

# Stronger Communities

## Committee Meeting of Witney Town Council



**Monday, 26th September, 2022 at 6.45 pm**

To members of the Stronger Communities Committee - H Eaglestone (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](mailto: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 Deputy Town Clerk or Committee Clerk 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](mailto: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 11 July 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 - 18)

To receive the report of the Town Clerk & C.E.O.

**Communications & Community Engagement**

6. **Community Engagement Report** (Pages 19 - 22)

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

7. **Communications Report** (Pages 23 - 24)

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

8. **Youth Services Grant 2022-23** (Pages 25 - 186)

To receive the report of the Deputy Town Clerk.

9. **Appointment to Outside Bodies - Witney Town Charity** (Pages 187 - 202)

To receive the report of the Deputy Town Clerk.

10. **WITNEY FORUM**

a) **Witney Forum - Notes** (Pages 203 - 206)

To receive the notes of the Witney Forum held on 6 July 2022.

b) **Witney Forum - Future Administration** (Pages 207 - 208)

To receive the report of the Deputy Town Clerk.

**Street Furniture & Infrastructure**

11. **Cycle Repair Stands** (Pages 209 - 212)

To receive the report of the Project Officer.

12. **Defibrillator - King George V Recreation Ground** (Pages 213 - 214)

To receive the report of the Project Officer.

13. **Winter Preparations** (Pages 215 - 220)

To receive the report of the Deputy Town Clerk.

14. **Community Infrastructure Review** (Pages 221 - 248)

To receive the report of the Project Officer.

15. **Covid Memorial Task & Finish Group**

To receive the following update of this task and finish group which met on 6 September 2022.

That, members attend site visits at Church Green and The Leys to finalise the memorial position. It was re-affirmed the memorial should consist of two halves; one to commemorate those who lost their lives to Covid, and another giving thanks to those who supported the community. Although a boulder had been suggested due to the limited budget, members thought something impactful would be more pleasing if possible.

### **Events**

16. **Witney Music Festival** (Pages 249 - 256)

To receive a partnership presentation from Witney Music Festival.



Town Clerk

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

**Held on Monday, 11 July 2022**

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

**Present:**

Councillor O Collins (Chair)

Councillors:	J Aitman L Ashbourne	L Duncan R Smith
Officers:	Sharon Groth Adam Clapton	Town Clerk Deputy Town Clerk
Others:	None	

**SC354 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors V Gwatkin, H Eaglestone and A Prosser.

**SC355 DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

**SC356 MINUTES**

The minutes of the meeting of the committee held on 30 May 2022 were received.

**SC256 – Communications & Community Engagement Report**

In response to a Member, the Deputy Town Clerk advised that ‘You Said, We Did’ videos with members had yet to take place in response to the customer satisfaction survey. A letter outlining comments on services in the remit of the County Council had been issued to its Chief Executive, Leader, and other members of that Authority.

**SC257 - Town Hall Window Community Use**

The Deputy Town Clerk reported this had been promoted at the Witney Forum of local groups and there had been keen interest in using this space.

**SC260 – Oxford Playhouse**

The Chair drew attention to this item and advised this recommendation had been overturned at the Policy, Governance & Finance meeting on 6 June. The decision was in response to further correspondence which was considered at the meeting.

**SC263 – Litter & Dog Waste Bins**

A member advised they had spoken on behalf of the Town Council at the District Council's Environmental Scrutiny meeting to raise issues with its policy and communication.

**Resolved:**

That, the minutes of the Stronger Committee held on 30 May 2022 be approved as a correct record of the meeting and be signed by the Chair.

SC357 **PUBLIC PARTICIPATION**

There was no public participation.

SC358 **FINANCE REPORT**

The Committee received and considered the financial report showing figures for aspects under its remit for the last Quarter, provided by the Town Clerk & Chief Executive Officer.

In response to a Member, the Town Clerk explained the committee had higher costs than others due to the nature of its work, and not many ways of generating income. The movement to/from the general reserve related to the budgets which had been rolled over from the previous years.

**Resolved:**

That, the finance report be noted.

*Cllr L Ashbourne joined the meeting at 6.15pm*

SC359 **COMMUNITY ENGAGEMENT REPORT**

The Committee received and considered the report of the Communications & Community Engagement Officer concerning community engagement projects.

Members were advised on the plans for the national 'In-Bloom' and the local 'Schools In Bloom' projects which were coming to fruition by the end of July. In addition, it was agreed the Council should support Love Your Parks week as it had previously and could promote recent litter-picking equipment purchased by the Council for community use.

There was discussion on Car Free Day, which this year fell on Thursday 22 September. As a Market Day, Market Square would not be useable but the areas outside the Corn Exchange and the Town Hall might be available if the County Council was agreeable to the request. Members agreed with officer suggestions on a Charabanc and asked that WOCT also be asked if they would like to be involved. A discount offer at the Corn Exchange 1863 bar could also be promoted via QR code on the main footpath and cycle path approaches into the town centre.

Further updates were provided on Championing Local and Christmas engagement with members noting the launch of the annual Christmas competitions and agreeing that the Rotary Club of Witney should be approached to see if they would like to manage the Christmas Lights Switch-on event. This would run as it had previously on Friday 25<sup>th</sup> November at 6pm with a grant provided to the Club from the Town Council. The Committee also agreed that sponsorship should be sought for a second Christmas tree in Market Square.

**Resolved:**

1. That, the report be noted and,
2. That, the Town Council supports Love Your Parks Week, 29 July – 5 August, as it had in 2021 with the addition of promoting community litter picking equipment and,
3. That, Oxfordshire County Council is approached to see if the highway outside the Town Hall could be used as a base for activities in respect of Car Free Day and,
4. That, a Charabanc is requested from the Oxford Bus Museum for Car Free Day and,
5. That, West Oxfordshire Community Transport are asked if they would like to be involved with Car Free Day and,
6. That, the Communications & Community Engagement and Venue & Events Officers develop a discount scheme for 1863 on Car Free Day to promote active travel and,
7. That, the updates on Championing Local and Christmas competitions be noted and,
8. That, sponsorship is sought for the second Christmas tree in Market Square and,
9. That, the Rotary Club of Witney be approached to see if they would like to run the 2022 Christmas Lights Switch-on event on Friday 25<sup>th</sup> November at 6pm on the same terms as in previous years, to include a grant from the Council.

**SC360 COMMUNICATIONS REPORT & COMMUNICATIONS STRATEGY REVIEW**

The Committee received and considered the report of the Communications and Community Engagement Officer concerning communications and strategy review.

Members welcomed the review and noted the updates and suggestions provided. It was pleasing to see that so many actions were either completed or in development.

With regard to the Website, members noted that the current website was suitable and for what was required but recognised the benefit of outsourcing the hosting to an external provider. This would help facilitate a transfer to a Gov.uk template and free up officer time while also retaining some editorial control to update pages and news items. It was agreed that officers should obtain quotes for this project to present at the September meeting and in the meantime the streamlining of the Website should continue with an 'Our Partners' page added so this could be migrated as and when required.

Members also noted the Press & Media Coverage attachment and thanked officers for recent social media posts which were eye-catching and promoting the positive work of the Council.

**Resolved:**

1. That, the report be noted and,
2. That, the additions to the Communications Strategy (as circulated), be incorporated into the updated document and,
3. That, officers seek quotations for outsourcing the website in time for the next meeting of the Committee and,
4. That, the current website continues to be streamlined and an 'Our Partners' page added and,
5. That, the Press and Media Coverage be noted.

**SC361 TOWN COUNCIL REBRANDING**

The Committee received and considered the report of the Communications & Community Engagement Officer concerning the Town Council's rebranding.

Members were advised the process had been delayed due to other commitments and the brief for the project had changed but the Task and Finish Group had agreed on the logo, as presented. It was intended to be solely an organisational and administrative logo and the town crest would remain the official heraldic 'town' arms for legislative purposes.

The Committee welcomed the proposed logo and recognised the sentiment behind it, including the colours which represented a traditional Witney three-point blanket. It was modern and represented a distinct change and direction of the Town Council.

**Recommended:**

1. That, the report be noted and,
2. That, the Town Council adopts the new logo for administrative and livery purposes.

**SC362 YOUTH SERVICES GRANT 2022**

The Committee received and considered the report of the Deputy Town Clerk concerning the Youth Services Grant criteria and timeframe for the awarding of funds.

Members agreed the timetable and looked forward to receiving applications when the scheme opened at the beginning of August.

**Resolved:**

1. That, the Youth Services Grant award timetable be agreed.

**SC363 WITNEY VOICE BOX CHOIR GRANT REQUEST**

The Committee received and considered a grant request from Witney Voice Box Choir towards funds for a free concert in the Langdale Hall, Witney.

Members were aware that a Platinum Jubilee concert was hugely oversubscribed, and this performance would provide a further free event, which could be accessed by many more residents in the community. Although the committee was not responsible for the financial management of the Council, it welcomed the application.

**Recommended:**

1. That, Witney Voice Box Choir be awarded £100 from the Town Council's grant budget and,
2. That, this recommendation be forwarded to the Policy, Governance & Finance Committee.

**SC364 HAPPY TO CHAT BENCH**

The Committee received and considered the report of the Project Officer concerning the Happy to Chat Bench.

The Town Council would be project managing this matter as the parties who had shown interest in the project had not been able to pursue it themselves. Members were pleased the local Methodist Church had shown an interest in helping those at the bench but felt that a timetable for representatives was not needed at this time. Likewise, the District Council was about to embark on a project with the Samaritans so their contact details would be placed elsewhere.

A concerted effort would be needed not to deter the use of the bench for rest so no plaque should be attached, and attention should only be drawn by painting the bench through the use of colour.

**Resolved:**

1. That, the report be noted and,
2. That, that the bench be painted in the colours of the newly adopted Town Council logo and the words 'Happy to Chat Bench' are painted on the wooden slats.

**SC365 QUEEN'S PLATINUM JUBILEE - LEGACY PROJECT**

The Committee considered potential wording for a plaque to mark the Queen's Platinum Jubilee Project in Unterhaching Park, which now seemed possible following the District Council's indication a licence could be granted.

Members agreed on a simple dedication for the plaque on the sundial, 'Installed by Witney Town Council to honour the Platinum Jubilee of Queen Elizabeth II, 2022'.

**Resolved:**

That, the wording as above be incorporated onto a plaque for the Queen's Platinum Jubilee sundial at Unterhaching Park.

**SC366 AUTUMN & WINTER PLANTING**

The Committee received a verbal update on Autumn and Winter planting, as provided by the Maintenance & Environmental Services Officer.

Members were advised that plants had already been ordered directly by the Council based on a previous resolution to adhere to what had been done before, but there was still a chance to vary a colour scheme.

Approval was also sought to remove concrete planting troughs along the top of The Leys Recreation Ground and to change Burwell Hall bedding to perennial shrub planting as the flowers were regularly disturbed and taken out by the public. There was agreement that the troughs needed to be replaced but there was hope a budget could be included for their replacement in the new year. It was disappointing that plants outside Burwell Hall were being treated poorly so it was a sensible approach to plant something hardy in this area.

**Resolved:**

1. That, the report be noted and,
2. That, the planting scheme match the colours of the newly adopted Town Council logo and,

3. That, the planters at The Leys recreation Ground be removed. A replacement to be sought in time for the Spring/Summer planting 2023 and,
4. That, bedding planting outside Burwell Hall be replaced with hardy perennial shrubs.

**SC367 THIRD PARTY & LARGE EVENTS**

The Committee received and considered the report of the Venue & Events Officer concerning third party and large events.

The Chair started by thanking all organisers of the events held so far in the year. They had all been most welcomed and were a credit to all who had contributed to their success.

The Committee were pleased to learn that LibFest would be returning to the Leys in 2023 and acknowledged that the schedule of events would need to be refined to accommodate all events in that year. With a tight summer schedule, any further requests would need to be considered on their scale on a case-to-case basis.

The Town Clerk suggested that many of these larger events had received funds from the Town Council but this wasn't knowingly promoted during the event so the committee agreed that banners stating, 'Supported by Witney Town Council' should be purchased and provided.

**Resolved:**

1. That, the report be noted and,
2. That, the events who have shown an interest in returning in 2023 be accommodated where possible and,
3. That, the request from BBOWT to hold a free pop-up education stand at the Leys Recreation Ground during the summer be granted and,
4. That, the Town Council purchases banners to be loaned to event organisers stating, Supported by Witney Town Council, where funds have been provided and,
5. That, the feedback from OPA and Oxford Playhouse be noted.

**SC368 REMEMBRANCE**

The Committee received and considered the report of the Venue & Events Officer concerning Remembrance Sunday.

Feedback had been received following last year's event, the first run by the Town Council with Covid-19 circulating so this year presented a new challenge. After discussion on potential arrangements, it was agreed information should be sought from other local Parish & Town Council's on their events. Following that, a final decision on how to proceed could be established via a small task and finish group.

**Resolved:**

1. That, the report be noted and,
2. That, the Town Clerk contacts other local town councils to understand their plans for the service of remembrance and,
3. That, this information be passed to a small task and finish group of the Mayor, Deputy Mayor and Leader to formulate a plan for the day and,

4. That, once finalised, the running order and arrangements be communicated to all relevant groups and parties at the earliest opportunity and,
5. That, 1000 service sheets are printed in 2022 and that recycling points are advertised at the end of the service and,
6. That, the purchase of 30 crowd control barriers be agreed and,
7. That, local event traffic management training for town council staff be agreed.

SC369 **ADVENT FAYRE**

The Committee received and considered the report of the Venue & Events Officer concerning the annual Advent Fayre.

Members supported the continuation of the event as in previous years on the last Sunday in November. This year, more than ever, the Town Council should be hosting this free event for children in the run up to Christmas. There was a suggestion the Fayre could be advertised in local schools and the budget should be stretched to include as many events as possible.

**Resolved:**

1. That, the report be noted and,
2. That, the Advent Fayre is held on the last Sunday in November based on the same format as previous years with Father Christmas in attendance in a grotto and,
3. That, Witney Model Club be granted permission to use an area of the hall during the event and,
4. That, The Town Crier be invited to take part in the event and,
5. That, schools are advised of the event and,
6. That, Winter Wonderland be invited to take part.

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The meeting closed at: 7.49 pm

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Chair

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## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday, 26th September 2022

**Title:** Finance Report

**Contact Officer:** Town Clerk/CEO – Sharon Groth

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### Background

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed. The period to which this report relates is Period 5, 1 April 2022 to 31 August 2022.

Due to time constraints, it is not possible to provide a full written report, however at this stage in the financial year budgets are not expected to be overspent – but members are reminded that expenditure isn't necessarily incurred evenly over the course of the year.

The Town Clerk has also taken the opportunity to provide the Capital & Special Revenue expenditure for the same period.

### Revenue Budget 2023-24 and Capital & Special Revenue Projects 2023-24 and beyond

In line with normal Council procedures, the Town Clerk/RFO will shortly be commencing the annual review of all the Committees to prepare the revenue budget for 2023-24. Draft budgets are prepared based upon current activities and patterns of income and expenditure. Any additional revenue expenditure is considered separately as Revenue Growth Items.

It is also normal practice that during the budget cycle the Council considers the Capital and Special Revenue budget to identify which projects or schemes are to be implemented and undertaken during the next financial year.

Members are therefore requested to consider items to be included in next year's budget so that Officers can obtain costings accordingly. This will then enable the Town Clerk/RFO to set an accurate budget as possible.

### 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.

Officers are continually assessing the environmental impact of services and assets to ensure where possible measures are taken to support the Council's climate declaration of carbon neutrality by 2028.

**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.

Currently one of the common risks the Council is faced with is the rise in cost of materials, and labour when projects have been tendered/quoted for and then on placing orders quotes and estimates have been increased because of these factors. Officers will need to be mindful when requesting budgets that a contingency is put in for any potential prices increases.

Members are reminded that collectively they are custodians of the public purse with most of the funding coming from the taxpayers of Witney. Therefore, Officers ensure they get best value, value for money, and comply with the Council's Standing Orders, Financial Regulations, and Procurement Policy.

**Financial implications**

There are no financial implications arising directly from this report.

This report forms part of the Council's mechanisms for budgetary control, as it enables income and expenditure to be reviewed and compared with the Council's budgets.

**Recommendations**

Members are invited to note this report and give consideration for any capital or special revenue projects for 2023-24 budget.

