the subsidised use of the Corn Exchange had been welcomed, and that may be needed in the future for information dissemination.

Resolved:

1. That, the verbal update be noted and;
2. That, further subsidised use of the Corn Exchange may be requested.

SC262 TOWER HILL TREE RE-INSPECTION

The Committee received and considered the report of the Maintenance & Environmental Services Officer.

Members supported the need to undertake a re-inspection of mature trees at Tower Hill Cemetery following storms earlier in the year. Officers confirmed the cost would be allocated from an underspend in the arboriculture budget from 2021-22.

Recommended:

1. That, the report be noted and,
2. That, a tree re-inspection is commissioned for Tower Hill Cemetery at a cost of £785.00 and,
3. That, two static load tests are commissioned on beech trees T442 & T310 at a cost of £2,523.00.

SC263 LITTER AND DOG WASTE BINS

The Committee received and considered the report of the Deputy Town Clerk.

Members were advised the District Council had completed its bin replacement programme in Witney and all those which remained in place had been upgraded to dual use bins, while a number of bins had been removed and not replaced. It was understood that there was no intention to install single use dog waste bins anymore or any dual use bins in residential areas by the District Council; its adopted policy was to encourage dog owners walking in these areas to take the waste home with them to dispose of.

The Committee agreed this appeared to be counter-productive in trying to reduce littering, but the District Council had based its decisions on evidence indicating the majority of residents would act responsibly and not litter. The education of the public, publication of the scheme and policy change had clearly not been satisfactory.

Members heard that the automatic response from the District Council, that all new bin and additional bin requests must be made by town and parish council's, had resulted in complaints and requests being received for several areas due to bin removal. A review of the response had been promised by the District Council, but the requests left the Town Council in a difficult position of wanting to help residents, but not having the funds to pay for continued emptying of litter and dog waste bins previously paid for by the District Council.

It was agreed the Town Council should collect dog waste from any remaining single use dog waste bins on its land with immediate effect.

Recommended:

1. That, the report be noted and,
2. That, bin emptying on town council land is taken over in its entirety by Witney Town Council and,
3. That, the Town Council considers requests for new or additional litter and dog waste bins on its land, differentiation made on each with separate bins as appropriate and,
4. That, requests for any bins on West Oxfordshire District Council land are forwarded to them to deal with, the town council declining such requests and,
5. That, requests for bins in other areas are not the responsibility of the Town Council and in line with the District Council's policy on bins in residential areas, will be declined and,
6. That, the above be reviewed in the next Council year to ascertain the current position.

SC264 EXCLUSION OF PRESS AND PUBLIC

Resolved:

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.

SC265 CLOSED-CIRCUIT TELEVISION (CCTV)

The Committee received the confidential report of the Town Clerk/C.E.O concerning contributions towards CCTV provision.

Members welcomed a response from West Oxfordshire District Council updating on the current provision but were conscious a proposed upgrade had not materialised in recent years. There was agreement that funds should be released but that further funding for 2023 was not guaranteed and would only be considered on receipt of a further update report at that time.

Recommended:

1. That, the confidential report and correspondence from WODC be noted and,
2. That, it be recommended to the Policy, Governance & Finance Committee that the contribution towards the CCTV scheme be released for 2022 and,
3. That, a letter is issued outlining the town council's position for 2023.

The meeting closed at: 7.49 pm

Chair

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04/07/2022

WITNEY TOWN COUNCIL

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Detailed Income & Expenditure by Budget Heading 1 April 2022 to 31 May 2022

Month No: 2

Committee Report - Stronger Communities - Monday 11th 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>Stronger Communities</u>								
402 <u>COMMUNITY INFRASTRUCTURE</u>								
1052 EXPENSES RECOVERED	2,488	0	0	0			0.0%	
1170 GRANTS RECEIVED	1,990	7,365	0	(7,365)			0.0%	
1171 DONATIONS RECEIVED	468	2,300	0	(2,300)			0.0%	
COMMUNITY INFRASTRUCTURE :- Income	4,945	9,665	0	(9,665)				0
4013 RENT PAID	0	0	5	5		5	0.0%	
4014 ELECTRICITY	1,189	25	1,000	975		975	2.5%	
4017 CONTRACT CLEAN/WASTE	1,015	196	5,000	4,804		4,804	3.9%	
4025 INSURANCE	112	0	120	120		120	0.0%	
4035 BUS SHELTER MAINTENANCE	18	0	2,000	2,000		2,000	0.0%	
4036 PROPERTY MAINTENANCE	438	0	2,630	2,630		2,630	0.0%	
4037 GROUNDS MAINTENANCE	0	0	3,000	3,000		3,000	0.0%	
4039 HORTICULTURE	209	0	750	750		750	0.0%	
4040 ARBORICULTURE	12,820	2,200	35,480	33,280		33,280	6.2%	
4066 TREE REPLACEMENT	5,836	0	6,000	6,000		6,000	0.0%	
4067 Tree Survey	6,201	0	8,000	8,000		8,000	0.0%	
4166 DEFIBRILLATOR EXPENDITURE	1,161	0	4,000	4,000		4,000	0.0%	
4200 STREET FURNITURE	3,732	0	1,000	1,000		1,000	0.0%	
4205 CLIMATE EMERGENCY	788	0	0	0		0	0.0%	
4208 COVID-19 MEMORIAL	0	0	1,500	1,500		1,500	0.0%	
4210 CHURCH CLOCK	0	69	4,500	4,431		4,431	1.5%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	731	621	7,250	6,629		6,629	8.6%	
4491 TFR TO EARMARKED RES	57,430	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(29,500)	(23,730)	(33,730)	(10,000)		(10,000)	70.4%	
4888 O/S STAFF RCHG	31,970	0	70,952	70,952		70,952	0.0%	
4890 O/S O'HEAD RCHG	7,126	0	14,476	14,476		14,476	0.0%	
4891 AGENCY SERVICES RECHARGE	170,187	27,289	171,213	143,924		143,924	15.9%	
4892 C/S STAFF RCHG	14,103	0	16,543	16,543		16,543	0.0%	
4893 C/S O'HEAD RCHG	4,073	0	4,590	4,590		4,590	0.0%	
4990 CONTRN TO CCTV SCH.	10,000	0	10,000	10,000		10,000	0.0%	
5198 Deferred Grants Released	(1,039)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	4,647	0	0	0		0	0.0%	
COMMUNITY INFRASTRUCTURE :- Indirect Expenditure	303,248	6,669	336,279	329,610	0	329,610	2.0%	0
Net Income over Expenditure	(298,303)	2,996	(336,279)	(339,275)				

