

Stronger Communities Committee Meeting of Witney Town Council



Monday, 23rd January, 2023 at 6.00 pm

To members of the Stronger Communities Committee - O Collins, J Aitman, L Ashbourne, L Duncan, H Eaglestone, V Gwatkin, A Prosser and R Smith (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committees Clerk derek.mackenzie@witney-tc.gov.uk in advance.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings, please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

Agenda

1. Apologies for absence

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Committee Clerk derek.mackenzie@witney-tc.gov.uk **prior to the meeting**, stating the reason for absence.

Standing Order 30(a)(v) permits the appointment of substitute Councillors to a Committee whose role is 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 3 - 8)

- a) To adopt and sign as a correct record the minutes of the meeting held on 14 November 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 9 - 14)

To receive and consider the report of the Responsible Financial Officer (RFO).

Communications & Community Engagement

6. **Communications Report** (Pages 15 - 22)

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

7. **Community Engagement Report** (Pages 23 - 30)

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

8. **Coronation of King Charles III** (Pages 31 - 32)

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

Events

9. **Third Party Events Report** (Pages 33 - 34)

To receive the report of the Venue & Events Officer.



Town Clerk

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

Held on Monday, 14 November 2022

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

Present:

Councillor O Collins (Chair)

Councillors:	J Aitman	V Gwatkin
	L Ashbourne	A Prosser
	L Duncan	R Smith
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None.	

Prior to the meeting, the Chair expressed his thanks to Council officers, the Royal British Legion, community organisations, and youth groups for their hard work in ensuring the Annual Service of Remembrance and Community Parade was such a successful event to mark the town's fallen on Sunday 13th November.

SC566 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor H Eaglestone.

SC567 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

SC568 MINUTES

The minutes of the meeting of the Stronger Communities Committee meeting held on 26 September 2022 were received.

Resolved:

That, the minutes of the Stronger Communities Committee meeting held on 26 September 2022 be approved as a correct record and be signed by the Chair

SC569 PUBLIC PARTICIPATION

There was no public participation.

SC570 **COMMUNICATIONS REPORT**

The Committee received the report of the Communications & Community Engagement Officer.

Members received updates on improvements to the council website, a draft rebranded newsletter, and recent council press coverage activity and discussed how the coverage spreadsheet could be improved.

The Chair expressed his dissatisfaction with other Town and District Councillors in respect of recent negative press coverage in the run up to the recent Remembrance Day. The Chair's concerns concentrated on how this adverse publicity detracts from the good work of the council's officers and other individuals working within the community to mark such a poignant event.

Members suggested some additional organisations could be included in the "Our Partners" page of the website and were very pleased to see the rebranded newsletter which provided a professional look.

Resolved:

1. That, the report be noted and,
2. That, consideration of adding both the Town Hall Charity and Town Charity to the "Our Partners" website page be given and,
3. That, the newsletter be published with the new rebranded template

SC571 **COMMUNITY ENGAGEMENT REPORT**

The Committee received and considered the report of the Communications & Community Engagement Officer (CCEO) regarding the proposal to hold winter get together events and also to commence planning for the King's Coronation in May 2023.

The members discussed the two proposed "Jo Cox Winter Get Together" events to be held in January and February and were pleased to hear of this initiative and were unanimously happy to support them. They asked officers to involve individuals who could play some background music at the events, that promotional literature be provided to West Oxfordshire Community Travel (WOCT) so that they can display on the buses which are predominantly used by older members of the community.

The Committee also liked the idea of arranging one of the events in February school half term as this will allow the younger members of the community to benefit along with their families.

Members discussed ideas for the King's coronation such as a civic service, crocheting of bunting, street entertainers, Morris dancing and local choirs in the Market Square. The programme of events for the Late Queen's 1953 coronation in Witney was presented at the meeting and the committee were keen to recreate modern versions of those events if possible.

A Large TV projector display would be favourable if the budget allowed and an indoor venue for this would be best in case of poor weather on the day. The suggestion for bunting could be extended to fabric 'red, white, and blue' triangles and the community groups and schools could be invited to contribute.

Members agreed that the CCEO should proceed with the planning with a £3,000 budget plus any budget remaining from the Queen's Platinum Jubilee celebrations. Members requested an update at the next committee meeting in January but suggested a review at the end of December with the Mayor and Chair of this Committee

Resolved:

1. That, the report be noted and,
2. That, the CCEO updates the programme of events from 1953 with the additional suggestions from the committee and,
3. That, the King's coronation planning is delegated to CCEO, Mayor and Deputy Mayor with a report of progress at the next Stronger Communities meeting on 23 January 2023.

SC572 **WITNEY FORUM**

The committee received the minutes of the Witney Forum meeting held 13 September 2022.

Resolved:

That, the minutes be noted

SC573 **IN BLOOM COMPETITIONS 2023**

The Committee received and considered the report of the Communications & Community Engagement Officer.