## Detailed Income &amp; Expenditure by Budget Heading 31 August 2022

Month No: 5

## Capital &amp; Special Revenue

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>800 CAPITAL PROJECTS</b>								
4490 CAP EXP FUNDED FROM RCP	(26,350)	0	(165,095)	(165,095)		(165,095)	0.0%	
4491 TFR TO EARMARKED RES	259,469	79,500	79,500	0		0	100.0%	
4492 TFR TO RENEWALS FUND	8,169	0	3,595	3,595		3,595	0.0%	
4493 TFR FROM RENEWALS FD	(7,082)	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(16,689)	0	(42,000)	(42,000)		(42,000)	0.0%	
4498 TFR TO TOWN HALL RESERVE	40,000	0	0	0		0	0.0%	
4902 CAP: REFURB C/EXCHANGE	0	14,597	0	(14,597)		(14,597)	0.0%	
4903 CAP: BURWELL HALL	1,500	0	12,000	12,000		12,000	0.0%	
4907 CAP: C/EX CINEMA EQPT	0	3,690	20,000	16,310		16,310	18.4%	
4914 CAP: TH CEM ACCESS ROAD/SIGNAG	0	0	2,000	2,000		2,000	0.0%	
4918 CAP: BLDGS ENERGY EFFICIENCY	0	0	20,000	20,000		20,000	0.0%	
4919 CAP:LAKE & CNTRY PRK	0	0	5,000	5,000		5,000	0.0%	
4921 CAP:WWSG TENNIS COURTS	0	0	10,000	10,000		10,000	0.0%	
4924 CAP: SKATE PARK REFURB	0	0	50,000	50,000		50,000	0.0%	
4929 CAP:PARK RD PLAY AREA	(0)	0	0	0		0	0.0%	
4931 CAP:STREET FURNITURE	0	2,636	0	(2,636)		(2,636)	0.0%	
4938 CAP:QURY RD PLAY EQUI 6-12 YR	0	3,356	5,000	1,644		1,644	67.1%	
4960 CAP:WINDRUSH CEMETERY	0	1,650	0	(1,650)		(1,650)	0.0%	
4962 CAP:COMPUTER/OFFICE EQUIP	(0)	0	0	0		0	0.0%	
4964 CAP:GROUNDS MTCE EQPT	0	4,106	0	(4,106)		(4,106)	0.0%	
4975 CAP:TOWN HALL WORKS	0	13,444	0	(13,444)		(13,444)	0.0%	
4979 CAP:ALLOTMENTS	(0)	0	0	0		0	0.0%	
4991 CAP: WEST WITNEY SPORTS GROUND	5,378	5,378	0	(5,378)		(5,378)	0.0%	
4996 ASSETS FUNDED FROM GRANTS	(245,223)	0	0	0		0	0.0%	
4998 Assets Capitalised	301,587	0	0	0		0	0.0%	
<b>CAPITAL PROJECTS :- Indirect Expenditure</b>	<b>320,759</b>	<b>128,356</b>	<b>0</b>	<b>(128,356)</b>	<b>0</b>	<b>(128,356)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(320,759)</b>	<b>(128,356)</b>	<b>0</b>	<b>128,356</b>				
<b>Grand Totals:- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	
<b>Expenditure</b>	<b>320,759</b>	<b>128,356</b>	<b>0</b>	<b>(128,356)</b>	<b>0</b>	<b>(128,356)</b>	<b>0.0%</b>	
<b>Net Income over Expenditure</b>	<b>(320,759)</b>	<b>(128,356)</b>	<b>0</b>	<b>128,356</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(320,759)</b>	<b>(128,356)</b>						

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## Detailed Income &amp; Expenditure by Budget Heading 31 August 2022

Month No: 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Stronger Communities</b>								
402 COMMUNITY INFRASTRUCTURE								
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	1,468	2,300	1,000	(1,300)			230.0%	
COMMUNITY INFRASTRUCTURE :- Income	<b>5,945</b>	<b>9,665</b>	<b>1,000</b>	<b>(8,665)</b>			<b>966.5%</b>	<b>0</b>
4013 RENT PAID	0	0	5	5		5	0.0%	
4014 ELECTRICITY	1,189	561	1,000	439		439	56.1%	
4017 CONTRACT CLEAN/WASTE	1,015	1,745	5,000	3,255		3,255	34.9%	
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	5,973	35,480	29,508		29,508	16.8%	
4066 TREE REPLACEMENT	5,836	354	6,000	5,646		5,646	5.9%	
4067 Tree Survey	6,201	0	8,000	8,000		8,000	0.0%	
4105 XMAS LIGHTS, TREE & INFRASTRUC	44,752	15,147	35,120	19,973		19,973	43.1%	
4166 DEFIBRILLATOR EXPENDITURE	1,161	0	4,000	4,000		4,000	0.0%	
4200 STREET FURNITURE	3,732	2,077	1,000	(1,077)		(1,077)	207.7%	
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	852	7,250	6,398		6,398	11.8%	
4491 TFR TO EARMARKED RES	57,430	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(48,500)	(23,730)	(33,730)	(10,000)		(10,000)	70.4%	
4888 O/S STAFF RCHG	31,970	18,532	70,952	52,420		52,420	26.1%	
4890 O/S O'HEAD RCHG	7,126	4,941	14,476	9,535		9,535	34.1%	
4891 AGENCY SERVICES RECHARGE	170,187	40,933	171,213	130,280		130,280	23.9%	
4892 C/S STAFF RCHG	14,103	5,429	16,543	11,114		11,114	32.8%	
4893 C/S O'HEAD RCHG	4,073	1,394	4,590	3,196		3,196	30.4%	
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	<b>329,000</b>	<b>74,277</b>	<b>371,399</b>	<b>297,122</b>	<b>0</b>	<b>297,122</b>	<b>20.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(323,054)</b>	<b>(64,612)</b>	<b>(370,399)</b>	<b>(305,787)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31 August 2022

Month No: 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>408 COMMUNITY ACTIVITIES</b>								
4103 GRANT YOUTH COUNCIL	0	0	500	500		500	0.0%	
4104 GRANT CARNIVAL/XMAS ROTARY CLB	2,100	2,100	4,100	2,000		2,000	51.2%	
4106 GRANT - PLAY DAY	0	1,000	1,000	0		0	100.0%	
4109 BLUE PLAQUES	0	300	1,000	700		700	30.0%	
4111 WATER SAFETY/EDUCATION	0	0	10,000	10,000		10,000	0.0%	
4112 GRANT - WITNEY TOWN BAND	0	660	660	0		0	100.0%	
4141 EVENTS	2,501	1,013	9,000	7,987		7,987	11.3%	
4145 QUEENS JUBILEE (2022)	0	1,095	3,000	1,905		1,905	36.5%	
4160 TOWN TWINNING	500	0	500	500		500	0.0%	
4161 TOWN TWINNING ROOM HIRE	0	0	500	500		500	0.0%	
4167 BUS SERVICE	21,000	5,250	21,000	15,750		15,750	25.0%	
4169 CHILDREN & YOUTH PROVISION	35,913	0	44,340	44,340		44,340	0.0%	
4170 ADVENT FAYRE	634	0	2,000	2,000		2,000	0.0%	
4491 TFR TO EARMARKED RES	5,340	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(3,000)	(5,340)	(1,000)	4,340		4,340	534.0%	
4892 C/S STAFF RCHG	56,413	21,715	66,172	44,457		44,457	32.8%	
4893 C/S O'HEAD RCHG	16,291	5,577	18,362	12,785		12,785	30.4%	
5199 Depreciation Charge to Service	98	0	0	0		0	0.0%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	<b>137,790</b>	<b>33,371</b>	<b>181,134</b>	<b>147,763</b>	<b>0</b>	<b>147,763</b>	<b>18.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(137,790)</b>	<b>(33,371)</b>	<b>(181,134)</b>	<b>(147,763)</b>				
Stronger Communities :- Income	<b>5,945</b>	<b>9,665</b>	<b>1,000</b>	<b>(8,665)</b>			<b>966.5%</b>	
Expenditure	<b>466,790</b>	<b>107,648</b>	<b>552,533</b>	<b>444,885</b>	<b>0</b>	<b>444,885</b>	<b>19.5%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(460,845)</b>	<b>(97,983)</b>						
Grand Totals:- Income	<b>5,945</b>	<b>9,665</b>	<b>1,000</b>	<b>(8,665)</b>			<b>966.5%</b>	
Expenditure	<b>466,790</b>	<b>107,648</b>	<b>552,533</b>	<b>444,885</b>	<b>0</b>	<b>444,885</b>	<b>19.5%</b>	
<b>Net Income over Expenditure</b>	<b>(460,845)</b>	<b>(97,983)</b>	<b>(551,533)</b>	<b>(453,550)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(460,845)</b>	<b>(97,983)</b>						

## STRONGER COMMUNITIES COMMITTEE

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<b>Date:</b>	Monday, 26 September 2022
<b>Title:</b>	Community Engagement Report
<b>Contact Officer:</b>	Communications and Community Engagement Officer - Polly Inness

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### **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

### **Blue Plaque – Alice Batt**

The Council provided £300 to the Oxfordshire Blue Plaques Society towards this plaque to mark the life of Alice Batt of Batt House, High Street, Witney. Alice Batt was awarded the Albert Medal (precursor to the George Cross) during World War One.

An unveiling ceremony will take place on Saturday 1<sup>st</sup> October, and it has been recommended that the remaining £200 budget be used to facilitate a reception ceremony after the unveiling in the Corn Exchange. *For further information on this project please contact the Project Officer*

### **Citizen of the Year Award**

Nominations for this award are usually opened in November. Members are asked to consider whether they would like to continue with this competition in the same format as before.

There are usually two awards – Citizen and Young Citizen of the Year but the Mayor does have the right to award team/group and special awards for merit, depending on the nominees' contributions.

Per minute number SC256 of 30<sup>th</sup> May, members are also asked with whether they would like to recognise local sporting achievements and best kept allotments if these awards continue.

The Awards Ceremony takes place in March at the Council's Civic Reception in the Corn Exchange. There may be a slight reduction in the available number of spaces next year given the new Hall layout. No date has been set for the Civic Reception – if agreed, it will need to be before the election purdah date begins. If the Civic Reception cannot go ahead perhaps Councillors could consider making the awards at another event, such as the Annual Town Meeting.

## **Charity Calendar**

The Council has been approached by a local resident regarding a partnership to produce a charity calendar for 2023 with their illustrations. The funds from sales would be for local Witney charities. Members are asked if this is a project which they would like officers to pursue. There is a possibility that this could be used as a wider community project, rather than showcasing the work of an individual.

## **Christmas Lights Switch On**

Per minute number SC359 of 22 July, the Rotary Club of Witney were informed the date for the switch-on would be Friday 25<sup>th</sup> November. However, since then, it has been identified the England football team are playing in the World Cup that evening, so a change of date has been requested. If a date is selected in time and there is space for it to take place, the Communications and Community Engagement officer will discuss the possibility of holding a Community Organisation Christmas market with the Venues and Events manager. This will offer groups a chance to raise some funds.

## **In Bloom**

Results are due in the next week or so and the awards ceremony will be attended by the Mayor on September 28<sup>th</sup>, so she will hear the result before anyone else. There are some leftover funds this year which will be used to purchase some In Bloom signage to provide information about the wheelbarrows and as branding to use at events such as the Carnival and on judging day.

Previously, it has been discussed that leftover funds may be used towards a large impact project that has a connection to In Bloom, so Councillors may like to consider if they would like that to happen next year. Alternatively, the money could be used to augment the budget allocated to the community gardeners to provide equipment for them that may help alleviate watering problems or provide them with a small noticeboard each that will do away with any further laminated posters, which add harmful plastics to a project that should be environmentally friendly. Previously leftover budget has been carried over or used to augment the budget of community gardeners.

If Councillors have an idea for a big impact community project next year, they should put this forward now so that the budget can be set aside for that purpose next summer. Some possible areas for this are:

An impactful and widely beneficial addition to the Lake and Country Park, Tower Hill Cemetery, Tiny Forest or Park Road allotment area, where the Ranger would like to protect and inform about recent wildlife discoveries, for example.



**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:

- To resolve that the Council facilitates the Blue Plaque reception for Alice Batt in the Corn Exchange on 1 October with the remaining £200 budget for the project,
- Whether to run Citizen of the Year Awards for 2022 and if yes, what awards format these should take,
- Whether to use some leftover In Bloom budget for a larger more impactful community project
- Whether to support and facilitate a resident request for a Charity Calendar for 2023,
- To resolve a change to the Christmas Lights Switch-On date and whether to facilitate a community Christmas Market if feasible

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## STRONGER COMMUNITIES COMMITTEE

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<b>Date:</b>	Monday, 26 September 2022
<b>Title:</b>	Communications Report
<b>Contact Officer:</b>	Communications and Community Engagement Officer - Polly Inness

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### **Background**

A brief update on Communications across the Council.

### **Current Situation**

#### **Rebranding**

The Council's website has been updated to show the new logo and it is prominently displayed in the Town Hall window. Other documents and livery are being replaced as and when officers review them.

#### **Website**

The Communications officer is continuing to streamline the site in response to previous resolutions and has embedded a Facebook feed into the site which will show all current communications which may not necessarily warrant a separate news item.

Preparatory work on sourcing an external website provider has begun, but due to time constraints and pressing national matters, it has not been possible to provide these at this meeting.

#### **Press Story Template**

The Communications and Community Engagement Officer has created a template for colleagues to provide information when requesting a Press Release. This will help with creating stories about unfamiliar topics, ensuring that all the detail needed is provided, along with comments and photos if available. It will also help to schedule them and produce them in a timely manner.

#### **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

## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday, 26 September 2022

**Title:** Youth Services Grant 2022

**Contact Officer:** Deputy Town Clerk – Adam Clapton

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### Background

The Council's Youth Services Grant 2022 opened for applications between 1 August 2022 – 1 September 2022. Grants will be dispersed from a budget of £40,000 set for this scheme.

For reference, the purpose of the fund is as follows,

*'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.'*

### Current Situation

Six applications for the fund, totalling £103,573.58 were received and are outlined below with the requested amounts:

Group or Organisation	Amount Requested
Got2B CIC	£32,000.00
Home-Start Oxford	£21,500.00
APCAM	£20,000.00
Oxfordshire Music & Arts Trust (OXMAT)	£10,740.00
Aspire Oxfordshire Community Enterprises Ltd	£10,000.00
Parish of Witney	£9,333.58

A summary sheet with criteria scoring evaluations is included with the full applications/supporting documents as confidential appendices to this report.

It should be noted that the scoring has been carried out without bias by Officers based on the criteria as set out in the application process. Members should refer to the applications for full details before considering any outcomes of the fund.

While the decision on awarding grants is made by the Policy, Governance and Finance Committee, members may like to consider the requests and documents provided at this meeting to see if any further supporting documentation is required from applicants.

The committee may also like to make recommendations to the Policy, Governance and Finance committee on the outcome of awards.

### **Environmental impact**

There is no discernible impact on the environment from this project.

### **Risk**

The Committee should ensure that all criteria are met, and necessary documents are provided by applicants before recommending funding.

### **Financial implications**

- A budget of £40k has been agreed and budgeted for within this financial year only for the purpose of this grant.
- There is no additional budget over and above the amount already set.

### **Recommendations**

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

1. Whether further information or clarification on any matter is required from applicants,
2. Recommendations on allocation of funds to the Policy, Governance & Finance Committee to be held on 3<sup>rd</sup> October 2022.



## 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 1<sup>st</sup> 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](mailto: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 10<sup>th</sup> 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 <sup>st</sup> August 2022	The Youth Fund Opens for Applications
1 <sup>st</sup> September 2022	The Youth Fund closes for Applications
5 <sup>th</sup> September 2022	The Scoring Process takes place
19 <sup>th</sup> September 2022	Evaluation Meeting takes place (Stronger Communities Committee)
26 <sup>th</sup> September 2022	Agreement reached at the Policy, Government & Finance Committee.
30 <sup>th</sup> September 2022	Applicants notified of recommendations
10 <sup>th</sup> October 2022	Full meeting of Witney Town Council makes final decision
12 <sup>th</sup> 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](mailto:accounts@witney-tc.gov.uk)