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Detailed Income & Expenditure by Budget Heading 1 April 2022 to 31 May 2022

Month No: 2

Committee Report - Stronger Communities - Monday 11th July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
408 COMMUNITY ACTIVITIES								
4103 GRANT YOUTH COUNCIL	0	0	500	500		500	0.0%	
4109 BLUE PLAQUES	0	300	1,000	700		700	30.0%	
4141 EVENTS	2,501	228	11,000	10,772		10,772	2.1%	
4145 QUEENS JUBILEE (2022)	0	0	3,000	3,000		3,000	0.0%	
4491 TFR TO EARMARKED RES	1,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,000)	(1,000)	(1,000)	0		0	100.0%	
4892 C/S STAFF RCHG	56,413	0	66,172	66,172		66,172	0.0%	
4893 C/S O'HEAD RCHG	16,291	0	18,362	18,362		18,362	0.0%	
5199 Depreciation Charge to Service	98	0	0	0		0	0.0%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	75,303	(472)	99,034	99,506	0	99,506	(0.5%)	0
Net Expenditure	(75,303)	472	(99,034)	(99,506)				
Stronger Communities :- Income	4,945	9,665	0	(9,665)			0.0%	
Expenditure	378,551	6,196	435,313	429,117	0	429,117	1.4%	
Movement to/(from) Gen Reserve	(373,606)	3,469						
Grand Totals:- Income	4,945	9,665	0	(9,665)			0.0%	
Expenditure	378,551	6,196	435,313	429,117	0	429,117	1.4%	
Net Income over Expenditure	(373,606)	3,469	(435,313)	(438,782)				
Movement to/(from) Gen Reserve	(373,606)	3,469						

STRONGER COMMUNITIES COMMITTEE

Date:	Monday, 11 July 2022
Title:	Community Engagement Report
Contact Officer:	Communications and Community Engagement Officer - Polly Inness

Background

A brief update on Community Engagement matters.

Current Situation

The Council is at the halfway point in planning for the remainder of Community Engagement events and activities for 2022

In Bloom Judging Day Tues 26 July

The sofa in Bar 1863 has been reserved and the Venue and Events Officer will provide refreshments when officers and the Mayor meet with the judges as they arrive. Community gardening groups and members of The Shed will also be invited as a thank you for their contribution, Witney Shed having provided nature habitats for Towe Hill Cemetery free of charge.

There have been some issues with the summer bedding across the town, but it is hoped a stronger display will be evident by the judging day. (The town itself is not forming part of the judging as just the Tiny Forest at Eton Close and Tower Hill cemetery have been entered), but other impressions obviously count.

With regard to Schools In Bloom, the Mayor and judges will select the winning wheelbarrows which will be set out at Eton Close for In Bloom Judging day. The barrows are also being displayed at The Leys for the rest of the summer and will have been displayed at the Town Council Stand at the Carnival, for a People's Vote occasion.

Love your Parks Campaign 29 July - 5 August 2022

Although no plans have been made for physical events in the Council's parks, it is suggested the Council supports the campaign through social media messaging, highlighting some of Witney's parks over the course of the week as it did last year.

Love Parks Week is set up to celebrate and support the efforts of volunteers and workers up and down the country to maintain and protect our green spaces.

Car Free Day 22 September- an update

Unfortunately, this year Car Free Day falls on a Thursday which is market day, so precludes the Council from using Market Square for very much. Contact has been made with Windrush Bike Project, who are happy to support the event, and there will be contact with Active Oxfordshire and the Bus Museum to see what is possible for this year, working in separate spaces.

It is possible the Council could ask the bus museum to run a charabanc or similar old bus or coach through town and possibly call in at some of the care homes since care home residents are less able to join in Car Free day in other ways. The Reception window could also be used to promote walks and the day in general.