Members considered and agreed with the suggestion received from Witney Rotary Club to carry out Schools in Bloom judging and awarding of prizes to school at the Witney Carnival in July.

The Committee discussed the use of the leftover Britain In Bloom budget to be used for the installation of planters at the entrances to Witney under the Welcome to Witney signs. Members believe these planters would be attractive to residents and visitors to the town. They also asked that officers investigate options to refresh the signage at the same time.

Resolved:

1. That, the report be noted and,
2. That, the judging of future school in bloom wheelbarrow entries be carried out by the Rotary Club of Witney at Witney Carnival and,
3. That, officers investigate options to refresh the "Welcome to Witney" signs and introduce planters to these areas.

SC574 **YOUTH SERVICES AWARDS 2022**

The Committee received a letter of thanks from Home Start Oxford in relation to the recent Youth Service Grant that the council awarded to them.

The Deputy Town Clerk also provided a verbal update to confirm that the council had also received more letters and emails of thanks from recipients of the Youth Services Grants that were awarded.

Resolved:

That, the correspondence and verbal update be noted.

SC575 **CHAT BENCH**

The Committee received and considered the report of the Project Officer.

Members were surprised by the requirement for planning should the council wish to paint words 'Happy to Chat' on the bench. In consideration of this members agreed that the white plastic sign with a speech bubble in the reports pack should be the basis of a sign incorporating the Council's logo colours.

Resolved:

1. That the report be noted and,
2. That, the Happy to Chat Bench is progressed with a plaque or sign instead of painted lettering

SC576 **COVID -19 MEMORIAL**

The Committee received and considered the report of the Project Officer

Members agreed that the proposed concept of a Covid-19 memorial and garden was beautiful, 'Together, but Apart' incorporating rocks situated two metres apart. One rock would symbolise those lost while the other recognised those who went above and beyond to help the community throughout the pandemic.

There was discussion over the inclusion of metal Cor-ten plaque to title the memorial, however it was deemed too expensive as exceeded the budget. Members agreed that the rocks should be the Heather slate boulders cut in two and the distance of two metres apart signified social distancing. An Eastgate bench should be placed in the centre, set back looking towards the church along with a low sign between the rocks facing the bench explaining the purpose of the memorial and that the rocks are 'together... but apart'.

It was agreed that planting could be confirmed after installation of the other component parts. The Town Clerk confirmed that the additional funding for the memorial could be sourced from the community infrastructure earmarked reserve.

Members agreed that this memorial was of great importance given the numbers of lives lost, particularly as this comes at the poignant time of November when we remember those lost in conflict around the world.

Resolved:

1. That the report be noted and,
2. That, the Covid-19 Memorial is progressed with heather slate stones placed two metres apart, with a bench and sign at the proposed site on The Leys Recreation Ground

SC577 **FINANCE REPORT: REVISED REVENUE BUDGET 2022/23 AND DRAFT BASE REVENUE BUDGET FOR 2023/24**

The Committee received and considered the report and verbal update of the Town Clerk/CEO.

Members were concerned to hear the CCTV system in Witney had needed to have urgent repairs and that there still appeared to be vague plans over its future improvement and replacement.

Members however did agree to budget for £10,000 to be added to the other funds held in reserve to support the scheme.

The Committee agreed that water safety remained as a priority and that consideration is needed to ensure the Council has sufficient and informative signage.

Resolved:

1. That, the report, and verbal update be noted and,
2. That, the Town Council seeks reassurances on the future of the CCTV scheme from its providers.

SC578 **REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS AND CAPITAL PROJECTS**

The Committee received and considered the report and verbal update of the Town Clerk/CEO.

Members discussed items that they would like to see in the 2023/24 budget which included commemorating the 75th Anniversary of the NHS possibly with planting around the town. Councillor Ashbourne offered a NHS “Thank You” flag which could be flown from the Town Hall.

Members agreed the Union Flag at the Town should be replaced as the current one is looking rather worn.

The Chair raised the prospect of treating of all community events at the Leys fairly and offering subsidised hire to all, subject to a completed grant form. This would not include commercial hirers.

A Member raised that the council may wish to consider a memorial to the “Windrush Generation” as the ship HMT Empire Windrush which is remembered for bringing one of the first large groups of post-war West Indian immigrants to the United Kingdom, was named after the river running through Witney. A memorial with a plaque by the river would record the link and information could also be added to the council website to explain its significance.

Resolved:

1. That, the report and verbal update be noted and
2. That, the town council commemorates the 75th anniversary of the NHS and,
3. That, a new Union flag be purchased and
4. That, Witney Pride be offered subsidised ‘free’ use of The Leys to host their annual event and,
5. That, a memorial or recognition of the town’s link to HMT Empire Windrush be considered.