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General Information						
Name of group or organisation	Got2B CIC	Home-Start Oxford	Oxfordshire Music & Arts Trust	Aspire Oxfordshire Community Enterprise Ltd	Parish of Witney	APCAM
Type of Organisation	Community Interest Company Company Number 12084416	Registered Charity Charity Number 1108612	Registered Charity Charity Number 1158771	Registered Charity Charity Number 1117726	Charity Number 1129784	Registered Charity Charity Number 1186256
What are the activities/aims of the organisation?	<p>GOT2B AIMS TO SUPPORT ALL YOUNG PEOPLE IN WEST OXFORDSHIRE THROUGH THEIR TEENAGE YEARS BY:</p> <p>Providing an inclusive &amp; consistent trusted adult/ youth worker who can be accessed at youth work sessions out of school time and who is available for a young person to talk to in confidence.</p> <p>Providing a safe space for Young People by offering youth club sessions AND activities that are fun and that offer a chance for growth through Informal education.</p> <p>Giving Young People a voice through consultations, young person-led activities, planning of youth work and encouraging them to be active and heard in their wider community.</p> <p>Celebrating Young People at every opportunity by sharing their amazing achievements with the wider community and encouraging Young People to be proud of their achievements, and of who they are.</p>	<p>Home-Start’s vision is to shape a country where all children have the best possible start in life. Like Witney Town Council we believe all children should be given the chance to live a full and varied life. “90% of a child’s brain development happens before age 5.” Oxford Brain Story, University of Oxford The earliest years make the biggest impact and investing in those years is the most costeffective way of ensuring children’s futures are not limited. Once the chance is missed, making up lost ground in later life is difficult, expensive and often just doesn’t happen. HomeStart want to make sure that no parent or family feels alone in the critical task of raising Witney Town Council Youth Fund August 2022 Version 3 children. Our focus is building compassionate communities of support for families, parents, and children – because childhood can’t wait. We support local under 5s and their families through challenges that include trauma and poverty, disability, autism, illness, mental health issues, multiple births, relationship stress, refugeehood, social and rural isolation, domestic abuse, addiction, and debt. Our unique service, recruits and trains volunteers who visit families at home every week, giving non-judgmental, confidential emotional support as well as informed and practical help. Families with more complex needs are supported by our Family Support Worker. Another key part of our service is running groups. Most groups are popular, universal baby or toddler provision that delivers community connection and preventative support, they are run by our expert staff and trained volunteers to support mental health, play, attachment, and early learning. Other groups are by-invitation for more vulnerable, referred families. These smaller groups provide a vital first step into community engagement for struggling isolated families. It is testament to how people feel about our service that some supported mums and dads go on to become volunteers themselves</p>	<p>We aim to advance the art of music and the arts by extending provision of (predominantly, but not exclusively) musical activities to all and any age groups that would benefit. We believe in music for all but make special effort to engage those who are underprivileged, excluded or vulnerable.</p>	<p>Established in 2001, Aspire has now been tackling the most complex social issues in Oxfordshire for 20 years. We support local people into and towards employment and housing, as the most powerful way to break the complex cycles of homelessness, re-offending and poverty.</p> <p>Our <b>Youth Services team (West)</b> are striving to support local young people who are not in education, employment or training to reach their potential.</p> <p>We offer 1-1 training and employment (ETE) support, CV writing advice, online training access, laptop loan scheme for use at home, mock interviews, help with job applications, in work support plans, sessions with local employers and Aspire’s H2i recruitment service, 1-1 online maths and English functional skills and GCSE sessions, confidence building and sporting/art/craft activities.</p> <p>‘Our House’ Aspire’s young people’s supported housing project in Witney provides housing advice and access to safe, affordable shared accommodation together with ETE and pastoral support to promote a healthy start to living independently.</p>	<p>We are five Church of England churches, some large and some small, serving the town of Witney and the villages round about. We work across 11 schools, 6 nursing/care homes and outreach to new communities and to people in need across the area. We believe the church is called to be a community or mercy and kindness.</p> <p>One of our aims is to reach and support the children and young people within the community. As a newcomer, I have recently observed the spike in anti-social behaviour and the lack of resources available to older youth.</p> <p>We are currently working with youth teams across Witney to provide support and activities, especially for those hard-to-reach youths and those who are in need.</p> <p>We are part of a wider team which also includes the work being carried out on the Windrush estate. I also work closely with other Youth leaders in the area (Madley Park, Woodgreen, Cogges). This programme/unit will be available for the use of youth leaders in the community also.</p>	<p>APCAM are a free-at-the-point-of-need mental health services for families based in West Oxfordshire who are in mental health crisis. Our aim is to ensure that no child, young person, parent, carer or family member are alone in their mental health journey, and that the best level of support is available to them when needed and for free. Access to such services can be extremely limited, as experienced by every member of staff or volunteer at APCAM - we know the struggle of experiencing mental health crisis alone, therefore will not stop until we feel that the community is supported to the level that it deserves. Our services include a weekly parent drop-in (where parents can meet the team and receive advice or support about theirs or their child’s mental health), weekly youth drop-in (a similar concept, but for young people themselves to be able to access a mental health professional as well as meet other young people in a similar situation), weekly counselling sessions for children and young people (completely free, with our in-house counsellor), as well as school workshops, training courses, mentoring schemes and SEMH/neurodivergence advice and support. We are able to provide families with the advice they need to navigate these struggles emotionally, practically when looking at paperwork or liaising with schools, and to create a sense of community during what can be such a lonely time.</p>

Amount requested	£32,000.00	£21,500.00	£10,740.00	£10,000.00	£9,333.58	£20,000.00
Purpose for which the grant is required?	<p>On October 1st this year we will have used-up the 2-year funding awarded by the Youth Opportunities Fund for one term time only Witney youth session. Over the past two years the Town Council have awarded us funding to be able to offer two weekly youth sessions for the whole year, along with money towards working on a project within school. This project highlighted the need for a LGBTQ+ youth group which has now been set up and attracts a regular attendance of Young People in need of a 'safe space'.</p> <p>We are now asking the Town Council to fund the two weekly Witney youth sessions and continue to contribute towards the running of the LGBTQ+ Group.</p> <p>As there are no dedicated Youth Spaces available in central Witney for a regular Youth Club - and the need for one has been amply demonstrated by the attendance of up to 70 Young People at the youth sessions we held in the High Street Methodist Church (which we had to vacate due to the number of young people attending &amp; the fact that the building did not meet their safe-guarding needs) - we have had to resort to hiring a large, suitable, central venue. As of September we have committed to hiring the Langdale Hall in Witney on Tuesdays between 4.30 - 7.30pm - at a cost of £60 per week (£20 per hour). This cost is in addition to the experienced &amp; trained staff required to run the Youth Club.</p> <p>Until the weather deteriorates and the nights draw in, our second session in Witney will involve detached work around the town - taking in areas such as The Buttercross, Church Green, The Leys, Burwell Shops, Burwell Rec, Smiths Estate Shops, Wes Witney Sports &amp; Social Ground, Deer Park Shops, Deer Park Rec, Madley Park Shops, Madley Park Rec &amp; Cogges.</p> <p>We will continue to seek a suitable venue to move our work inside during the Winter months. We are also hosting the West Oxfordshire Youth Awards in Witney in November, a celebration of young peoples' achievements over the past year or so. The funding also allows some flexibility in worker time to be able to continue building networks in the Community with a view to securing premises, meet with the Neighbourhood police team, run the social media pages and manage staff and volunteers</p>	<p>Home-Start Oxford will continue to provide unique and comprehensive services for families with under 5s in Witney across all levels of our 1:1 and group provision. The cost of providing our full service in Witney and West Oxfordshire is £96K/year. • 1:1 home-visiting provision in Witney and West Oxfordshire costs £55K/year and is being funded by other donors (see below). • Group provision in Witney costs £41K/year - we have already secured £19.5K from a variety of other funders. We are asking Witney Town Council for £21,500 match-funding for a raft of Home-Start groups that will support over 500 individuals in Witney. Over the coming year our staff and volunteers will deliver:</p> <p>Little Splashers Puddle Jumpers Peep Groups Single Mum Group Buggy Walks &amp; Outdoor activities Summer Activities Programme Digital Support Additional Outreach</p> <p><i>*For full details and further information on these groups please refer to the application form.</i></p>	<p>OxMAT propose to grow the provision delivered this year by offering a 12-month youth program (funded 50/50 by WTC and OxMAT), to include:</p> <p>39 term time after-school tutorial/band sessions (for up to 20 bands/individuals at each); band camps during 3x school holidays, 4 talent showcases, a youth festival in June 2023 as part of Witney Music Festival (or other established event); a winter Youth Festival in collaboration with other local youth providers.</p> <p>This programme will be delivered by local music tutors, many of whom were impacted by Covid restrictions and now the cost of living/fuel crisis. It will be open to all young people, but the programme will actively seek referrals from local youth organisations for individuals who would otherwise be excluded due to financial, social, physical, learning or geographical barriers.</p> <p>The festivals will provide an opportunity to celebrate young people and for local youth organisations to showcase their work and connect with the community .</p> <p>Additionally, we would extend our lending library to make music more accessible for individuals who find themselves restricted or excluded from existing services.</p>	<p>Many of the young people we support have barriers to learning and no formal qualifications. We have found that 1-1 maths and English sessions with a local tutor have been successful in helping participants gain the grades needed to apply for further education, apprenticeships, training and employment opportunities.</p> <p>The barriers to employment and education faced by our young people range widely. They include mental health issues, such as anxiety, depression, undiagnosed ASD disorders and body dysmorphia, etc. We also support young people who have historic criminal backgrounds preventing them from accessing mainstream college campuses but who desperately want to change their lives and progress. They can be taught online in a 1-2-1 capacity if it isn't safe for them to be out in public which has previously been the case. For example, one young man who had been involved in county lines and was in hiding, completed his English and maths GCSE's and is now working for a wealth management company while completing an apprenticeship.</p>	<p>'The Tent'</p> <p>To create a multi-purpose space for the use of children and youth within the community.</p> <p>This space will be available for the use of the community who would like to run programmes for the community.</p> <p>As buildings/space appears to be at a premium, this will not only create our own but also be available for use of many and begin to meet a great need within the community.</p> <p>The tent will be a portable space that can be moved to different parts of the community if and when necessary to create activities where required.</p> <p>I have tried to source the cheapest option for all items where possible and have also used seconds where I think it helps towards bringing the cost down further.</p> <p>There are also groups who have said that they support the idea and willing to support it with equipment and their own funds.</p> <p><i>*For full details and an itemised breakdown of the request please refer to the application form.</i></p>	<p>Since being awarded a grant from The National Lottery Community Fund at the end of 2021, we have been able to expand our parent services that support the families in our local area. This increase in our service users has therefore made us aware of a new need to support the young people of the parents we accommodate. NHS CAMHS waiting lists in West Oxfordshire are nearing 4 years, meaning that children and young people in mental health need are unable to access vital support whilst in mental health crisis. As a trial using donations from fund-raising activities, we have set up a summer holiday young person mental health drop-in once a week that sees children and young people be invited to come and speak to our trained mental health team about their wellbeing, meet other young people who are also struggling so that they can form vital connections and friendships, and provides a safe and welcoming space for vulnerable young people within our community. Since opening this, we have had tens of young people attend and comment on the success and need for this to continue. This is why a funding opportunity such as this would allow us to permanently open an after-school youth mental health drop-in clinic, providing advice, support and community for the young people of West Oxfordshire in mental health crisis. We aim to run this permanently, but at first our target is a year. This will be promoted on our popular social media platforms, local newsletters and school bulletins, as well as word of mouth with our service users. The success of this will allow us to project the way we aim to be sustainable within our APCAM services in the future. We will also be able to maintain our current services which includes our weekly parent drop-in clinic and weekly free-at-the-point-of-need counselling</p>

						<p>service for children and young people.</p> <p>This project encompasses a sense of community within the young people we see - they are able to form relationships with others who are in mental health crisis, as well as get them to come to our local family's centre where other organisations are present that are able to provide services to the community. By facilitating a safe environment where a professional mental health team are present, young people are able to explore their mental health and work through issues that are preventing them from reaching their full potential at school or within their lives. Early intervention is key in preventing mental health struggles in adulthood, and targets mental health crisis at the earliest possible moment.</p>
What is the age range for the proposal?	12/13 - 17 years	0-5 years	All young people	17-24 years	Older youth & those in need	All
Has your organisation previously been awarded a grant by Witney Town Council?	<p>Yes</p> <p>£15,210 in 2020</p> <p>£18,693 in 2021</p>	<p>Yes</p> <p>£11,700 in 2020</p> <p>£9,138 in 2021</p>	Yes, £7668, in 2021	No	No	No
Have you applied for a grant to any other body or organisation?	<p>Previous projects have been funded from Youth Opportunities Fund, Bartlett Taylor Trust WODC and Councillor Priority Funds for Youth projects in Witney and Carterton, Witney Town Council, Carterton Town Council &amp; Chipping Norton Town Council, Witney Lions &amp; Carterton Lions</p>	<p>We have already secured substantial funding for group provision in Witney for 2022/23 - £5K from WODC, £5K from Children in Need, and £9.5K from The Henry Smith Charity. Groups in Witney cost £41K/year. This exceptional value for money is achieved because £6,000 support-in-kind is given through volunteer hours, and overhead costs are kept low by discounted rates from supportive Witney venues. We are asking for £21,500 match-funding from WTC to fill the 2022/23 funding gap around Witney group provision. 1:1 home-visiting services in Witney and West Oxfordshire cost around £55K/year and will be funded by larger grants already secured from The Henry Smith Charity, Awards for All and from smaller grants from local trusts/foundations, churches, corporate partners and community fundraising.</p>	<p>A discretionary grant from WODC for £500 (c2014); A grant for £600 from Witney Round Table (2019); Ecclesiastical Giving, £1,000 (2019)</p>	<p>Semble Network Ltd through Action Funder.</p> <p>The funding provided 1-1 tutor sessions for 11 young people in 2021 but this funding has now been exhausted</p>	No	<p>We are currently at the end of our lotto community fund grant. We have previously had money from carterton town council also</p>
What other fundraising activities will you be holding this year?	<p>Witney Family Prize Bingo (6 x a year)</p> <p>Witney Pride Day</p> <p>Carterton Carnival</p> <p>The West Oxfordshire Youth Awards</p>	<p>We will re/apply to local trusts including The Jim Cousins Trust and The Bartlett Taylor Trust. We will continue to nurture relationships with local corporates and churches and continue to build on our relationships with other statutory funders. For example, we have been meeting with</p>	<p>The charity opened the Witney Music Festival Main Stage. Supported Wychwood Fayre by providing power to the music stage. The charity opened the main stage for Minster Lovell Beer Festival 2022 by providing a full back line of</p>	<p>This year Aspire is running an emergency appeal to raise funds to support our beneficiaries cope with the increase in cost of living and massive rise in energy bills. This will add further strain on</p>	<p>The Windrush Project is still new. We are currently working in partnership with the Baptist Church to provide outreach and community building on the new estate. We have resourced this</p>	<p>APCAM are constantly hosting fundraising activities in order to sustain our services. Planned activities this year include our annual ball in December at Witney Lakes Resort, a walk and talk 10k, and attending BrizeFest.</p>

	<p>WOYA Roadshow Family Open Mic &amp; Karaoke Night Family Race Evening Family Quiz Night Christmas Market Coach Trips Witney Christmas Lights Carterton Christmas Lights Carterton May Day Witney Carnival Witney Youth Festival - a project in conjunction with Oxmat Carterton Celebrates</p> <p>The plans for 2023 are to increase the number and variety of fun family fundraising events offered in Witney, Carterton &amp; Chipping Norton</p>	<p>Witney County Councillors and hope to secure some repeat funding from their CPF and other funding streams. Statutory funding, including from WTC are essential to ensure our financial sustainability, we particularly value multi-year funding because of the security it offers and the planning it enables. We are growing our events fundraising – last year 2 Witney runners took part in the Oxford Half Marathon for us. This year 5 residents from Witney and surrounding villages are running, including a supported mum. This is her page where she shares her story. We love it when families we’ve supported start supporting us - so empowering and affirmative! <a href="https://www.justgiving.com/fundraising/kay-adair-louise-can">https://www.justgiving.com/fundraising/kay-adair-louise-can</a></p>	<p>amplifiers, cabs and additional power for this year’s main stage. We also volunteered help with the stage and band areas. The charity has built links with Got2B, providing a drum kit on loan and planning for youth event collaboration. Next year, the charity has established opportunities with Nor Lye, Wychwood and other festivals to extend our reach and attract more participants to our events.</p>	<p>already stretched and precarious budgets that will lead to an unacceptable rise in fuel poverty, hardship and risk of homelessness this winter. With a generous matched funding of up to £200,000, we are aiming to raise £400,00 from our existing donors, local businesses and the wider community by December 2022</p> <p>If successful, our campaign will transform our capacity to reach hundreds of people most in need this winter - and see us roll out initiatives that we can make a difference in the long-term.</p>	<p>ourselves. We believe there is a key possibility for building capacity with young people in the area.</p> <p>There are also youth fundraising programs planned to help to build put towards the cost of further resources.</p>	<p>We are also constantly encouraging our community to fundraise for us, which is successful due to our active engagement with the community</p>
Further Information/General	<i>Please see application.</i>	<i>Please see application.</i>	<i>Please see application for a breakdown of the requested funds.</i>	<i>Please see application.</i>	<i>Please see application.</i>	<i>Please see application and accompanying documents</i>



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(PLEASE COMPLETE ELECTRONICALLY)

<b>Organisation</b>			
Name of Organisation	Got2B Community Interest Company		
Registered Address (including Post Code)	[REDACTED]		
Website	Got2b.org.uk	Telephone	[REDACTED]
Facebook/Twitter	@got2bcic @got2b_youthwork	Email	natasha@got2b.org.uk
Contact Name	Natasha Harris		
Position in Organisation	Youth & Community Development Manager (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO NO	Registration Number	Company Reg No: 12084416
<p>What are the activities and/or aims of the organisation?</p> <p>GOT2B AIMS TO SUPPORT ALL YOUNG PEOPLE IN WEST OXFORDSHIRE THROUGH THEIR TEENAGE YEARS BY:</p> <p>Providing an inclusive &amp; consistent trusted adult/ youth worker who can be accessed at youth work sessions out of school time and who is available for a young person to talk to in confidence.</p> <p>Providing a safe space for Young People by offering youth club sessions AND activities that are fun and that offer a chance for growth through Informal education.</p> <p>Giving Young People a voice through consultations, young person-led activities, planning of youth work and encouraging them to be active and heard in their wider community.</p> <p>Celebrating Young People at every opportunity by sharing their amazing achievements with the wider community and encouraging Young People to be proud of their achievements, and of who they are.</p>			