Christmas Competitions

The Christmas Light competition has been launched and the card and Christmas Carol poster competitions will follow in September. The tree and child's light will once more be sponsored.

There is a second tree that will go outside the Corn Exchange that currently has no sponsor. Members may like officers to seek sponsorship for this tree.

Christmas Lights Switch On

Christmas Lights switch on in previous years has been on the last Friday of November at 18:00 and is managed by the Rotary Club of Witney. The mayor is usually present on stage to switch the lights on.

Championing Local

Following the recommendation by this committee at the previous meeting, officers have devised a way in which to highlight achievements of local football teams, schools, and organisations on social media.

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.

Recommendations

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

- Does the Council wish to promote Love Your Parks week again this year?
- Is the Council happy to organise a different sort of Car Free day that does not include the use of Market Square?
- In order that the Christmas Lights & trees installation and timings can be programmed in correctly, is it Council's intention to invite the Rotarians to manage the switch on event again this year on Friday 25th November with switch on at 18:00

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STRONGER COMMUNITIES COMMITTEE

Date:	Monday, 11 July 2022
Title:	Communications Report & Communications Strategy Review
Contact Officer:	Communications and Community Engagement Officer - Polly Inness

Background

A brief update on Communication and review of the Communications Strategy.

Current Situation

The Communications Strategy is now due for its annual view and there is an update and information on remaining events for 2022.

Communications Strategy

An annotated copy is attached. Updates on progress made are given in the notes on the copy of the Strategy attached and the Action Plan has been colour coded to show work that has been completed, and that which is underway or a continuous item.

Website

The Town Council website is under review. Plans to change this and migrate the site to the .gov.uk template format have been proposed and the Communications Officer is researching compatibility, a timeframe for the changes and what resource this will involve. The proposed new site will have less of a local community feel and will more closely resemble the recognised standard government format.

In the meantime, the Communications officer is continuing to streamline the site removing unused pages, posts, and images. There are pages that are rarely being used or accessed such as the Inclusivity and Diversity, Climate Emergency and Witney Twinning Association pages. It might be possible to create these as posts and remove the pages entirely or create a separate 'Partners' page such as the one used by Chesham Town Council <https://www.chesham.gov.uk/Partners.aspx>

The Communications Officer has also explored new widgets to allow Facebook and Twitter Feeds, but has not so far, discovered one that does not use most of the whole page. The search for a suitable feed continues.

There may be benefit in outsourcing the Website to an external hosting provider, while retaining some amount of control over the pages and posts. There is no current budget for this outlay, but members may like officers to explore this as a potential project.

Press and Media Coverage

Spreadsheet, prepared by the Administrative Support Officer – Stronger Communities & Planning is attached.

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.

Recommendations

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

- Whether the Council wishes to update the Communications Strategy as per the attached notes.
- Whether the Council has a timeline in mind for the migration of the website or whether it would like to explore the possibility of outsourcing to an external provider.

Document is Restricted

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29th Nov 21 to 12th Jan 22

Date	Story	Reported in	Positive	Negative	Neutral	PR Issued	Social Media Post	Enquiry Response
Nov. 21	Sedum Shelter	Round & About Magazine	Yes			Yes		
24.11.21	Drowning at Lake & Country Park	Witney Gazette			Yes			
29.11.21	Christmas Lights Switch on	Oxford Mail	Yes			Yes	Yes	
08.12.21	Joy Aitman District Dossier	Witney Gazette	Yes					
14.12.21	High Street Closure	Online Oxford Mail			Yes			Yes
29.12.21	Warehouse Plans at West Witney	Witney Gazette			Yes			
22.01.22	Cycle Repair Stand - Radio Interview, Ruth Smith	Radio Oxford	Yes			Yes	Yes	
26.01.22	Town Council Precept - 4.9% Rise	Witney Gazette			Yes			
26.01.22	Cycle Repair Stand - Photo and write-up	Witney Gazette	Yes			Yes		
16.02.22	Flag raising for accession day.	Witney Gazette	Yes					Yes
09.03.22	WTC Survey Launched	Online Oxford Mail			Yes		Yes	

Date	Story	Reported in	Positive	Negative	Neutral	PR Issued	Social Media Post	Enquiry Response
16.03.22	Inquest into Ducklington Lake Death	Witney Gazette		Yes				
16.03.22	Letters & Opinions - A need for a lido	Witney Gazette			Yes			
23.03.22	District Dossier - Ruth Smith - 20MPH scheme for Witney	Witney Gazette	Yes					
30.03.22	WTC Residents Survey	Witney Gazette			Yes		Yes	
01.04.22	WTC Funding for Home Start	West Oxfordshire Letterbox	Yes			Yes (Home Start PR)		
18.05.22	Coverage of Jubilee events	Witney Gazette	Yes					Yes
18.05.22	WTC leader setps down	Witney Gazette			Yes			
18.05.22	Coverage of Jubilee events	Online Oxford Mail	Yes					Yes
01.06.22	Coverage of Jubilee events	Witney Gazette	Yes			Yes		
01.06.22	Letters & Opinions -Future of the High Street - Town Council Shop - Richard Martin	Witney Gazette		Yes				
08.06.22	Coverage of Jubilee events	Witney Gazette	Yes				Yes	
08.06.22	District Dossier - Liz Duncan - Focus for New Mayor	Witney Gazette	Yes					
15.06.22	Witney Music Festival - acknowledge WTC support	Witney Gazette	Yes					
22.06.22	20MPH for Witney	Witney Gazette			Yes	Yes	Yes	
06.07.22	Chris Holliday	Witney Gazette	Yes				Yes	

Date	Story	Reported in	Positive	Negative	Neutral	PR Issued	Social Media Post	Enquiry Response

Oxford Mail
Witney Gazette

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STRONGER COMMUNITIES COMMITTEE

Date:	Monday, 11 July 2022
Title:	Town Council Rebranding
Contact Officer:	Communications and Community Engagement Officer - Polly Inness

Background

The Council committed to undertaking a rebranding exercise in 2020 and appointed a task and finish group to progress this project.

Originally, the Council was working to try and incorporate the town crest with the more modern design proposed at the beginning of the process. The idea was to create a modern, easily formattable logo which could be used in all future Council administration and livery.

Following several false starts with amateur designers, the task and finish group reviewed the brief and sourced this to a professional designer. This brief recognised the town crest will always be the heraldic crest for Witney and will still be used on official paperwork and on the town flag etc. The new logo would be used solely to denote Witney Town Council as an organisation and advertised administratively and operationally.

Current Situation

The agreed version of a new logo, as approved by the Task and Finish Group is attached as Appendix A.

The suggested colours draw inspiration from traditional Witney blankets, see Appendix B and incorporates St Mary's Church, the Buttercross, Town Hall and pascal lamb which does feature on the town crest and in a stain glass window above the entrance to the Corn Exchange.

The suggested font is clean and the bold font highlights Witney. This will help make the logo/wording to stand out when enlarged. The design will also work in greyscale and will enable the use of different colours to highlight local or national campaigns, like other larger Council's and organisations.

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.

Recommendations

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

- Proposed adoption of the new Town Council logo for rebranding purposes (to be ratified by Full Council).

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Youth Services Grant 2022-23

Witney Town Council, in consultation with local groups, organisations and individuals has identified that there are gaps in youth provision of varying ages and vulnerabilities within the town. There is a clear need for the young people of Witney and their parents to identify what is currently available in order to seek the help they need, encourage a wider range of opportunities for them and to provide excellent support to young people, helping them to live fulfilling lives.

The Town Council supports the desires of young people for enhancing and increasing places to go and things to do, supports young people's access to activities they are interested in, maintains play provision and encourages the voice of youth in the decisions that affect them through the work of the Witney Youth Council.

To realise these objectives further, Witney Town Council has established a Youth Funding Grant with a total of £40,000 available in the year 2022-23.

Purpose of the Fund

The Youth Fund is open to applications from community and voluntary sector organisations, including existing organisations and those in the process of setting up to establish easily signposted and accessible youth opportunities, supporting open access to preventative services, particularly for those who may be hard to reach and to extend activities to support the young people of Witney.

Activities may include, for example, providing guidance and support about their lives and issues relating to school, family life and peers through way of drop-in sessions.

Applications may, for example, facilitate the provision of a safe space for young people who would otherwise have nowhere to go, including a safe space to talk, and the ability to enjoy some self-directed or group/organised discretionary activities. In this instance funds could be requested towards facility hire costs and towards a permanent youth structure in the town.

Once the available resource is used the Youth Funding Grant will be closed.

Types of Assistance

- Financial assistance towards specific projects/activities or purchases of equipment
- Financial assistance towards ongoing revenue costs if the organisation can demonstrate their lack of funds and the adverse effect on the Town and its residents if the organisation is unable to continue/start or are hampered by lack of funds
- Financial assistance to groups providing specialist services
- Financial assistance towards discretionary services such as subsidised meals
- Financial assistance towards the costs to hire a facility
- Financial assistance pledged towards a permanent youth structure
- Subsidised use of the Council Buildings, such as regular use of the Corn Exchange for or Burwell Hall for activities within the terms of the fund.

The Council will look favourably on those who create opportunities to be accessible to all young people, therefore applications demonstrating how they will extend their reach to young people who have not previously engaged with these opportunities are encouraged.

Bids will need to demonstrate that they are offering new youth opportunities or extending existing ones for young people between the ages of 0 - 18 and how these opportunities will support them to live a full and varied life.

Grant Criteria

We will assess applications according to:

- Whether the proposal is providing new opportunities or extending the existing ones for young people to additional sessions, areas or groups of young people.
- How the proposed provision will meet the needs identified
- How it will support young people to live a full and varied life
- How it will add value to the local community
- How it will work with other groups and stakeholders
- How the funding will be used. We believe supporting young people should become an indispensable part of their community and young people who have benefitted from support should continue to do so after the funding period. Applications therefore are encouraged to present their plans as to how they are going to make the provision sustainable and attract hard to reach children
- to identify the local need of young people and can use local evidence from within their community. This might include using existing data and/or anecdotal evidence. The applicants will need to demonstrate how the bid will meet the identified needs.

Applicants must ensure they always have procedures in place to safeguard young people.

Who Can Apply?