Membership	
How many members do you have?	As an open access provision, we don't have members as such. However, in last 12 months we have made 2,304 contacts with Young People through our projects.
Approximately how many of your members live in Witney?	Of these 2,304 Young People seen between 1/7/21 - 31/7/22, 1,442 were in Witney - 62.5% of the total.
Is membership restricted in any way?	Restricted by age only – 12/13 (school yr 8) to 17 years
What is your annual subscription, if any?	Youth Club Sessions are free to attend
Are you affiliated to Oxfordshire Youth or other similar umbrella organisation? If so, which one?	Yes, we are affiliated to Oxfordshire Youth. We also follow guidance of the National Youth Agency
Local venue/meeting place (if applicable)	Due to there being no dedicated Youth Space in Witney, these are Ad-Hoc rented spaces. We are still seeking more permanent premises.
Grant-Funding	
<p>Purpose for which the grant is required:</p> <p>On October 1st this year we will have used-up the 2 year funding awarded by the Youth Opportunities Fund for one term time only Witney youth session.</p> <p>Over the past two years the Town Council have awarded us funding to be able to offer two weekly youth sessions for the whole year, along with money towards working on a project within school. This project highlighted the need for a LGBTQ+ youth group which has now been set up and attracts a regular attendance of Young People in need of a 'safe space'.</p> <p>We are now asking the Town Council to fund the two weekly Witney youth sessions and continue to contribute towards the running of the LGBTQ+ Group.</p> <p>As there are no dedicated Youth Spaces available in central Witney for a regular Youth Club - and the need for one has been amply demonstrated by the attendance of up to 70 Young People at the youth sessions we held in the High Street Methodist Church (which we had to vacate due to the number of young people attending &amp; the fact that the building did not meet their safe-guarding needs) - we have had to resort to hiring a large, suitable, central venue.</p> <p>As of September we have committed to hiring the Langdale Hall in Witney on Tuesdays between 4.30 - 7.30pm - at a cost of £60 per week (£20 per hour). This cost is in addition to the experienced &amp; trained staff required to run the Youth Club.</p> <p>Until the weather deteriorates and the nights draw in, our second session in Witney will involve detached work around the town - taking in areas such as The Buttercross, Church Green, The Leys, Burwell Shops, Burwell Rec, Smiths Estate Shops, Wes Witney Sports &amp; Social Ground, Deer Park Shops, Deer Park Rec, Madley Park Shops, Madley Park Rec &amp; Cogges.</p> <p>We will continue to seek a suitable venue to move our work inside during the Winter months.</p> <p>We are also hosting the West Oxfordshire Youth Awards in Witney in November, a celebration of young peoples' achievements over the past year or so.</p> <p>The funding also allows some flexibility in worker time to be able to continue building networks in the Community with a view to securing premises, meet with the Neighbourhood police team, run the social media pages and manage staff and volunteers.</p>	

Amount of grant applied for		£32,000 this includes rent of Langdale Hall at £3000
Has your organisation previously applied to the Town Council for a grant?		YES/NO YES
If YES, please give details	We were awarded £15,210 two years ago and £18,693 last year	
Have you applied for a grant to any other body or organisation?		YES/NO
If YES, please give details	Previous projects have been funded from Youth Opportunities Fund, Bartlet Taylor Trust WODC and Councillor Priority Funds for Youth projects in Witney and Carterton, Witney Town Council, Carterton Town Council & Chipping Norton Town Council, Witney Lions & Carterton Lions	
<b>Financial</b>		
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.		
<b>Fundraising</b>		
<p>What fundraising events or activities will your organisation be holding this year?</p> <p>Witney Family Prize Bingo (6 x a year)  Witney Pride Day  Carterton Carnival  The West Oxfordshire Youth Awards  WOYA Roadshow  Family Open Mic &amp; Karaoke Night  Family Race Evening  Family Quiz Night  Christmas Market Coach Trips  Witney Christmas Lights  Carterton Christmas Lights  Carterton May Day  Witney Carnival  Witney Youth Festival - a project in conjunction with Oxmat  Carterton Celebrates</p> <p>The plans for 2023 are to increase the number and variety of fun family fundraising events offered in Witney, Carterton &amp; Chipping Norton</p>		

## General

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

We are all aware of the negative effect the past few years has had on the nation's mental health, with reported numbers of people requesting assistance for low mood and poor mental health at an all time high - this includes young people. The current waiting list for CAMHS in our area is 3 years long. Now more than ever, young people in West Oxfordshire are vulnerable to exploitation and exposed to risks from alcohol, drugs and sex.

Reports from Thames Valley Police indicate that Young People are most vulnerable during the period after school and when they need to be home for dinner. This is the time when most parents are still at work and young people are left to their own devices. Many young people do not have much disposable income, and with nowhere to go and socialise with their friends, many end up hanging around the streets - where they are vulnerable to exploitation. Adding to these pressures is the cost of living crisis, we are already beginning to see more young people hungry.

While Got2B staff are able to do detached work - approaching groups of young people where they hang out - there is a limit to the type and amount of real Youth work we can do on the streets. For example, we cannot do C-card (Contraception) demonstrations or demonstrate the drug awareness packs or how to check your breasts or testicles for Cancer in the streets /parks where it would be inappropriate in front of young families and other people. Youth work is about providing a regular safe space with trusted adults where young people can regularly attend for free, providing opportunities for informal education, and space to talk to experienced, trained, trusted adults about any concerns they may have. Until we have a dedicated, central Youth Centre in Witney, we will need to keep hiring premises to do our work.

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: 

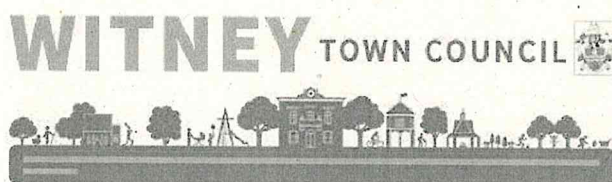
Date: 30/08/22

*If posting, please return your completed application form to the address overleaf, for the attention of the TOWN CLERK*

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## WITNEY TOWN COUNCIL

### Youth Services Grant

### APPLICATION FORM

(PLEASE COMPLETE ELECTRONICALLY)

<b>Organisation</b>			
Name of Organisation	Home-Start Oxford		
Registered Address (including Post Code)	<b>OXFORD OFFICE</b> 26 Kingfisher Green, Blackbird Leys, Oxford OX4 7BX  <b>WITNEY BASES</b> <ul style="list-style-type: none"> <li>• High Street Methodist Church 40 High St, Witney OX28 6HG</li> <li>• Ceewood Hall Smith's Estate, Witney OX28 5AR</li> <li>• Windrush C of E Primary School Isabelle Spencer Way OX29 7DL</li> </ul>		
Website	<a href="https://homestartoxford.org.uk/">https://homestartoxford.org.uk/</a>	Telephone	01869 322 488 / 0787 6341429
Facebook/Twitter	<a href="https://m.facebook.com/HomestartWitney/">https://m.facebook.com/HomestartWitney/</a>	Email	<a href="mailto:admin@homestartoxford.org.uk">admin@homestartoxford.org.uk</a>
Contact Name	Katharine Barber		
Position in Organisation	Chief Executive		
Registered Charity	YES	Registration Number	1108612
<b>What are the activities and/or aims of the organisation?</b>  Home-Start's vision is to shape a country where all children have the best possible start in life. Like Witney Town Council we believe all children should be given the chance to live a full and varied life.  <p style="text-align: center;"><b><i>"90% of a child's brain development happens before age 5."</i></b>  <i>Oxford Brain Story, University of Oxford</i></p> The earliest years make the biggest impact and investing in those years is the most cost-effective way of ensuring children's futures are not limited. Once the chance is missed, making up lost ground in later life is difficult, expensive and often just doesn't happen. Home-Start want to make sure that no parent or family feels alone in the critical task of raising			



children. Our focus is building compassionate communities of support for families, parents, and children – because childhood can't wait.

We support local under 5s and their families through challenges that include trauma and poverty, disability, autism, illness, mental health issues, multiple births, relationship stress, refugeehood, social and rural isolation, domestic abuse, addiction, and debt. Our unique service, recruits and trains volunteers who visit families at home every week, giving non-judgmental, confidential emotional support as well as informed and practical help. Families with more complex needs are supported by our Family Support Worker.

Another key part of our service is running groups. Most groups are popular, universal baby or toddler provision that delivers community connection and preventative support, they are run by our expert staff and trained volunteers to support mental health, play, attachment, and early learning. Other groups are by-invitation for more vulnerable, referred families. These smaller groups provide a vital first step into community engagement for struggling isolated families. It is testament to how people feel about our service that some supported mums and dads go on to become volunteers themselves.

Home-Start Oxford has been providing 1:1 home visiting support to Oxfordshire families with children under 5 for 34 years. Our group work is more recent. In Witney we started running groups in the Methodist Church in 2018. We are now a firmly established part of community life amongst the town's early years families. During the pandemic, when other services ceased, we remained open for new referrals and found innovative and alternate ways to keep families with the youngest children connected and supported. Remarkably, and in response to pressing need, we actually expanded during the pandemic - in 2020/21 we supported 275 families, in 2021/22 that rose to 450, the majority in Witney. (This does not include a Facebook community of over 1,800 including 885 followers on our Witney and West Oxfordshire page.) This expansion is particularly notable given that over the course of the pandemic the number of individuals we supported with complex needs rose by 30.5%, and support to parents with disabilities more than doubled. 46% of supported families we support 1:1 are non-White British.

Always keen to improve our service, we have been developing a new model of extended outreach to engage the hardest to reach families in our group work. Anxious, isolated parents, particularly those from marginalised groups, need more than just a colourful advert to engage and come along to a group. Very often they need to build trust and confidence through individual support. In Witney, our Family Group Coordinator has been building personal relationships with families – meeting for a cuppa, telephoning, and texting when she knows people need a little more support. We have been increasing our presence and our networks in more deprived areas too, including on Smith's Estate where we now run groups from Ceewood Hall - we have plans to further extend our service on the estate in the coming year.

What we do works. At the end of support in 2020/1:

- 98% reported more confidence in being involved in their children's learning,
- 97% reported improved children's emotional health/wellbeing
- 94% felt less isolated.

The thousands of hours given each year by our 51 volunteers make Home-Start Oxford an extremely cost-effective charity. Most volunteers are supporting families through 1:1 weekly home visiting. Our groups in Witney are supported by 6 trained volunteers. Their average contribution of 12 hours/week to our service is worth over £6,000/year.

Our 2022 referrers survey shows demand at 5 times capacity.



### Case study: Emily's story

Emily is two and a half and has autism. Her mum and dad split up after a stressful, isolated pandemic. Dad withdrew financial support and moved to a single room where Emily could not stay overnight. Mum was impoverished further because Dad's absence meant she had to leave her evening care-worker job. Mum's mum is gravely ill. Mum is anxious and does not drive which increases her isolation. Emily's teenage sister has a history of self-harm. The family's two-bedroom social housing is not big enough for Emily to have a safe space of her own.

*"Through lockdown we were stuck at home and even after that we still weren't going anywhere. I was a bit worried at first to take Emily to children's groups as I didn't know how it would be for her and me - I didn't want people to think the worst of her when they didn't know about her. I felt isolated at home, especially during Covid. I felt trapped in. I didn't know whether to try find a group with children like Emily. I just wanted her to be able to go to a group where she would fit in. She can be challenging at times where she doesn't understand and has melt downs - it can be quite hard."*

Like many families disproportionately affected by Covid, Emily's family has needed additional one-to-one support around complex issues and to build confidence to engage in groups. We've supported Emily to start her autism pathway and helped mum to claim disability living allowance and universal credit. When Dad suddenly withdrew the family's main source of income Mum was left with unpaid bills - we helped her negotiate with housing, gas, electricity suppliers and gain expert advice around budgeting and debt. We helped mum access school counselling for Emily's big sister and are currently supporting the family to find more suitable housing. We share texts with Mum most days and our Coordinator goes to see the family at home every couple of weeks. Without this additional support Emily would not be accessing the groups that are transforming her life.

*"Jan got me to start going to some smaller groups at first, then the bigger one at the church, and Emily loved it. Emily likes to do her own thing, like playing alone, she doesn't talk either but she settled in well which was brilliant for her and me. I think I really need it too for my mental health. It's no good being stuck in all the time. Jan also supported us to go along to a group at Cogges, a farm in Witney. I was worried as I didn't know what Emily would be like and whether she'd join in. She did for some things and also enjoyed doing her own thing as well. That bit of extra support from Jan to get us to go along really helped. I couldn't recommend Home-Start enough."*

**"Every £1 invested in quality early care and education saves taxpayers up to £13 in future costs." Oxfordshire School Readiness and Lifelong Learning Strategic Plan. OCC. July 2020**

### Membership

How many members do you have?

We do not have an official membership however we do collect data on group users.  
FAMILIES: This year we expect to reach over 500 beneficiaries through our groups in Witney.  
VOLUNTEERS: 6 trained volunteers support our group work in Witney.



Approximately how many of your members live in Witney?	All our Witney groups, both universal and targeted, are for families from Witney and its surrounding area.
Is membership restricted in any way?	Open access groups are open to any family with a child under 5. Invitation groups are for referred families (including self-referred) with a child under 5.
What is your annual subscription, if any?	All our groups are free. Though if families want to make a donation there is a collecting pot.
Are you affiliated to Oxfordshire Youth or other similar umbrella organisation? If so, which one?	We work closely with Oxfordshire Youth and are one of the key organisations for the early years, as part of the Children & Young People's Forum that they coordinate. We are also part of a VCS Consultative Group for West Oxon convened by Heather McCulloch at WODC. Also Witney Forum and West Oxon Mental Health Forum convened by WODC, School Readiness and Lifelong Learning Network, and WOSEND West Oxfordshire Special Educational Needs and Disabilities Forum. We founded and lead the county's VCS Early Years Network. We are an entirely independent local charity. We are affiliated with Home-Start UK, a separate charity that supports local Home-Starts.
Local venue/meeting place (if applicable)	<b>High Street Methodist Church,</b> 40 High St, Witney OX28 6HG <b>Ceewood Hall,</b> Smith's Estate, Witney OX28 5AR <b>Windrush C of E Primary School,</b> Isabelle Spencer Way, Witney, OX29 7DL
<b>Grant-Funding</b>	
<p><b>Purpose for which the grant is required:</b></p> <p>Home-Start Oxford will continue to provide unique and comprehensive services for families with under 5s in Witney across all levels of our 1:1 and group provision. The cost of providing our full service in Witney and West Oxfordshire is £96K/year.</p> <ul style="list-style-type: none"> <li>• 1:1 home-visiting provision in Witney and West Oxfordshire costs £55K/year and is being funded by other donors (see below).</li> <li>• Group provision in Witney costs £41K/year - we have already secured £19.5K from a variety of other funders.</li> </ul> <p><b><u>We are asking Witney Town Council for £21,500 match-funding for a raft of Home-Start groups that will support over 500 individuals in Witney.</u></b></p> <p>Over the coming year our staff and volunteers will deliver:</p> <p><b>LITTLE SPLASHERS</b></p>	



Baby group for under 1's every termtime Tuesday at Witney Methodist Church for between 30 and 40 people/session. 32 parents are currently registered – again not everyone can attend every week. 73 families have accessed the group over the last year. Little Splashers is a warm and friendly space where parents and babies enjoy stories, singing, Sing and Sign, baby massage techniques, developmental play. Parents share experiences and tips. Like all our groups, Little Splashers deploys the evidence-based PEEP Learning Together programme which gives parents confidence as their children's first educators and supports children's development, attachment and happiness. Families are supported to join the group with a phone call from the Family Group Co-Ordinator prior to joining.

*"Everyone is just so lovely and I know I speak on behalf of all of us that go, I think it's really helped a lot of us get through motherhood. It's our favourite day of the week Tuesday!"*

One mum shared her experience of the group in this WODC video:  
<https://www.youtube.com/watch?v=0iuBzwlCQCK>

Once babies reach one, they can move on to one of our Puddle Jumpers groups...

#### **PUDDLE JUMPERS, METHODIST CHURCH**

Parent and toddler group for children 0-5s, every term time Wednesday, Witney Methodist Church for up to 50 people/session. We are over-subscribed and ideally would like to be able to run another session to meet the high demand. There are currently 98 parents with 113 children registered. In addition to PEEP informed activities, we have started a book swap with donated books, encouraging early reading at no cost.

*"It's just nice to do something different like reading with her, and children's books are quite expensive. And there's only so many times you want to read the same one!"*

#### **PUDDLE JUMPERS, CEEWOOD HALL**

A new parent and toddler group for 0-5s, term time Mondays, Ceewood Hall, Smith's Estate for up to 50 people/session. Historically there has been no provision on Smith's, Deer Park and Kingfisher Estate for a free stay and play group. Public transport costs from these areas into the town centre are expensive. Many of these families are on a low-income and facing financial difficulties. We are working with Mums who have experienced different challenges including domestic abuse, ex-partner in prison, single parents, child bereavement, social isolation, mental health issues, and PND. Already 12 families (about 28 people) are attending regularly, growing week on week. The Health Visiting team are backing this new group provision, attending monthly to weigh babies and provide children's development checks.

#### **PEEP GROUPS (BY INVITATION)**

We will run three six-week courses for 8 referred families in different locations across Witney (last year we held courses on the Smith's and Windrush Estates and at the central Methodist Church). We already have referrals to fill these sessions three times over. The PEEP informed content is designed to support children's learning from birth, addressing the disadvantage gap in education and alarming increase in children who are deemed not 'school ready'. We are really pleased to be reaching younger parents through this group and find that we are successful achieving engagement with parents who may be low in confidence, through investment in relationship building outside the sessions and building a group who have shared experiences and challenges. These comments from parents evidence the need:

*"This is the first time I've been out since I had my son and he's 6 months. My daughter has really suffered as she only goes out if my Mum can take her and she's 2.5 years old and due to start nursery." (Mum had PND)*



*"I've pulled my 2-year-old out of nursery as I am too anxious about Covid so I've kept her at home. I haven't been to any groups with my son who is 5 months." (Mum has anxiety – 10 marked on the questionnaire)*

*"H seems happy at home with me – we've just got used to it." (H is 22 months and is delayed in his speech and social skills)*

*"It's really hard for me to get out with my two boys as I have a disability and it takes me 20 minutes to walk of the entrance to the estate to get the bus. I don't really know any other local Mums." (8 marked on the questionnaire for anxiety)*

### **SINGLE MUM GROUP**

Monthly coffee meet ups. We were finding that single mums were some of our most isolated and anxious parents. Most activities happen in the week, and many felt particularly isolated at weekends. 3 single mums attended our first single mums' 'meet up and chat' group and went on to set up their own WhatsApp group – we now refer other single mums to that WhatsApp group if they want to join. Through WhatsApp the mums independently plan meet ups at weekends and during the week and give each other peer support. We meet over coffee every month to support and help grow this important peer support.