Applications will only be accepted from the following:

- Local Charitable and/or non-profit-taking organisations (existing or start-up groups) *
- Community Groups
- Religious Groups (providing the funding is for non-religious activities for young people)
- Volunteer Groups

*Organisations applying to Witney Town Council should be local to Witney or, if just outside the boundary, its work should be of significant benefit to the town and its residents.

Groups and organisations should be affiliated to Oxfordshire Youth or similar recognised umbrella organisation.

Regrettably, applications from the following will not be accepted:

- Commercial Organisations
- Individuals
- Charities operating overseas
- Funds established to help persons outside the UK
- Churches & Ecclesiastical charities (towards the upkeep of a building)
- National appeals are, with limited exceptions, also outside the legal scope of the Council's grant-aid scheme

Grants cannot be made to cover money already spent and the giving of a grant one year does not set a precedent for another.

Preference will be given to organisations who have not already received funding from any other body. The Council will look favourably on organisations who can demonstrate they have been unsuccessful in obtaining funding from their national bodies or West Oxfordshire District Council.

The Application Process

To ensure that fair and proper consideration can be given to all requests, the Council requires the following to be submitted before the application deadline:

- A completed application form
- The most recent full set of accounts available or a financial projection or budget for the period following the accounts*
- Any additional information the organisation considers will support their application for grant funding.

*If the organisation is a new entity with no accounts available, please provide a Business Plan, stating aims and objectives, along with a financial projection for at least the current financial year.

Please complete and submit the application form electronically or by email, along with your most recently available, year-end accounts by 12 noon on Thursday 1st September 2022.

Please address postal applications to: Deputy Town Clerk, Witney Town Council, Town Hall, Market Square, Witney, OX28 6AG.

Please send email applications to: accounts@witney-tc.gov.uk

How will applications be assessed?

The Town Council will check all applications for the Youth Services Grant against the criteria set out above. All applications meeting the criteria will be considered by the Town Council's Policy, Governance & Finance Committee.

Applications for larger grants may be offered the opportunity to present their proposal to this committee.

The panel will make recommendations for award and the final decision will be made by the Full Council on 10th October 2022.

Awarding the grant

Applicants will be advised as soon as possible after the dates below whether their application has been successful or not. Unsuccessful applicants will be notified without delay

Successful applicants will be asked to sign a legal agreement with the Council. Once the legal agreement is signed, the funds will be transferred to the organisation's designated bank account.

Key Dates

1 st August 2022	The Youth Fund Opens for Applications
1 st September 2022	The Youth Fund closes for Applications
5 th September 2022	The Scoring Process takes place
19 th September 2022	Evaluation Meeting takes place (Stronger Communities Committee)
26 th September 2022	Agreement reached at the Policy, Government & Finance Committee.
30 th September 2022	Applicants notified of recommendations
10 th October 2022	Full meeting of Witney Town Council makes final decision
12 th October 2022	Applicants notified of final decisions

Monitoring

Successful applicants are expected to comply fully with any monitoring requests from the Council and must agree to this when signing the legal agreement. This may include a review of their project during the period of funding, checking how the money was spent, reports on the activity funded, feedback from young people and any other record of the activity funded (e.g. promotional flyers and posters).

- Grants should be spent within the year, for the purpose for which they were given
- The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred
- Organisations receiving grant-aid in excess of £500, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended
- If an organisation dissolves the Council expects the organisation to reimburse the grant-aid awarded
- Any unspent grant funding will be recovered by the county council.
- Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.
- If an organisation cannot fulfil its funded project due to Covid-19 restrictions, notice should be given to the Town Council at the earliest opportunity. This should state the reasons why it cannot take place and if any other suggestions to complete the project have been considered. The Town Council will allow a time extension above the 12-month period if the project is still hoped to take place. The funding cannot be used for running costs in this situation.

Successful applicants will be required to complete a monitoring report for the Town Council towards the end of the funding agreement.

Contacting Us

We encourage applicants to contact us with any questions they might have as early as possible. If you have any queries about the Youth Fund or the application process, please contact us on: accounts@witney-tc.gov.uk

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WITNEY TOWN COUNCIL



Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		VOICEBOX CHOIR	
Correspondence Address			
Post Code		Tel No.	
Contact Name		JENNIFER BARRACLOUGH	
Position in Organisation		CHOIR ADMINISTRATOR <small>(i.e. Chairman, Treasurer, Secretary)</small>	
Registered Charity		YES <input checked="" type="radio"/> NO <input type="radio"/>	Registration No. N/A
<p>What are the activities and/or aims of the organisation:</p> <p>TO FURTHER THE CAUSE OF CHORAL MUSIC BY ITS STUDY AND PRACTICE AND BY ITS PUBLIC PERFORMANCE IN ORDER TO FOSTER PUBLIC APPRECIATION OF SUCH MUSIC</p>			
(2) Membership			
How many members do you have?		36	
Approximately how many of your members live in Witney?		30	
Is membership restricted in any way?		NO	
What is your annual subscription, if any?		£315 (MAX: VARIABLE)	
Are you affiliated to a national organisation? If so, which one?		NATIONAL ASSOCIATION OF CHOIRS	
Local venue/meeting place		WEST WITNEY PRIMARY SCHOOL	

(3) Grants

Purpose for which the grant is required: **HALL PREPARATION, CLEANING,
STAGE FEES FOR CHARITY
PERFORMANCE AT LANGDALE HALL 19 JULY**

Amount of grant applied for

£100

Has your organisation previously applied to the Town Council for a grant?

YES/NO **NO**

If YES please give details

Have you applied for a grant to any other body or organisation?

YES/NO **NO**

If YES please give details

(4) Financial

Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.

BANK ACCOUNT + INFO ATTACHED

(5) Fundraising

What fundraising events or activities will your organisation be holding this year?

**WE DO NOT FUNDRAISE FOR THE CHOIR BUT FOR
OTHER ORGANISATIONS EG PERFORMANCES IN AID OF
OXFORD MENCAP, GOT2BE IN 2022**

(6) General

Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.

Please provide or attach any additional information which may assist the Council in reaching its decision.

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.

Signed

Date: **5.7.22**

Please return your completed application form to the address overleaf, for the attention of the TOWN CLERK

For office use only:			
Acknowledged		Previously Applied	
Grant Aid Awarded/Amount	Y / M	Chg No.	

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STRONGER COMMUNITIES COMMITTEE

Date: Monday, 11 July 2022
Title: Happy to Chat Bench
Contact Officer: Project Officer - Nicky Cayley

Background

In 2020 Guideposts requested a “chat bench” to combat loneliness but have since withdrawn from the project. At the time the Council designated the bench outside Halifax as a suitable site. Due to the pandemic, this had not progressed.

Another request was received in March 2022 (from a resident). The Council supported this and allocated a budget of £150.

Current Situation

As no response has been received from either Guideposts, this is a project the Town Council will progress.

The Project Officer has researched this and the most common way of turning a bench into a chat bench is to put a laminated sign reading: -

Happy To Chat Bench

Sit here if you don't mind someone stopping to say hello!

A laminated sign would not last long in the exposed location of the proposed bench and a proper metal sign would be smarter and more durable. The Council orders memorial plaques for the memorial wall and the Maintenance and Environment Officer has confirmed that this would be suitable for the bench. The Project Officer would suggest that the commonly used wording (as above) would be appropriate. It is understood that a QR code has also been suggested although this may not add anything beneficial to the wording already in place and conversely may add to a feeling of exclusion in the older community - who are the most likely to suffer from loneliness and isolation – as they may not have a smart phone or even understand how to use a QR code. A brass memorial plaque (size 20cm X 10cm) from a local shop would cost £50.

In terms of decoration, it might not be appropriate to use very bright colours in the conservation area, but the metalwork of the bench could be painted (any colour can be obtained) and the wood of the bench rubbed down and re stained to smarten it up.

Members may also like to consider inviting the community to do some yarnbombing to give the bench a real community feel (see attached photos for some examples).

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.

There are no environmental risks associated with this project.

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 no risks associated with this project.

Financial implications

The allocated budget for this project is £150. A plaque would cost around £50, and paint would be under £100.

Recommendations

Members are invited to note the report and consider:-

1. Wording for the bench;
2. If a plaque should be ordered with the agreed wording;
3. Restoration of the bench with paint and re-staining as outlined;
4. If the community should be invited to decorate the bench by yarnbombing or any other suggested way.

Examples of Yarnbombing of Benches



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STRONGER COMMUNITIES COMMITTEE

Date: Monday, 11 July 2022

Title: Third Party & Large Events

Contact Officer: Venue & Events Officer, Tomas Smith

Background

The Town Council operate and manage outdoor spaces which can be hired by third parties to host their own events. These make up a crucial part of the community engagement for the people of Witney and is intended to offer entertainment throughout the year.

The majority of these events are held on the designated 'events' side of the Leys Recreation Ground.

Current Situation

Following a hiatus with no events during the Covid-19 Pandemic, the Council is currently in the middle of a busy third-party event year and so far, the following events have been welcomed:

- **Hatwell's May Fair**, which was held on the Leys in May
- **Witney Pride** Festival and march which was held on the Leys in May
- **Witney Music Festival** which was held on the Leys in June
- **OPA Play Day** which was held on the QE11 Field at Burwell in June
- **Jay Miller Circus** which was held on the Leys in June
- **Oxford Playhouse** Animal Rocks Touring Tent which was held on the Leys in June.

The Council has received positive feedback regarding all events held so far. A report on the Play Day at Burwell Hall is attached as an appendix to the report.

There was also encouraging feedback from Oxford Playhouse - nearly 600 people visited the tent on the Leys over the two days and organisers advised that people of Witney were really engaging and positive about the experience. They have expressed interest in coming back next year for three days as well as arranging a meeting with the Venue and Events Officer to work on other projects which could take place in the Corn Exchange.

There are also upcoming events running up to the end of October

- **Witney Carnival** which will be held on Saturday 9th July with the carnival running through town and culminating on the Leys showground.
- **Got2b Activity Days** – the summer at The Leys & Burwell QE2 field (as agreed by the Parks & Recreation Committee on 27 June).
- **Witney Feast** which will for two consecutive nights Monday 12th and Tuesday 13th October on the Leys showground, with the Sunday Golden Gallopers Service.