### **BUGGY WALKS & OUTDOOR ACTIVITIES**

BUGGY WALKS will run every 4th Wednesday each month. In January 2022 we started a new buggy walk on the Smith's Estate having experienced low attendance at the Methodist Church from Smith's Estate families, who we were keen to reach. We were mindful of the greater levels of isolation and potential exclusion due to financial or confidence barriers faced by local mums and babies. The buggy walks provide a non-threatening way to meet new parents without walking into a new group setting. They are hugely beneficial to mental wellbeing, combining connection with other people, physical activity for parents and children and mindfulness – 3 of the NHS 5 steps to Mental Wellbeing. Having a destination encourages more parents to come and access other services. Planned walks from September include to the fire station, library and a nature walk.

OUTDOOR ACTIVITIES We'll include a year-round outdoor element to our service, to support health and wellbeing. We have developed relationships with Bridewell Gardens and Cogges Farm and will continue to support and facilitate occasional group outings and activities in these special settings. We are also working with WODC and Harvest@Home to provide a community garden/growing/harvesting/cooking space on the Smith's Estate.

### **SUMMER ACTIVITIES PROGRAMME**

We will run summer activities through August 2023 – as with 2022 these will be twice a week, 2-hour morning play sessions in parks and outdoor spaces around Witney. These have been very popular over summer 2022 – with an average of 40 attendees. They have been well publicised and have provided us with yet another way of reaching new families – 22 new parents/grandparents with 34 new children attended over the summer. Our most popular play session was attended by 78 people (31 parents, 47 children).

*"It's so good to get the children out of the house and talk to someone."*

*"It's such a long summer when you are at home with a baby and everything has stopped. I've really struggled mentally."*

*"Difficult to find anything to do that is free."*



*"This is a saviour for me."*

**DIGITAL SUPPORT** - We will provide digital support to a wider community of young families and volunteers through our Facebook and social media platforms and through regular email newsletters. Over the summer of 2022 Facebook proved extremely effective for publicising our summer activities programme.

**ADDITIONAL OUTREACH** – Where families from a group, or new families referred by Health Visitors need extra encouragement the Family Group Coordinator supports them with a weekly check in phone call – these calls help build trust and confidence and are usually needed for a couple of months. Around 5 families every month will benefit from this extra outreach.

Amount of grant applied for		<b>£21,500</b>
Has your organisation previously applied to the Town Council for a grant?		YES
If YES, please give details	<p>In 2018/19 Witney Town Council supported the establishment of our Family Wellbeing Groups with a grant of £250</p> <p>In 2020/21 and 2021/22 WTC supported our group provision through the pandemic and beyond with grants of £11,700 and £9,138 respectively, enabling us to become an established, inclusive and valued service for hundreds of families across Witney.</p>	
Have you applied for a grant to any other body or organisation?		YES
If YES, please give details	<p>We have already secured substantial funding for group provision in Witney for 2022/23 - £5K from WODC, £5K from Children in Need, and £9.5K from The Henry Smith Charity. Groups in Witney cost £41K/year. This exceptional value for money is achieved because £6,000 support-in-kind is given through volunteer hours, and overhead costs are kept low by discounted rates from supportive Witney venues. We are asking for £21,500 match-funding from WTC to fill the 2022/23 funding gap around Witney group provision.</p> <p>1:1 home-visiting services in Witney and West Oxfordshire cost around £55K/year and will be funded by larger grants already secured from The Henry Smith Charity, Awards for All and from smaller grants from local trusts/foundations, churches, corporate partners and community fundraising.</p>	
<b>Financial</b>		
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.		



Please note: We had a good financial year in 2020/21, due to successful fundraising and reduced expenditure on rent and travel. Although much of this was unrestricted or short-term, we took the decision to expand support in the face of need. We hired new staff and extended hours in Autumn 2021, so expenditure is higher for 2021/22, and significantly higher in the year ahead (factoring new salaries over 12 months rather than 6). We will be spending reserves in 2022 with higher margins of risk on income we are targeting.

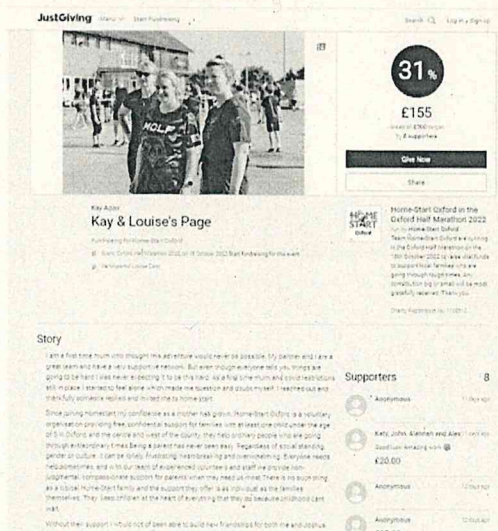
## Fundraising

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

We will re/apply to local trusts including The Jim Cousins Trust and The Bartlett Taylor Trust.

We will continue to nurture relationships with local corporates and churches and continue to build on our relationships with other statutory funders. For example, we have been meeting with Witney County Councillors and hope to secure some repeat funding from their CPF and other funding streams. Statutory funding, including from WTC are essential to ensure our financial sustainability, we particularly value multi-year funding because of the security it offers and the planning it enables.

We are growing our events fundraising – last year 2 Witney runners took part in the Oxford Half Marathon for us. This year 5 residents from Witney and surrounding villages are running, including a supported mum. This is her page where she shares her story. We love it when families we've supported start supporting us - so empowering and affirmative! <https://www.justgiving.com/fundraising/kay-adair-louise-cann>





## **General**

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

### **MAKING SURE THE COMMUNITY IS AWARE OF OUR SERVICE**

We are constantly reaching new children and parents. Our new groups and venues, summer programme, and active referral connections with Kerry Harris, Midwives, Health Visitors, and links on new estates like Windrush Primary, mean we have wide and evolving reach.

We have a well used 'Home-Start in Witney & West Oxfordshire' Facebook page. Our positive reputation brings many word-of-mouth recommendations. We will continue to use local media like BBC Radio Oxford, Spotted in Witney, Witney Gazette, posters, Play Days and displays.

The Family Group Coordinator will telephone families who are new referrals, to encourage their engagement. By-invitation attendees reach us through our referral partners.

### **COMMUNITY PARTNERSHIPS**

We value our partnerships with:

West Oxfordshire District Council - especially Kerry Harris, Community Connector

Waitrose & John Lewis

Witney Fridge

Witney Baby Bank

Town, District & County Councillors

Health Visiting Team

West Oxfordshire Citizen's Advice

CAP money advice

Aspire

Library

Ceewood Hall, Davenport Road Methodist Church, Witney Methodist Church

Part and Parcel Caffeine and Cake

Cogges Farm

Bridewell Gardens

Harvest @ Home

Cookery club @ Windrush Primary School

You Move

### **SAFEGUARDING**

We follow Safer Recruitment practice to recruit all our staff and volunteers, to ensure our team are suitable for work with vulnerable families. Initial induction for all staff includes Home-Start UK 'Getting Started' training & OSCB (Oxfordshire Safeguarding Children Board) Generalist / Designated Lead / Strategic Lead Safeguarding training ensures that individuals have a good understanding of the Home-Start ethos and the principles and practice of its family support as well as systems & procedures relevant to good safeguarding practice. 1:1 support volunteers receive a 32-hour bespoke 'Volunteer Preparation Course'. In addition to this, Group volunteers received specialist group facilitation training. All our volunteers receive safeguarding training, and are DBS checked. We take up to 2 references and volunteers adhere to a Safeguarding Code of Conduct. Risk assessments are carried out for all activities. All parents are made aware of our Group Agreement and provide contact details so they can be contacted if issues arise.

### **AVOID THE BABY BLINDSPOT!**

***"The period from pregnancy to age three is when children are most susceptible to environmental influences. Investing in this period is one of the most efficient and effective ways to help eliminate extreme poverty and inequality, boost shared prosperity, and create the human capital needed for economies to diversify and grow."***

***UNICEF, World Bank and World Health Organisation Nurturing Care Framework***

**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: Katharine Barber

Date : 22/08/2022

*If posting, 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 / N	Chq No.	

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## WITNEY TOWN COUNCIL

### Youth Services Grant

### APPLICATION FORM

(PLEASE COMPLETE ELECTRONICALLY)

<b>Organisation</b>			
Name of Organisation	Oxfordshire Music and Arts Trust (OxMAT)		
Registered Address (including Post Code)	A J Carter & Co , 22b High Street WITNEY OX28 6RB		
Website	www.oxmat.co.uk	Telephone	[REDACTED]
Facebook/Twitter	Oxfordshire_music_and_arts trust	Email	info@oxmat.co.uk
Contact Name	Jon Berry		
Position in Organisation	Chairman (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES	Registration Number	1158771
<p>What are the activities and/or aims of the organisation?</p> <p>We aim to advance the art of music and the arts by extending provision of (predominantly, but not exclusively) musical activities to all and any age groups that would benefit. We believe in music for all, but make special effort to engage those who are underprivileged, excluded or vulnerable.</p>			

<b>Membership</b>	
How many members do you have?	approximately 150
Approximately how many of your members live in Witney?	60-80%
Is membership restricted in any way?	No
What is your annual subscription, if any?	None
Are you affiliated to Oxfordshire Youth or other similar umbrella organisation? If so, which one?	No
Local venue/meeting place (if applicable)	Green Room Studios
<b>Grant-Funding</b>	
<p>Purpose for which the grant is required:</p> <p>OxMAT propose to grow the provision delivered this year by offering a 12 month youth program (funded 50/50 by WTC and OxMAT), to include:</p> <p>39 term time after-school tutorial/band sessions (for up to 20 bands/individuals at each); bandcamps during 3x school holidays, 4 talent showcases, a youth festival in June 2023 as part of Witney Music Festival (or other established event); a winter Youth Festival in collaboration with other local youth providers.</p> <p>This programme will be delivered by local music tutors, many of whom were impacted by Covid restrictions and now the cost of living/fuel crisis. It will be open to all young people, but the programme</p>	

<p>will actively seek referrals from local youth organisations for individuals who would otherwise be excluded due to financial, social, physical, learning or geographical barriers.</p> <p>The festivals will provide an opportunity to celebrate young people and for local youth organisations to showcase their work and connect with the community</p> <p>Additionally, we would extend our lending library to make music more accessible for individuals who find themselves restricted or excluded from existing services.</p>	
Amount of grant applied for	£10,740
Has your organisation previously applied to the Town Council for a grant?	YES/NO Yes
If YES, please give details	We applied for and obtained a grant last year
Have you applied for a grant to any other body or organisation?	YES
If YES, please give details	A discretionary grant from WODC for £500 (c2014); A grant for £600 from Witney Round Table (2019); Ecclesiastical Giving, £1,000 (2019)
<b>Financial</b>	
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.	
<b>Fundraising</b>	

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

The charity opened the Witney Music Festival Main Stage.

Supported Wychwood Fayre by providing power to the music stage.

The charity opened the main stage for Minster Lovell Beer Festival 2022 by providing a full back line of amplifiers, cabs and additional power for this year's main stage. We also volunteered help with the stage and band areas.

The charity has built links with Got2B, providing a drum kit on loan and planning for youth event collaboration.

Next year, the charity has established opportunities with Nor Lye, Wychwood and other festivals to extend our reach and attract more participants to our events.

## General

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

- 39 term time Rock Club sessions of teaching/creation and preparation. At a cost of £4,680 (Joint funded, £2,340 WTC and £2,340 OxMAT).
- 3 full bursaries for individuals unable to contribute. £1,200 (Joint funded £600 WTC, £600 OxMAT).
- 3 x band camps for up to 40 young people (total 16 days. £6,200 to pay for tutors plus rehearsal rooms and performance space (Joint funded, £3,100 WTC, £3,100 OxMat).
- 4 x showcases. £1,600 for facilitators, space and marketing (Joint funded, £800 WTC, £800 OxMat).

- Youth Festival June and December 2023 Providing a Showcase for Witney youth projects, programs, clubs. £5,200 to pay for stage, lighting, sounds, volunteer coordination, recruitment of stalls, security. (Joint funded, WTC £2,600 and OxMat £2,600)

Lending library: £1,300 equipment: guitars, drums, keyboards, ukuleles etc; £1,300pa storage. (Joint funded WTC £1,300 and OxMat £1300)

**Total WTC contribution = £10,740** (OxMAT to fund £10,740)

Total costs £21,480

OxMAT will link with Synylos, Guideposts, The ICE Centre, Got2B, Church groups and other local providers to reach young people who have not had access to such services who would benefit.

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:

13/09/2022

*If posting, please return your completed application form to the address overleaf, for the attention of the TOWN CLERK*

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## WITNEY TOWN COUNCIL

### Youth Services Grant

### APPLICATION FORM

(PLEASE COMPLETE ELECTRONICALLY)

<b>Organisation</b>			
Name of Organisation	Parish of Witney		
Registered Address (including Post Code)	St Mary's the Virgin Church Green Witney OX28 4AW		
Website	<a href="https://www.witneyparish.org.uk/">https://www.witneyparish.org.uk/</a>	Telephone	01993 779492 / 07359 191 459
Facebook/Twitter	<a href="#">@WitneyBenefice</a>	Email	<a href="mailto:laverne@witneyparish.org.uk">laverne@witneyparish.org.uk</a> <a href="mailto:rector@witneyparish.org.uk">rector@witneyparish.org.uk</a>
Contact Name	Laverne Williams		
Position in Organisation	Schools Chaplain and Youth Lead (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO	Registration Number	1129784
<p>What are the activities and/or aims of the organisation?</p> <p>My name is Laverne Williams and I have recently joined the community of Witney as a School's Chaplain and Youth Lead and in a short time, have been able to support and work alongside amazing people who have a heart for children and youth.</p> <p>I work for the Parish of Witney an inclusive church embracing a hospitable Christianity. We are five Church of England churches, some large and some small, serving the town of Witney and the villages round about. We work across 11 schools, 6 nursing/care homes and outreach to new communities and to people in need across the area. We believe the church is called to be a community of mercy and kindness.</p>			

One of our aims is to reach and support the children and young people within the community. As a newcomer, I have recently observed the spike in anti social behaviour and the lack of resources available to older youth.

We are currently working with youth teams across Witney to provide support and activities, especially for those hard-to-reach youth and those who are in need.

We are part of a wider team which also includes the work being carried out on the Windrush estate. I also work closely with other Youth leaders in the area (Madley Park, Woodgreen, Cogges). This program/unit will be available for the use of youth leaders in the community also.

## Membership

How many members do you have?	This varies from week to week, but on average, around 400 regular attendees, but we outreach to thousands each year
Approximately how many of your members live in Witney?	On average 96%
Is membership restricted in any way?	No
What is your annual subscription, if any?	Voluntary contributions
Are you affiliated to Oxfordshire Youth or other similar umbrella organisation? If so, which one?	No
Local venue/meeting place (if applicable)	Our churches

## Grant-Funding

Purpose for which the grant is required:

### 'The Tent'

To create a multi-purpose space for the use of children and youth within the community.

This space will be available for the use of the community who would like to run programmes for the community. As buildings/space appears to be at a premium, this will not only create our own but also be available for use of many and begin to meet a great need within the community

The Tent will be a portable space that can be moved to different parts of the community if and when necessary to create activities where required.

I have tried to source the cheapest option for all items where possible and have also used seconds where I think it helps towards bringing the cost down further.

There are also groups who have said that they support the idea and willing to support it with equipment and their own funds.

I would like to apply for a grant for the following:

ITEM DESCRIPTION	COST	QUANTITY	TOTAL COST
Venue: Portacabin	£7'995	1	£7'995
IT Equipment Laptop	£199	2	£398
Storage, Large Cupboards	£178	2	£356
Activity and sports equipment	£500	1	£500
Fires safety – Water	£35.39	1	£35.39
Fire Safety – Co2	£49.19	1	£49.19
TOTAL			<b>£9'333.58</b>

Item details and purpose below.

**Portacabin:**

Portable community space for the use of all groups coming together to work with children and youth within the community.

32'x10' Genuine 'Elliot' Office

<https://ukcabins.com/find-a-cabin/used/6734/32x10-genuine-elliott-office>





### **I.T Equipment**

Laptops. Part of the youth programme that will be carried out is that of supporting young people with applications (education, employment etc.)

LENOVO IdeaPad 3i 15.6" Chromebook - Intel® Pentium®, 128 GB eMMC, Grey – (Curry's)

<https://www.currys.co.uk/products/lenovo-ideapad-3i-15.6-chromebook-intel-pentium-128-gb-emmc-grey-10229554.html>

### ***Storage***

2 Large cupboards (storage of materials, arts, crafts etc.) With a number of groups that will be working from the space, it will be necessary to have lockable storage for all the materials being donated and used (for example, Arts and crafts, sports equipment, toys, educational equipment etc.)