- **Circus Ginett**, returning this year after a successful first year, they will be on the Leys showground 17th - 30th October

All the events that have run or will run this year have expressed interest in returning next year.

In addition, the last ever **Libfest** will be held on the Leys showground from June 23rd – June 25th, 2023. This is the only confirmed booking for 2023 and will result in the circus having to move.

Members should note that due to a previous recommendation and assurances to residents, events should not be held on back-to-back weekends and the Venue & Events Officer will be contacting organisers shortly to ensure early communication on the schedule of events.

The Town Council has also been approached by BBOWT (Berks, Bucks, Oxford Wildlife Trust) who would like to run an information pop up stand on the Leys on Sunday 31st July and Sunday 7th August. This would be a free non trading stand with the purpose of education and information.

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

- Continued maintenance and upkeep of the Town Council run parks and recreational areas.

Recommendations

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

1. To agree that 2022 events can run again next year, if required, providing they can be accommodated.
2. To consider the request from BBOWT to hold a free pop-up education stand at the Leys Recreation Ground during the summer.

REPORT ON WITNEY PLAY & ACTIVITY
DAY 2022
WEDNESDAY 1ST JUNE 2022



'BUILDING COMMUNITIES THROUGH PLAY'

Funding Secured and Event Organised and Delivered by:







Witney Play & Activity Day 2022

Wednesday 1st June 2022

11am – 3pm

Burwell Meadow Recreation Ground,
Thorney Leys, Witney, Oxon. OX28 5NP

FREE ENTRANCE AND FREE ACTIVITIES



**Toddler Vehicles / Junk Modelling / Go Kart Party / Body Zorbing /
Smoothie Bike / Tricky Trails Biking / Climbing Wall / Fabric Upcycling /
DIY Face Painting / Drumming / Fire Play / Bright Sparks Science /
Martial Arts / Giant Bubbles plus more!!**

**This is an open access event / NO childcare is provided / This event will be photographed /
Food and drinks will need to be purchased or please feel free to bring a picnic
For further information please contact martin.gillett@oxonplay.org.uk / www.oxonplay.org.uk /
07436 270267**

THIS EVENT IS FUNDED AND SUPPORTED BY



WITNEY TOWN HALL CHARITY



BLENHEIM





This year's theme is...

All to play for

- building play opportunities for *all* children

PLAYDAY THEME 2022

All to play for - building play opportunities for all children.

This year's theme aims to highlight that play is for everyone. Play happens everywhere, every day, and is the right of every child and young person. Playday encourages families, communities, and organisations large and small, to consider how they can build better opportunities for all children to play. Following the challenges children and young people have faced over the past two years due to the Covid-19 pandemic, play is more important than ever.

Play is essential for children and young people's physical and mental health.

Play allows children and young people to make friends, develop relationships, and have fun together.

Play enables children and young people to feel connected to their communities, leading to happier communities for all.

Play has an important role in helping children and young people cope with stress and anxiety, deal with challenges, and make sense of what's happening around them.

We're calling for more play, better play, every day!







OPA would like to thank the following for
their financial and practical support, without
whom this event would not have happened



WITNEY TOWN HALL CHARITY



**WEST OXFORDSHIRE
DISTRICT COUNCIL**



play 4 life







OXFORDSHIRE PLAY ASSOCIATION



OPA PLAY AND ACTIVITY DAYS 2022

KEY AIMS AND OBJECTIVES

For Children & Young People

- 1) Promote Positive Behaviours & Activities (reduce anti-social behaviour)
- 2) Promote Increased Levels of Physical Activity
- 3) Promote a Healthy Lifestyle (healthy choices)
- 4) Promote Healthy Weight Management (obesity reduction)
- 5) Provide information on services and activities to promote a sense of Wellbeing and Inclusion

For Parents / Carers

- 1) Provide an Event offering both **FREE** Entrance & **FREE** Activities to Ensure an Inclusion for **ALL**
- 2) Demonstrate how Play & Quality Family Time can be achieved on a Zero / Minimal Budget using Natural & Recycled materials
- 3) Provide information on services and activities available in the local and wider area

For Communities

- 1) Encourage a greater sense of belonging to promote Active & Engaged Communities - 'Love Where You Live'
- 2) Promote local clubs, groups and societies
- 3) Involve local groups, communities and Children & Young People in the planning and delivery of each event



We would also like to Thank the Mayor of Witney, Cllr Liz Duncan for taking time out of her busy schedule to join us at the event.





OXFORDSHIRE PLAY ASSOCIATION

OPA's Vision is to 'Improve Lives Through Play'

OPA's Mission is to 'Champion and to support the rights of all Children & Young People to have access to, high quality, inclusive Play opportunities to improve their Physical, Mental and Spiritual wellbeing'

T = 07436 270267

E = enquiries@oxonplay.org.uk

W = www.oxonplay.org.uk

Facebook =

<https://www.facebook.com/OxfordshirePlayAssociationOpa/>

Twitter = @oxonplay

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 11 July 2022

Title: Remembrance

Contact Officer: Venue & Events Officer, Tomas Smith

Background

Remembrance Day 2021 marked the first Service of Remembrance arranged by Witney Town Council, previously it had been led by the Royal British Legion (RBL) with the Town Council facilitating. The main differences to previous years were the exclusion of an official military parade, reduction in the number of wreaths being laid and when this occurred.