Bisley Regular Door Cupboard Lockable with 3 Shelves Steel E722A03av4 914 x 400 x 1806mm Goose Grey  
[www.viking-direct.co.uk](http://www.viking-direct.co.uk)

### ***Activity & sports equipment***

Various = £500

### **Fire Safety**

As we will be operating all year round, we would like to offer a space where we can not only run activities, but where youth can grab a hot chocolate and some toast in the winter. As a result, we need to have extinguishers for safety

<https://www.fireprotectionshop.co.uk/>

Extinguishers

Water £35.39

CO2 £49.19

The remaining items will be donated by the church and community.

Amount of grant applied for	£9'333.58	
Has your organisation previously applied to the Town Council for a grant?		NO
If YES, please give details		
Have you applied for a grant to any other body or organisation?		NO
If YES, please give details		
<b>Financial</b>		
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.		
<b>Fundraising</b>		
<p>What fundraising events or activities will your organisation be holding this year?</p> <p>The Windrush project is still new. We are currently working in partnership with the Baptist church to provide outreach and community building on the new estate. We have resourced this ourselves. We believe there is a key possibility for building capacity with young people in the area.</p> <p>The are also youth fundraising programs planned to help to build put towards the cost of further resources</p>		

## General

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

## VISION

What makes this such an exciting and worthwhile project are the number of groups that are coming together to not only support the application and the use of requested funds, but also the voluntary time on offer and the partnerships that will be created.

One of the biggest benefits of the structure (apart from the fact that it could be replicated in other areas) is that many youth teams coming together to provide a variety of programs, from CEIAG (Advice and guidance – I am a qualified careers advisor) to preventative programs for those youth seeking support. It is also a safe space that youth will identify in the area for support, positive activities and also a way to build the community by learning new skills (including learning how to grow your own food, volunteering in the community etc.)

The projects being run from this space would be immense, from creating an eco-friendly roof, to employment support for hard-to-reach. The space would be used by the community intergenerationally (including the elderly community being able to run clubs from 'The Tent')

This project is something that could be replicated in several areas, removing the difficulty of finding a suitable building and rent/purchase cost of a building.

## LOCATION

In the first instance, we would have this space operating on the Windrush Estate to tackle what appears to be a growing discontent with young people and the community. There have been numerous complaints and police visits to the area with a growing number of reports of anti-social behaviour. As a youth worker, I have been asked to help in the area, but believe that the solution will be more evident in a program and unit such as this. Where many youth projects can come together to provide activities on a regular basis. Anti-social behaviour has increased, and is something I think we can help to tackle with this programme.

Summary of Crimes in Witney This Year

Crime	Witney		Oxfordshire		Rate Difference
	Count	Rate	Count	Rate	
Anti-Social Behaviour	299	10.32	5,687	8.22	↓ 20% more dangerous
Bicycle Theft	49	1.69	1,789	2.59	↑ 53% safer
Burglary	57	1.97	2,231	3.23	↑ 64% safer
Criminal Damage and Arson	157	5.42	4,216	6.10	↑ 13% safer
Drugs	72	2.48	1,715	2.48	0% safer
Other Crime	33	1.14	851	1.23	↑ 8% safer

<https://crimerate.co.uk/oxfordshire/witney#witney-crime-map>



The benefit of this vision is that it can be easily replicated or moved from one area to another and is a great way to create community cohesion.

**PARTNERSHIPS:** (with more in sight)

Please find included in this section, a supporting letter from Creative Connector for the Windrush who is willing to use his funding to support the work that would be created with 'The Tent'

Support for application

*As the Creative connector for Windrush I fully support this application for the Community 'The Tent'.*

*It will greatly benefit the community and it will enable us to run events and activities which will create bonds and a feeling of belonging for the residents of Windrush.*

*The benefits that the Community will get from 'The Tent' are as follows*

- *It will enable many more community events to happen on the estate.*
- *for the people who are working on the estate building the community it would provide them a place to do their work.*
- *It will provide a practical solution to storing equipment and materials which are needed in the process of community building.*
- *It will create a cultural focal point to celebrate the stories and identities of the residents of Windrush.*
- *We will be more able to run activities and events all year round.*

*'The Tent' would have a light footprint and would be sensitively placed in the community and its scale would be small. With its own green source of energy for lighting and only on occasions would be used for small meetings of people, negating the need for expensive amenities.*

*The appearance of the structure will be very important.*

*If successful I would add money from my creative connectors budget to decorate the 'Tent' (Portacabin) to make sure it was a cultural asset as well as a practical one.*

*I would commission an artist to create a mural that would celebrate the history and heritage of the residents. The Tent would be a signpost to events. It would also help give residents a sense of belonging to where they live.*

*Alongside families the other two groups who would greatly benefit from activities that we would run from The Tent. Are young people and the older members of our community. From our initial observations these two groups seem to be in most need of engagement to improve their health and wellbeing.*

Jacky Bone – Windrush Estate Community programmes

St Mary's The Virgin – Youth team

Thomas W Cross – Arts Creative Connector

(TBC) – ST Mary's Cogges, Got2Be, The Methodist Church

**SAFETY/SAFEGUARDING:**

All groups with access to the unit, will be qualified and or have current DBS checks. There will also be monthly meetings to check on progress of the Tent and its program, taking the opportunity to evaluate what is going well and where improvements can be made to ensure the needs of youth in the community are being met,

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

[REDACTED]

Date: 15/08/2022

*If posting, please return your completed application form to the address overleaf, for the attention of the TOWN CLERK*



## WITNEY TOWN COUNCIL

### Youth Services Grant

### APPLICATION FORM

(PLEASE COMPLETE ELECTRONICALLY)

<b>Organisation</b> ASPIRE			
Name of Organisation	Aspire Oxfordshire Community Enterprise Ltd		
Registered Address (including Post Code)	St Thomas's School, Osney Lane, Oxford OX1 1NJ		
Website	<a href="http://www.aspireoxfordshire.org">www.aspireoxfordshire.org</a>	Telephone	■■■■■■■■■■ ■■■■■■■■■■
Facebook/Twitter	<a href="https://www.facebook.com/AspireOxOnline/">https://www.facebook.com/AspireOxOnline/</a> <a href="https://twitter.com/aspireoxford">https://twitter.com/aspireoxford</a>	Email	lindsay@aspireoxford.co.uk
Contact Name	Lindsay Philips		
Position in Organisation	'Unlocking Potential Oxfordshire' Project Manager (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO	Registration Number	1117726
<p>What are the activities and/or aims of the organisation?</p> <p>Established in 2001, Aspire has now been tackling the most complex social issues in Oxfordshire for 20 years. We support local people into and towards employment and housing, as the most powerful way to break the complex cycles of homelessness, re-offending and poverty.</p> <p>Our <b>Youth Services team (West)</b> are striving to support local young people who are not in education, employment or training to reach their potential.</p> <p>We offer 1-1 training and employment (ETE) support, CV writing advice, online training access, laptop loan scheme for use at home, mock interviews, help with job applications, in work support plans, sessions with local employers and Aspire's H2i recruitment service, 1-1 online maths and English functional skills and GCSE sessions, confidence building and sporting/art/craft activities.</p>			

'Our House' Aspire's young people's supported housing project in Witney provides housing advice and access to safe, affordable shared accommodation together with ETE and pastoral support to promote a healthy start to living independently.

## Membership

How many members do you have?	Approximately 70 young people working with Aspire
Approximately how many of your members live in Witney?	Approximately 40 young people in Witney at any given time
Is membership restricted in any way?	Age range of participant – 17-24
What is your annual subscription, if any?	None
Are you affiliated to Oxfordshire Youth or other similar umbrella organisation? If so, which one?	Oxfordshire Youth (YPSA–Young People in supported accommodation) – we currently work in partnership to deliver ETE support to YPSA residents
Local venue/meeting place (if applicable)	Peter Room – Witney Methodist Church

## Grant-Funding

Purpose for which the grant is required:

Many of the young people we support have barriers to learning and no formal qualifications. We have found that 1-1 maths and English sessions with a local tutor have been successful in helping participants gain the grades needed to apply for further education, apprenticeships, training and employment opportunities.

The barriers to employment and education faced by our young people range widely. They include mental health issues, such as anxiety, depression, undiagnosed ASD disorders and body dysmorphia, etc. We also support young people who have historic criminal backgrounds preventing them from accessing mainstream college campuses but who desperately want to change their lives and progress. They can be taught online in a 1-2-1 capacity if it isn't safe for them to be out in public which has previously been the case. For example, one young man who had been involved in county lines and was in hiding, completed his English and maths GCSE's and is now working for a wealth management company while completing an apprenticeship.

Amount of grant applied for	£10,000	
Has your organisation previously applied to the Town Council for a grant?		YES/NO
If YES, please give details		
Have you applied for a grant to any other body or organisation?		YES/NO
If YES, please give details	Semble Network Ltd through Action Funder.  The funding provided 1-1 tutor sessions for 11 young people in 2021 but this funding has now been exhausted.	
<b>Financial</b>		
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.  Copy attached.		
<b>Fundraising</b>		

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

This year Aspire is running an emergency appeal to raise funds to support our beneficiaries cope with the increase in cost of living and massive rise in energy bills. This will add further strain on already stretched and precarious budgets that will lead to an unacceptable rise in fuel poverty, hardship and risk of homelessness this winter. With a generous matched funding of up to £200,000, we are aiming to raise £400,00 from our existing donors, local businesses and the wider community by December 2022

If successful, our campaign will transform our capacity to reach hundreds of people most in need this winter - and see us roll out initiatives that we can make a difference in the long-term.

## General

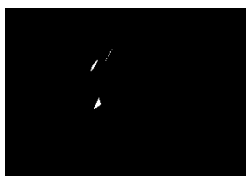
Please provide or attach any additional information which may assist the Council in reaching its decision.

Lucy Phipps, Educational Director from Inspiration Learning Ltd has given an approximate average costing of £750 per Maths or English course which includes: Initial assessments, 12 recorded learning sessions, 20 x Maths or 20 x English 1-1 sessions, practice papers, course materials and exams per candidate.

This is an average cost based on a young person studying Maths or English over an average amount of guided learning hours. It means that this funding could potentially support between 6 and 13 young people to pass one or both exams to give them the confidence and qualifications they need to succeed.

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: 23/08/2022

*If posting, please return your completed application form to the address overleaf, for the attention of the TOWN CLERK*

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(PLEASE COMPLETE ELECTRONICALLY)

<b>Organisation</b>			
Name of Organisation	APCAM		
Registered Address (including Post Code)	1 The Green Alvescot OX18 2QD		
Website	www.apcamgroup.org.uk	Telephone	
Facebook/Twitter	@apcamgroup	Email	lizzie.hubbard@apcamgroup.org.uk
Contact Name	Lizzie Hubbard		
Position in Organisation	Administrative manager (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO	Registration Number	1186256
<p><b>What are the activities and/or aims of the organisation?</b></p> <p>APCAM are a free-at-the-point-of-need mental health services for families based in West Oxfordshire who are in mental health crisis. Our aim is to ensure that no child, young person, parent, carer or family member are alone in their mental health journey, and that the best level of support is available to them when needed and for free. Access to such services can be extremely limited, as experienced by every member of staff or volunteer at APCAM - we know the struggle of experiencing mental health crisis alone, therefore will not stop until we feel that the community is supported to the level that it deserves. Our services include a weekly parent drop-in (where parents can meet the team and receive advice or support about theirs or their child's mental health), weekly youth drop-in (a similar concept, but for young people themselves to be able to access a mental health professional as well as meet other young people in a similar situation), weekly counselling sessions for children and young people (completely free, with our in-house counsellor), as well as school workshops, training courses, mentoring schemes and SEMH/neurodivergence advice and support. We are able to provide families with the advice they need to navigate these struggles emotionally, practically when looking at paperwork or liaising with schools, and to create a sense of community during what can be such a lonely time.</p>			



<b>Membership</b>	
How many members do you have?	Approximately 150 service users at least
Approximately how many of your members live in Witney?	Approximately 30% of our service users live in witney. 100% of service users are within a 10 mile radius of witney
Is membership restricted in any way?	no
What is your annual subscription, if any?	n/a
Are you affiliated to Oxfordshire Youth or other similar umbrella organisation? If so, which one?	Oxfordshire youth have attended our services to observe, and have had other affiliations with us. We also have affiliations with oxfordshire mind
Local venue/meeting place (if applicable)	The Allandale centre, carterton
<b>Grant-Funding</b>	
<p><b>Purpose for which the grant is required:</b></p> <p>Since being awarded a grant from The National Lottery Community Fund at the end of 2021, we have been able to expand our parent services that support the families in our local area. This increase in our service users has therefore made us aware of a new need to support the young people of the parents we accommodate. NHS CAMHS waiting lists in West Oxfordshire are nearing 4 years, meaning that children and young people in mental health need are unable to access vital support whilst in mental health crisis. As a trial using donations from fund-raising activities, we have set up a summer holiday young person mental health drop-in once a week that sees children and young people be invited to come and speak to our trained mental health team about their wellbeing, meet other young people who are also struggling so that they can form vital connections and friendships, and provides a safe and welcoming space for vulnerable young people within our community. Since opening this, we have had tens of young people attend and comment on the success and need for this to continue. This is why a funding opportunity such as this would allow us to permanently open an after-school youth mental health drop-in clinic, providing advice, support and community for the young people of West Oxfordshire in mental health crisis. We aim to run this permanently, but at first our target is a year. This will be promoted on our popular social media platforms, local newsletters and school bulletins, as well as word of mouth with our service users. The success of this will allow us to project the way we aim to be sustainable within our APCAM services in the future. We will also be able to maintain our current services which includes our weekly parent drop in clinic and weekly free-at-the-point-of-need counselling service for children and young people.</p> <p>This project encompasses a sense of community within the young people we see - they are able to form relationships with others who are in mental health crisis, as well as get them to come to our local families centre where other organisations are present that are able to provide services to the community. By facilitating a safe environment where a professional mental health team are present, young people are able to explore their mental health and work through issues that are preventing them from reaching their full potential at school or within their lives. Early intervention is key in preventing mental health struggles in adulthood, and targets mental health crisis at the earliest possible moment.</p>	

Amount of grant applied for		£ 20,000
Has your organisation previously applied to the Town Council for a grant?		YES/NO
If YES, please give details		
Have you applied for a grant to any other body or organisation?		YES/NO
If YES, please give details	We are currently at the end of our lotto community fund grant. We have perviously had money from carterton town council also.	
<b>Financial</b>		
<p>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.</p> <p>We aim to send this over to you by the end of the week - unfortunately we have had issues obtaining it due to our accountant experiencing a family bereavement.</p>		
<b>Fundraising</b>		
<p>What fundraising events or activities will your organisation be holding this year?</p> <p>APCAM are constantly hosting fundraising activities in order to sustain our services. Planned activities this year include our annual ball in December at Witney Lakes Resort, a walk and talk 10k, and attending BrizeFest. We are also constantly encouraging our community to fundraise for us, which is successful due to our active engagement with the community.</p>		



**General**

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

Attached to this email is a testimonial from one of our young service users talking about the support we have provided them. This is just one example of the impact APCAM has on the local community who are in mental health struggle, particularly children and young people.

Viewing our social media platforms (@apcam) and our website ([www.apcamgroup.org.uk](http://www.apcamgroup.org.uk)) also highlight the need for our services to remain open and available for the community.

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: 30.08.2022

*If posting, 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 / N	Chq No.	

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## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday, 26 September 2022

**Title:** Appointment to Outside Bodies – Witney Town Charity

**Contact Officer:** Witney Town Charity Trustees

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### Background

At the meeting held on 1 August 2022, the Council resolved to defer a decision on two town council appointed trustee vacancies on Witney Town Charity to this committee. Minute number SC 415 refers,

*‘That, final nominations are received along with accompanying documents for a final decision delegated to the Stronger Communities Committee.’*

### Current Situation

Resumes from four potential candidates have been received and circulated to members. These advise how they meet the charities criteria and can assist with specific projects it would like to undertake.

Although currently two vacancies exist, a third will arise on the expiration of Mr J King as a trustee on 26 October 2022.

### 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 pertaining to this issue.

### Recommendations

Members are invited to note the report and consider proposing candidates to Witney Town Charity as the town council's nominated trustees.

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## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday, 26 September 2022

**Title:** Witney Forum – Future Administration

**Contact Officer:** Deputy Town Clerk – Adam Clapton

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### Background

Witney Forum was brought together by West Oxfordshire District Council (WODC) as an opportunity to bring new and existing local groups together, update on activity, encourage partnership working, collaboration and support around particular issues and to plug a gap in connectivity.

The Forum started during the Covid-19 Pandemic, virtually and has since moved to in-person 1 ½ hour meetings every 8-10 weeks in the Methodist Church. It has been well received and feedback has been good as there was previously no connectivity or information exchange.

### Current Situation

Communities officers overseeing the Forum have left the District Council, and keen for it to continue, have asked if the town council would take on this task.

The meetings are informal and there is no set agenda, updates are provided by group representatives and individuals are responsible for their own actions. Notes are taken and administrative officers at WODC who would continue to retain the distribution list, would produce notes, and send out meeting details once approved by the town council. There are concerns about who would cover this if they are not available. It should be noted that the forum was run by a team of Communities officers, a resource the town council does not have.

The format, frequency and venue of the meetings could change if required if the Council were to agree to the request.

### 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.

**Financial implications**

- The cost of facilitating the Forum meetings is negligible in terms of direct costs, but it would need to be overseen by town council officers, mainly the Communications & Community Engagement Officer, which would divert from time spent on other matters. If the church does not continue to host it there may be a financial impact as the Corn Exchange may have to be used. A cheaper solution would be to use Zoom and meet remotely.

**Recommendations**

Members are invited to note the report and consider whether the town council should oversee the future administration of the Witney Forum.

## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday, 26 September 2022

**Title:** Cycle Repair Stands

**Contact Officer:** Project Officer - Nicky Cayley

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### **Background**

Further to the cycle repair stands (funded by Active Oxfordshire) being installed at the beginning of the year, at The Leys and the rear of the Town Hall shop respectively, both have been vandalised.

### **Current Situation**

The stand at The Leys has been repeatedly vandalised and has currently been removed, whilst the one at the rear of the Town Hall has fared better, but has also been vandalised. Both stands are now missing their pumps and the Council's staff are not able to repair them.

The Project Officer contacted the supplier and they advised that they were working on a way to repair the stands. They have now offered a quote to repair both and this includes an engineer to carry out the work.

The Project Officer has been in touch with the Coffee Shed to see if they would be willing to have The Leys stand relocated nearer to their building and therefore covered with CCTV and they have confirmed that they are happy with this.

### **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.

The obvious risk with committing to the repairs is that the stands may be vandalised again.

**Financial implications**

- The cost is £996.00 including VAT, and an engineer to carry out the repair on both stands.
- A new stand would be £995.00 (incl. VAT) plus delivery.
- There is no budget for this work as the stands were grant funded, but repairs could be funded from budget line 4036/402 *Community Infrastructure Property Maintenance*

**Recommendations**

Members are invited to note the report and consider whether the quote for repair of the cycle repair stands should be accepted.

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## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday, 26 September 2022

**Title:** Defibrillator for King George V Field

**Contact Officer:** Project Officer - Nicky Cayley

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### Background

The Council has an aspiration to site a defibrillator at King George V Field where two of the town's football teams play. The Project Officer contacted the Business and Facility Development Manager from the Oxfordshire F.A. and also the managers of the football teams as there is a scheme in place to partially fund defibs. The teams themselves have to apply and agree to undertake training on using a defibrillator.

### Current Situation

The Town Council has already identified a lamppost adjacent to the field in Pensclose and the electrical work has already been carried out – at the same time as that for the defibrillator at Witney Lake.

The Project Officer has been in dialogue with the clubs but unfortunately neither has committed to making the application. The Town Clerk also spoke to the Business and Facility Development Manager from the Oxfordshire F.A and he confirmed that there was no impetus for this.

Therefore, if the Council still aspires to have a defibrillator at King George V Field, the only option is to pay for one and a heated locked cabinet.

Officer have investigated grant funding opportunities, but these are either not available for Councils or require the defibrillator to be kept in an unlocked cabinet, which would leave it open to misuse and vandalism.

Prices vary according to brands but the average cost is £1,082.00 excluding VAT for a fully automatic defibrillator and £485.00 excluding VAT for a locked cabinet. There would also be a small cost to connect the cabinet to the electrical supply in the lamppost.

At present, there is no availability of defibrillators (possibly due to the global shortage of microchips and the conflict in Ukraine). Some sites state at least 6 – 9 months order time and others state that there is no ETA.

**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 installing a defibrillator.

**Financial implications**

- The cost is £1, 580.00 excluding VAT, plus a small cost for connecting the cabinet to the electrical supply.
- There is currently no budget for this. Members may like to consider increasing the budget for 2023/24 to cover the costs.

**Recommendations**

Members are invited to note the report and consider if the Council should fund a defibrillator, when one becomes available.



## STRONGER COMMUNITIES COMMITTEE

---

<b>Date:</b>	Monday, 26 September 2022
<b>Title:</b>	Winter Preparations
<b>Contact Officer:</b>	Deputy Town Clerk - Adam Clapton

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### Background

At this time each year, the Town Council considers requests for additional salt bins. Salt bins are paid for by town and parish councils and installed by Oxfordshire County Council during the autumn following assessment of the request. The County Council also refills existing salt bins once, annually during summer on request.

In 2021, the Town Council paid for bins to be installed in Dark Lane and on the path between Madley Park and Oxford Hill. These, as well as the other known salt bins in Witney are shown on the current list provided as Appendix A.

### Current Situation

At the time of writing, the Town Council has received one request for a salt bin during the last year, raised through the ward member at Rissington Drive, Deer Park, Witney (request attached as Appendix B).

Members are asked to consider if there are any areas in their wards where a bin is a necessity.

### 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

- The cost to the Town Council for requesting installation of a salt bin is £250 + VAT.
- The Council maintains an annual budget of £500 for grit bins.

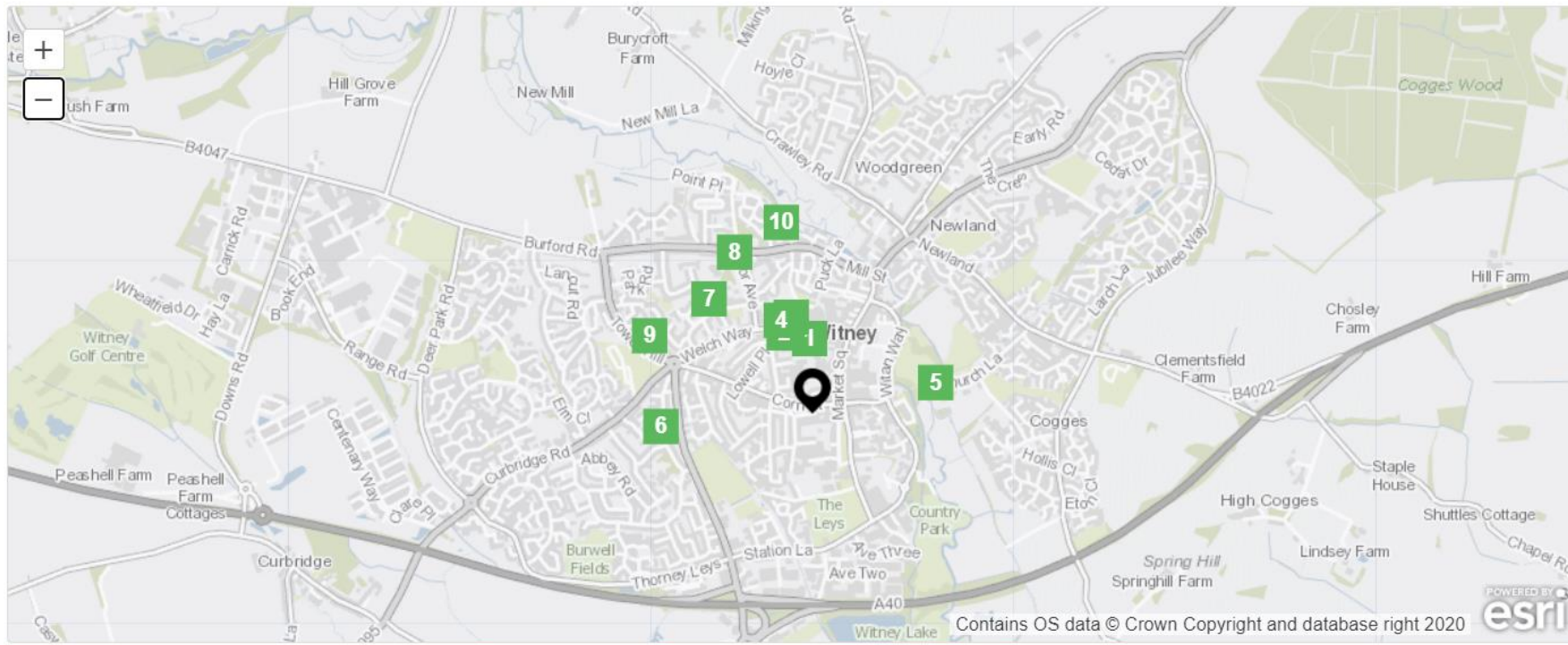
### Recommendations

- Members are invited to note the report and request for a salt bin at Rissington Drive and consider if any further areas in Witney would benefit from bins ahead of the winter.

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Enter a location



Data provided by Oxfordshire County Council GIS.

Does not include salt bins at Dene Rise, Burwell Meadow, Dark Lane & Madley Park-Oxford Hill

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**From:** Phil Hiles <[Phil.Hiles@witney-tc.gov.uk](mailto:Phil.Hiles@witney-tc.gov.uk)>

**Sent:** Thursday, 25 August 2022, 17:56

**To:** [jane.doughty@westoxon.gov.uk](mailto:jane.doughty@westoxon.gov.uk)

**Subject:** Winter Salt Bin Rissington Drive.

Dear Jane,

Request to Install Winter Salt Bin for Rissington Drive.

A resident of .... Rissington Drive has requested a Salt Bin to be situated here due to past bad experiences especially in Winter conditions when negotiating this road.

The problem is compounded when negotiating down the incline meeting the thoroughfare of Raleigh Crescent which can be highly dangerous.

Would it be possible to install such a bin to meet this coming winter.

See photos attached showing the slope and hopefully the bin position.

Cllr Phil Hiles

Witney West Ward

[phil.hiles@witney-tc.gov.uk](mailto:phil.hiles@witney-tc.gov.uk)

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## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday, 26 September 2022

**Title:** Community Infrastructure Review

**Contact Officer:** Project Officer - Nicky Cayley

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### Background

The Project Officer was tasked with reviewing all of the town's small infrastructure – including bins, benches, notice boards, planters, and dog bins, in accordance with reference IS5 of the Council's adopted Open Spaces Strategy,

*'Undertake an audit of current litter bins, dog waste bins, signage, seating, fencing, bus shelters and other associated infra-structure with a view to drawing up a corporate replacement and upgrade plan, to include policies relating to the installation and adoption of infrastructure on non-WTC land.'*

### Current Situation

The Project Officer has photographed and catalogued every item of small infrastructure in the town. Each item is listed on the attached spreadsheet with a reference, location, and a note of the condition. Corresponding to these are photographs, with the reference relating to the spreadsheet (due to their size, these will be emailed to members separately).

The review will enable members to assess priorities for renewal, repair, or replacement, and also provide the opportunity to add to the infrastructure where appropriate.

For example, requests have been made over the past few years for a bench in Corn Street. One was taken out due to ASB and the bench being in close proximity to houses. However, the Council's satisfaction survey earlier this year highlights that there are no opportunities for stopping for a rest in Corn Street – which may be particularly important for the elderly, those with less mobility, or young children on a long road with a slope at the end. It is hard to assess how many of the public would be in favour of additions such as this. Whilst some asked specifically for more benches in the Council's most recent annual survey, others complained that the town looked cluttered with too many pieces of street furniture so there needs to be a carefully balanced and considered approach.

The benches throughout the town are generally in need of sanding and staining as they presently look very dilapidated. Most are structurally sound but if they were refurbished would contribute to the town having a better overall image as well as extending their lifespan.

The bus shelters are similar in that they need cleaning, any graffiti removing and missing Perspex replacing.

This will be a substantial amount of work for the Council's works team to undertake. When the work is being carried out, it could be heavily promoted on the Council's social media as a focus point- e.g., "Bench Blitz – over the next two weeks you will see our staff working hard to refurbish the benches around town" etc. This would promote the Town Council and bring some positive publicity as well as showing that the Council does listen to resident's concerns.

The defibrillators are already on a rolling programme of maintenance under the Operations Officer.

### **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 concerns from the infrastructure review.

### **Financial Implications**

There will be financial implication in the form of Works Team time required to carry out the work and also for any repairs/renewals that are required.

### **Recommendations**

1. That the report be noted.
2. That Councillors give consideration to drawing up a corporate replacement and upgrade plan in consultation with the Operations Team.



## High Street

Reference	Location	Item	Conditon
BS 1	Opposite side to Town Hall	Bus shelter with bench	Good need a clean
BS2	Opposite side to Town Hall	Bus shelter with bench	Good need a clean
BS3	Outside Lilly's attic	Bus shelter	Good needs a clean
BS4	Outside Densham's/Niche	Bus shelter	Ok needs a clean
BH1	Outside HSBC	Bench	Good
BH2	Outside Beekeepers	Bench	Ok could do with a restrain
BH3	Outside Part & Parcel	Bench	Good
BH4	Outside Halifax	Bench	Ok but needs a restrain *chat bench*
	Facing Corn Exchange on Market		
BH5	Square	Bench	Ok but needs a restrain
BH6	Facing road Market Sqaure	Bench	Ok but needs a restrain
BH7	Outside Town Hall	Bench	Ok but needs a restrain
BH8	Outside Town Hall	Bench	Ok but needs a restrain
CR1	Rear of Town Hall by DSO office	Cycle racks	Good
CR2	By post Box at Part and Parcel	Cycle racks	Good
CR3	Outside Lloyds Bank/ Toy Galaxy	Cycle racks	Good
CR4	Outside Niche	Cycle racks	Good
CR5	Outside Halifax	Cycle racks	Good
CR6	Adjacent to Robert Dyas	Cycle racks	Good
PL1	Corner outside Natwest	3 Metal planters	Good
PL2	Corner outside Halifax	3 Metal planters	Good
DF1	In telephone box	Defibrillator	Good
NB1	Town Hall front	Town Council notice board	Good
NB2	At side of Town Hall	Town Notice board	Good
CR7	Outside R.N Peace	Cycle racks	Good
CR8	Opposite Mahams	Cycle racks	Good
BH9	Next to Smart's	Bench	Fair
NB3	Front of Corn Exchange	Notice Board/Menu cabinet	Good
NB4	Front of Corn Exchange	Notice Board	Good

## The Leys

Reference	Location	Item	Conditon
PL1	Just past entrance from Church	Planter	Ok but needs graffiti removing and a replacement sticker
BN1	1st Bench along top road	Bench	Sound - needs a sand and stain
CR1	along top road	Cycle racks root fix	Good
BI1	along top road	Double bin	Good but needs graffiti removal
BN2	along top road	Bench	Ok but needs a sand and stain
BN3	along top road	Eastgate bench	ok but top slat is bowed and needs cleaning, sanding and staining
HO	along top road	Hang Out Shelter	Good
BI2	along top road	Double bin	Good but needs a clean and replacement sticker
PL2	along top road	White planter	Good
BN4	along top road	Eastgate bench	Good but needs a clean, sand and stain
PL3	along top road	White planter	Good
BI3	along top road	Double bin	Good but needs a clean and replacement sticker
BN5	along top road	Bench	Ok but needs a sand and stain
PL4	along top road	White stone planter	Needs repainting and some decent plants
PL5	along top road	White stone planter	Needs repainting and some decent plants
B14	along top road	Double bin	Ok but needs graffiti removal and a replacement sticker
BN6	along top road	Eastgate bench	ok, needs a clean
BI5	along top road in the car park at junction of top road and depot road	Double bin	Ok, needs a clean and replacement sticker
CR2	at junction of top road and depot road	Ground fix green cycle racks	Good.
BN7	at junction of top road and depot road	Memorial bench	Needs a sand and stain. Memorial plaque gone.

			Good condition. Needs Continental sticker removing end of Septembert
PL6	along depot road	Planter	Needs a sand and stain. Memorial plaque gone.
BN8	along depot road	Memorial bench	Needs cleaning and replacement sticker
PL7	along depot road	Planter	Needs cleaning and replacement sticker
PL8	along depot road	Planter	Needs a sand and stain. Memorial plaque gone.
BN9	along depot road	Memorial bench	Good
WM	corner by coffeeshed	War memorial	Needs a clean and new sticker
PL9	In front of skatepark	Planter	Good
BN10	In front of skatepark	Eastgate bench	Good
TB1	In front of skatepark	TeqballTable	Needs a clean
PL10	In front of skatepark	Planter	Needs a stain
BN11	In front of skatepark	Memorial bench	Good
PL11	In front of mini golf	Planter	Good - possibly needs a clean
BI6	In front of mini golf	Double bin	Needs repainting
BN12	In front of mini golf	Metal Picnic bench	Good
BN13	Just past mini golf	Eastgate bench	Good - possibly needs a clean
PL12	Just past mini golf	Planter	Good
BN14	Just before entrance to play area	Eastgate bench	Good
NB1	Just before entrance to play area	Noticeboard	Good
CR3	Outside play area	Green ground fix cycle racks	Good
PL13	Just after play area entrance	Planter	Good - possibly needs a clean
BI7	At Sainsbury's Corner entrance	Double bin	Good
	At bottom end of main path through trees		
BI8		Double bin	Good
BI9	On path through main trees	Double bin	Good
	Main path through trees on events field side		
BN15		Eastgate bench	Good
BN16	Main path cricket side	Eastgate bench	Good
CR4	Main path cricket side	Ground fix metal cycle racks	Good
	Just by pillar at Church path entrance		
PL14		Planter	Needs pumpkin graffiti removed

## Welch Way

Reference	Location	Item	Conditon
PN 1 - 3	Outside College 2 same side one other side	Planters	Good
PN 4-5	Outside library and opposite library	Planters	Good
PN6 - 8	Outside and opposite Rowlands Pharmacy	Planters	Good
PN9	Outside Card Factory	Planter	Good
PN10	Outside Town Centre Shop	Planter	Good
BN1	Outside College	Bench	Good - Needs a restrain
BN2	Outside College	Bench	Good - Needs a restrain
BN3	Outside library	Bench	Older style - stucture is ok but very tatty.Needs a restrain
BN4 and 5	Outside library	Bench	Ok -Needs a restrain
BN6 and 7	Outside Nuffield Health centre	Bench	Good
BN8	Corner of slip road to Welch Way Bungalows	Bench	Poor - needs renewing
CR1 - 7	Outside library	Cycle racks - ground fix	Good
CR8 - 17	To left of bus shelter, Café Nero	Cycle racks - ground fix	Good
CR18 - 23	To right of bus shelter, entrance to Marriots Walk	Cycle racks - ground fix	Good
CR24 - 29	Outside Nuffied Health Centre, near corner (road to rear Co Op)	Cycle racks - ground fix	Good Ok but looks as though there is rust on at least one bottom panel. Perspex needs cleaning up.
BS1	Outside café Nero	Bus shelter	up.
PN11	Outside Natwest	Brick built flower bed	Good

## Langdale Gate

Reference	Location	Item	Conditon
FB1	By roadside adjacent to Waite's Deli car park	Brick flower bed	Fair
MB1	By Langdale Hall Car Park	Memorial Bench (Booth and Simms)	Needs rub down and restrain

## Ralegh Crescent

Reference	Location	Item	Conditon
BS1	near Bourton Close	Bus shelter no seat	Perpex needs cleaning otherwise good.