The exclusion of the parade was down to the requirement to have a trained parade marshal to lead it, and at the time of planning and during consultation with the agreed representatives of the RBL, the decision was made to instead facilitate different organisations who would want to walk up to the War Memorial to pay their respects without the official military trappings, therefore making it a community event.

Current Situation

It is proposed to run this year's event in much the same way as 2021, with minor operational changes which will serve to enhance the running of the event on the day.

Having conferred with the Chairman and secretary of the Witney Branch of the RBL, they have confirmed they will again be helping to facilitate on the day and that it will be a Town Council run event. The RBL have also reaffirmed their advice that they do not wish for the event to be a solely military affair. The Purpose of the event and service, in their opinion, is to hold a simple service of Remembrance for the people of Witney and to make the whole event inclusive for those who want to attend.

The decision to hold a parade or not has not been made, the RBL haven't got a qualified parade marshal and there is no one at the Town Council qualified to undertake this responsibility, nor does it have the capacity to undertake this responsibility.

Individual groups can be organised so that they can walk to the memorial in an orderly fashion with the key difference being that this is not an official parade.

The issue has been raised regarding the laying of wreathes at the memorial with some supporting a reduced official list and others supporting as many organisations as possible who want to lay a wreath after the service has concluded.

Last year the decision was made to reduce the amount of wreathes being laid directly after the service to reduce the time some people would have to wait for the conclusion of the official laying. The Chairman of RBL had advised that some veterans were finding it more and more difficult to remain

standing for the laying of 30 or more wreathes. The same reasoning was applied for people with young families who might find it difficult to remain more than the 20 minutes of the service and official wreath laying.

It is worth noting that there are 11 official wreathes laid, after that number it is down to the discretion of the organisers as to the number included in the official service.

Concerns have been raised that by having just the official wreathes laid it might detract from the poignancy of the solemn occasion and for other organisations. This has never been the intent and certainly not what was organised last year, there is always opportunity for anybody to lay a wreath who wants to on the day, prior to Remembrance Sunday or the week after. A significant number of wreath layers would require managing on the day, a facet of the event formerly organised by the RBL.

Once the arrangements have been finalised, the Venue & Events Officer will communicate clearly with participants.

In order to hold the event, certain key infrastructure is required. The Maintenance and Environmental Services Officer has recommended that the following items and training are required for the Town Council staff to smoothly facilitate the Remembrance Event:

- 30 x Crowd Control; Barrier @25.99 per unit (£779.70)
- Local Event Traffic Management Training @£480.00 for a day course plus £35.00 per certificate. This training would be for Maintenance and Environmental Services Officer, Venue and Events Officer, Venue and Events Assistant and the Senior Maintenance Operative.

The issue of printed order of service sheets has been considered from an environmental perspective as last year the Council printed a reduced number of 1500, this year the recommendation would be to reduce this to 500 and communicate the digital version early so people can use mobile devices to follow the service on the day.

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.

The Council has to strike a balance of managing the Remembrance Day Service within its limitations, while attempting to address the concerns of residents.

Financial implications

- As noted in the report
- £779.70 for crowd barriers
- £620.00 for traffic management training

Recommendations

Members are invited to note the report and:

1. Consider whether to run the Remembrance Sunday event as it did in 2021
2. Whether there should be any additional changes including a parade and extended wreath-laying, noting the former would require the employment of a parade marshal.
3. The suggested crowd barrier improvements and associated training.

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STRONGER COMMUNITIES COMMITTEE

Date: Monday, 11 July 2022

Title: Children's Advent Fayre

Contact Officer: Venue & Events Officer – Tomas Smith

Background

The Advent Fayre is normally held on the last Sunday in November and is an opportunity for the children of Witney to attend a free event, undertake in some crafting and meet Father Christmas. It runs from 11am – 3pm. Last year Witney Town Council provided craft bags for the children, free face painting and constructed a Grotto in 1863. The Town Council also ran a 'letters to Father Christmas' post service with every child who wrote a letter getting a response. Last Year the event was mainly in the café area with some overflow tables in the Main Hall due to the Covid-19 Pandemic.

Current Situation

This year the Advent Fayre could run along the same lines as the previous year with the Venue and Events Officer happy to undertake the role of Father Christmas again. The date would be Sunday 27th November 2022. Face painting was successful, so the recommendation would be to run this again alongside the letters to Father Christmas and the free craft bags. The event was supported by Town Councillors who volunteered a couple of hours to help with the crafting and queue management for the Grotto.

Witney Model Club have shown an interest in returning this year and have suggested they could use the Main Hall for a strong impact. It has been suggested that Witney Wonderland be approached to put up decorations in the Main Hall.

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.

Craft Activities should reflect the Council's obligations against climate change and should be as sustainably sourced and recyclable, as much as possible.

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

- The budget for the Advent Fayre is
- Cost of Crafting bags and a face painter
- Opening of 1863 on a Sunday

Recommendations

Members are invited to note the report and consider:

1. If the Advent Fayre should be run this year
2. If Witney Model Club can use the Hall for display
3. If a grotto is required again
4. If Witney Wonderland should be invited to take part