**Valence Crescent**

Reference	Location	Item	Conditon
BS1	Near Broadway Close	Bus shelter no seat	Good

## Burford Road

Reference	Location	Item	Conditon
BH1	Corner of Burford Road/Tower Hill Opposite Windrush	Eastgate Bench	Slats bowed, wood needs renovating and slat replacing.
BS1	Valley Road	Bus shelter	Ok - perspex dirty



**Abbey Road**

Reference	Location	Item	Conditon
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BS1	Abbey Road Corner	Bus shelter no seat	Good - need stickers removing from perspex
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## Cogges Hill Road

Reference	Location	Item	Conditon
CR1	On verge outside shops	Cycle racks	Good
NB1	On verge outside shops	Notice Board	Poor. Does not lock and when you lift to open the inner board falls out towards you - needs replacing or repair of some type.

**Blakes Avenue**

Reference	Location	Item	Conditon
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BH1	Opposite no 46	Bench	Good, but bird fouling on it - may just need a clean
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**Oxford Hill**

Reference	Location	Item	Conditon
BH1	Opposite 20 Oxford Hill	Bench	Poor - metal leg bent and wood is rough - ideally replace
BS1	Opposite 59 Oxford Hill	Bus shelter	Perspex vandalised and needs cleaning
CR1	Cycle racks 4 root fix	Cycle racks	Good

**Woodstock Road**

Reference	Location	Item	Conditon
WRBH1	Woodstock Road	Bench	Poor - needs replacing

**Farmers Close**

Reference	Location	Item	Conditon
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BH1	Farmers Close Green rear of Woodgreen	Eastgate Bench	Ok but ideally rub down and restrain
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## Madley Park

Reference	Location	Item	Conditon
BS1	On Madley Park side of A4095	Bus shelter	Tatty - perspex needs cleaning up
BS2	Opposite Madley Park A4095	Bus shelter	Tatty - perspex needs cleaning up

## Newland & King George V Field

Reference	Location	Item	Conditon
BS1	Outside Cricket Club	Bus shelter	Tatty and missing a perspex panel
CR1	Outside Cricket Club	Cycle racks - root fix	Good
BN1	Near Kingsfield Crescent	Double bin	Good
BN2	By the MUGA	Double bin	Good
DB1	Adjacent to Pensclose	Dog bin	Good
DB2	By entrance	Dog Bin	Solid but bit tatty
BH1	By Play area	Eastgate Bench Eatsgate Memorial Bench	Ok, could do with a varnish
BH2	By Play area	Tobias Marnier	Ok, could do with a varnish



## Witney Lake & Park

Reference	Location	Item	Conditon
DFB1	Entrance after underpass	Defibrillator	Excellent
DB1	Just before entrance gate	Dog bin	Fair
BI1	Just after entrance gate	Double bin	Good
NB1	Just the other side of entrance fence	Main sign board	Good
NB2	Right hand side just after entrance	Pictoral Main sign map board	Good
NB3	Just inside	Old wooden sign "Witney Lake"	Old but in keeping with natural look
CR1	Left hand side	Cycle racks ground fix	Good
NB4	see map	Bird notice board	Good but graffiti needs removing
PN 1 and 2	see map	Picnic benches - green metal	Good
BI2	see map	Double bin	Good
LB1	see map	Life buoy	Good
DB2	see map	Dog bin	Good
PN3	see map	Green metal pic nic bench	Good
FP1	see map	Fishing platform	Good
			Needs rubbing down and staining.
MB1	see map	Memorial Bench Wooden	Green
NB5	see map	Small fishing notice board	Good
	see map, just before Ducklington bridge		
BI3	entrance on right	Litter and recycling bin	Good
BN1	Opposite Duckington entrance	Metal black bench	Good
	see map, just before Ducklington bridge		
DB3	entrance on right	Dog bin	Good
LB2	see map	Life buoy attached to metal on bridge	Fair
NB6	see map - opposite Duckington bridge	Notice board - main	Good
BN2	see map	Wood bench with metal frame	Fair - structure ok
PC1	see map	Wood perch bench	fair
PC2	see map	Wood perch bench	Fair
NB7	see map, by meadow bridge	Main sign board	Good
PC3	see map	Wood perch bench	Fair

LB3	On meadow bridge	Life Buoy	Excellent
DB3	On meadow bridge	Dog bin	Excellent
BI4	see map	Double bin	Good
			Fair - structure ok, needs a rub down and revarnish/stain
MB2	see map	Wooden memorial bench	
BN3	see map	Wood and metal bench	Poor
PC4	see map	Wood perch bench	Fair
PC5	see map	Wood perch bench	Fair
LB4	see map	Life buoy	Poor - rusted into a hole at base
DB5	see map	Dog bin	Good
BN4	see map	Wooden bench with metal frame	Fair
BN5	see map	Wooden bench with metal frame	Good
PN4	see map	Metal picnic bench	Good
PN5	see map	Metal picnic bench	Good
PC5	see map	Wood perch bench	Fair
FP2	see map	Fishing platform	Very good
BN 6 and 7	at entrance/exit	Plastic benches	Good - need a clean

## Church Green

Reference	Location	Item	Conditon
BN1	Church End of Green	Wooden bench	Ok
BN2	Church End of Green	Eastgate Bench	Good
BN3	T and C kitchen end of green	Eastgate Bench	Could do with a varnish
CR1	T and C kitchen end of green	Ground fix cycle racks	Good
BN4	T and C kitchen end of green	Bench	Needs a rub down and varnish
BN5	Side path T and C kitchen end of green	Memorial Eastgate Bench	Some bowing to wood, needs a rubdown and revarnish
BN6	Side path	Bench	Ok, could do with a revarnish
BN7	Side path	Bench	Ok, could do with a revarnish

**Burwell Drive**

Reference	Location	Item	Conditon
BS1	Outside Burwell Shops	Sedum roof bus shelter	Vandalised with graffiti. Needs removing. Also sedum roof may be dead through lack of watering during the very hot weather and not having an annual feed.

Sports Ground		West Witney Sports Ground	
Reference	Location	Item	Conditon
DB1	By entrance	Dog Bin	Very poor - needs replacing
B1	On building	Litter bin	Good
	Entrance to Deer Park		
B2	Wood	Litter bin	Good
	Entrance on right hand		
MR1	side	Memorial Airfield Rock	Excellent
	On clubhouse building by		
DF1	fire escape.	Defibrillator	Good

## Burwell Recreation Ground

Reference	Location	Item	Conditon
SB1	To right of hall by path	Sign Board	Good
BN1	Adjacent to play area	Double bin	Good
PN1	Between hall and play area	Metal picnic bench	Good
PN2	Between hall and play area	Metal picnic bench	Good
DB1	At bottom end of playing field	Dog Bin	Poor - needs reattaching to post Structurally fine but wood needs rubbing down and restaining
MB1	At far end of football field At footpath to Burwell Meadow on football field	Memorial Bench (Warren)	
DB2		Dog bin	Good Structurally fine but wood needs rubbing down and restaining
MB2	By hedge between football and playing field	Memorial bench (Wilton)	Structurally fine but wood needs rubbing down and restaining
B1	By hedge between football and playing field On football side of hedge but adajacent to MUGA	Eastgate Bench	Structurally fine but wood needs rubbing down and restaining
BN2			
DF1	On Burwell Hall	Defibrillator	Good
NB1	On Burwell Hall	Notice Board	Reasonable

## Curbridge Road

Reference	Location	Item	Conditon
BS1	Thorney Leys Roundabout end	Bus shelter	Perepex needs cleaning
CR1	Thorney Leys Roundabout end next to bus shelter	Cycle racks - 3 ground fixed	Good condition

## Woodgreen & Little Green

Reference	Location	Item	Conditon
BLLD 1	Little Green	Bollards (wooden x 5)	Good condition
BH1	Woodgreen - top road	Bench	Eastgate - could do with rub down and restrain
BH2	Woodgreen - top road	Memorial Bench Bill and Elsie Barker	Eastgate - could do with rub down and restrain
BH3	Woodgreen - corner near Elmfield	Memorial Bench - Talking News	Eastgate - could do with rub down and restrain
BH4	Woodgreen Three pidgeons side	Bench	Could do with a rub down and re stain - looks ok structurally
BH5	Outside Play area	Bench	Eastgate - could do with rub down and restrain



## Corn Street

Reference	Location	Item	Conditon
CR1	Outside the Three Horsehoes	Cycle racks ( 3 groundfix)	Good
BS1	Adjacent to 178 Corn Street	Bus shelter	Good
BS2	Opposite bus garage	Bus shelter	good

## Witan Way

Reference	Location	Item	Conditon
BH1	Woodland Path (Leisure Centre end)	Wood and metal bench	Poor - ideally replace
BH2	Woodland path (Farm Mill end)	Wood and metal bench	Poor - ideally replace

# Witney Music Festival & Witney Town Council



## A Partnership

## Vision Statement

To help inspire, motivate and provide opportunity for local people who wish to be involved with music and the performing arts, and through public performances, to strengthen the sense of community.

*‘Building community through music’*

## Mission

To build better communities by connecting people through music, and use this success to inspire and assist the next generation of musicians and performers to choose a life of music as their career.

## Values

Honesty

Integrity

Inclusiveness

Transparency



# So You Want To Be A Musician?

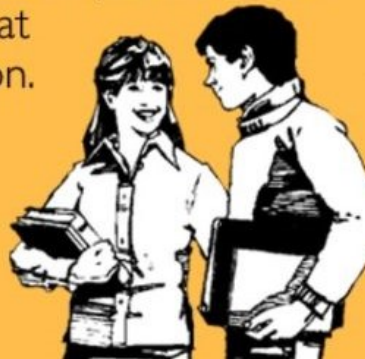
**THERE WERE TWO PEOPLE  
WALKING DOWN THE STREET**



**ONE WAS A MUSICIAN. THE OTHER  
DIDN'T HAVE MONEY EITHER.**



Looks aren't what's important. Your  
music taste is what  
I'm judging you on.



**WHAT WOULD A MUSICIAN DO  
IF HE WON A MILLION DOLLARS?**



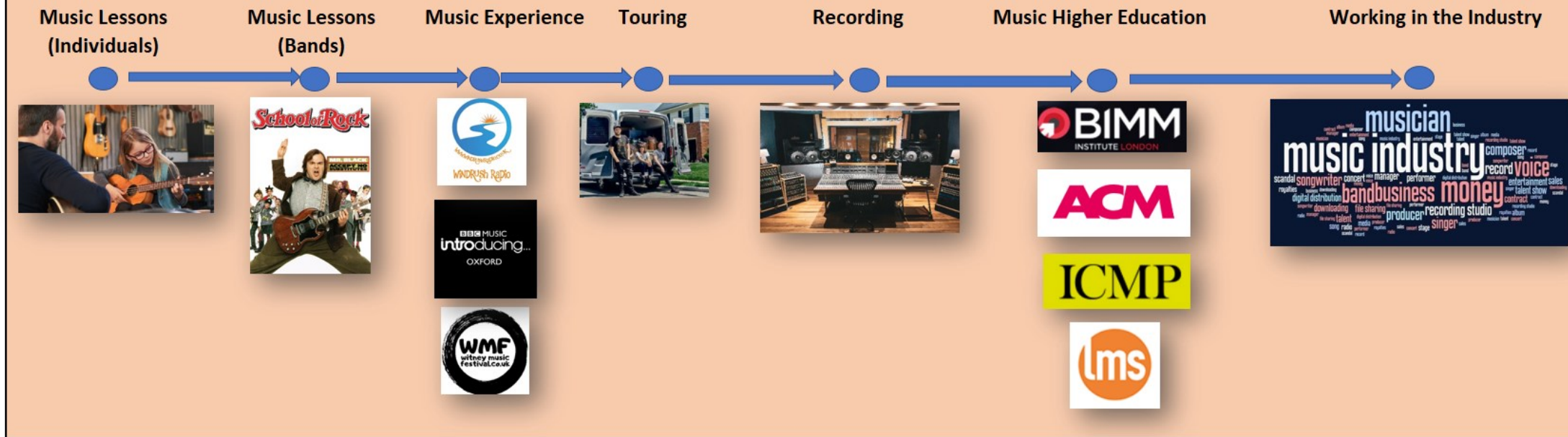
**CONTINUE TO PLAY GIGS  
UNTIL THE MONEY RAN OUT.**

**I JUST GOT BACK FROM 2050.**

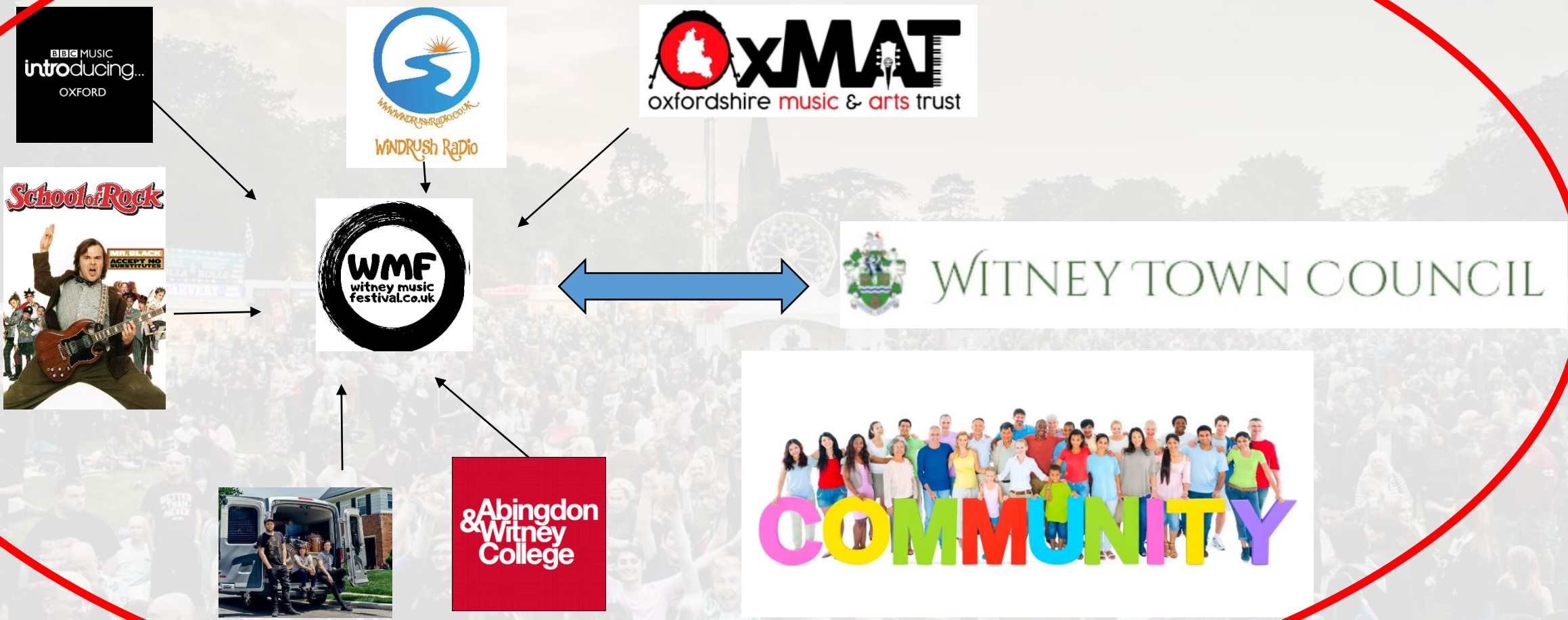




## Talent Pathway



# Partnership





# Costings

## ***2022 Model***

- Infrastructure
- Staff inc. security
- Artists
- Insurance & other costs

<b>Total</b>	<b>Up-Front</b>
£27,000	£15,000
£18,000	
£5,000	£5,000
£3,500	£1,500
<hr/> £53,500	<hr/> £22,500



# Opportunity

- Bringing community together
- Furthering the Talent Pathway with OxMAT
- Showcasing Witney for tourism
- Supporting local businesses
- Showing the Town Council to be partnering with the Community in another way

# What We Would Like and What we Would Offer

What we would like;

- £10,000 support Grant each year to help up-front costs
- Continue to have the Leys for free

• What we would offer;

- Promotion of our partnership with Witney Town Council
- Town Council co-branding of the main stage with our main sponsor
- To discuss how WTC might like to benefit from the Partnership in other ways