The meeting closed at: 7.40 pm

Chair

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STRONGER COMMUNITIES COMMITTEE

Date: Monday 23 January 2023

Title: Finance Report

Contact Officer: Responsible Financial Officer (RFO) – Nigel Warner

Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on the Friday before the meeting to allow for a full response at the meeting.

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 1 April 2022 to 31 December 2022.

CURRENT SITUATION

The RFO commenced his duties in Witney earlier this month. On this occasion the RFO is not producing a detailed commentary on the management accounts during the year to date. This is because being relatively new in post he needs to spend some time familiarising himself with the council's operations and accounts before I can provide informed comment. However with the Town Clerk having just carried out a full review as part of the budget setting cycle most areas of concern were raised at the last meeting of this committee and at the extra-ordinary meeting of the council. The RFO would refer members to the finance/ budget reports of the Town Clerk which were approved at those meetings for further details.

Members are reminded that expenditure is not necessarily incurred evenly over the course of the year. For example the vast majority of expenditure in relation to nominal ledger code 4025 (insurance) is incurred in April each year when the annual premium is paid. There will also be similar patterns on the income side such as grants received.

Since the previous report the recharges of staff time and overheads for both the office and the works team have been input to 31 December 2022. The report of the Town Clerk to the Extraordinary Council meeting of 4 January 2023 stated that "it should be noted that the revised estimates and the estimates for next year do not include the recharges from these (*works/ central support*) cost centres; these will be calculated after the budget has been adopted." This is standard practice and following agreement of the budget the recharges have been processed.

In terms of the report presented at this meeting, the current year (2022/23) budget is that which was projected when the estimates were revised and agreed by the Council at its

meeting on 3 January 2023. Members will also see on the right hand side of the report the agreed estimates for the next financial year (2023/24).

It should be noted that the revised estimates were produced by your officers in the autumn of 2022. This means that, with the year end (31 March) rapidly approaching, there will be some cases where the actual spend to date exceeds the revised estimates. By way of compensation there will be other lines where actuals will be year end not reach the revised estimate figure and overall the impact on budget should be broadly when the year end accounts are produced.

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.

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

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and also in the attached appendices.

RECOMMENDATIONS

Members are invited to note the report.

Annual Budget - By Committee (Actual YTD Month 10)

Note: Income & Expenditure Report - 16th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Stronger Communities</u>										
402	<u>COMMUNITY INFRASTRUCTURE</u>									
1052	EXPENSES RECOVERED	0	2,488	0	0	0	0	0	0	0
1170	GRANTS RECEIVED	0	1,990	0	7,365	7,365	0	0	0	0
1171	DONATIONS RECEIVED	0	1,468	1,000	3,300	2,300	0	0	0	0
	Total Income	0	5,945	1,000	10,665	9,665	0	0	0	0
4001	SALARIES	0	0	0	1,177	0	0	0	0	0
4002	ER'S NIC	0	0	0	126	0	0	0	0	0
4003	ER'S SUPERANN	0	0	0	255	0	0	0	0	0
4013	RENT PAID	5	0	5	0	0	0	0	0	0
4014	ELECTRICITY	800	1,189	1,000	1,469	2,100	0	4,100	0	0
4017	CONTRACT CLEAN/WASTE	4,000	1,015	5,000	1,768	5,000	0	3,000	0	0
4025	INSURANCE	125	112	120	112	112	0	120	0	0
4035	BUS SHELTER MAINTENANCE	2,000	18	2,000	20	2,000	0	2,000	0	0
4036	PROPERTY MAINTENANCE	2,630	438	2,630	625	2,630	0	2,630	0	0
4037	GROUNDS MAINTENANCE	3,000	0	3,000	0	3,000	0	3,000	0	0
4038	OTHER MAINTENANCE	0	0	0	3	0	0	0	0	0
4039	HORTICULTURE	750	209	750	0	750	0	750	0	0
4040	ARBORICULTURE	29,750	12,820	35,480	5,973	35,480	0	20,000	0	0
4066	TREE REPLACEMENT	8,000	5,836	6,000	4,450	6,000	0	8,000	0	0
4067	Tree Survey	6,250	6,201	8,000	0	8,000	0	8,000	0	0
4105	XMAS LIGHTS, TREE & INFRASTRUC	0	44,752	35,120	31,877	40,000	0	44,000	0	0
4166	DEFIBRILLATOR EXPENDITURE	2,500	1,161	4,000	1,461	4,000	0	4,000	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Income & Expenditure Report - 16th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4200	STREET FURNITURE	0	3,732	1,000	2,089	2,089	0	1,000	0	0
4205	CLIMATE EMERGENCY	25,788	788	0	0	0	0	0	0	0
4208	COVID-19 MEMORIAL	0	0	1,500	0	1,500	0	0	0	0
4210	CHURCH CLOCK	3,000	0	4,500	69	4,500	0	1,500	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	8,000	731	7,250	1,013	7,250	0	7,250	0	0
4491	TFR TO EARMARKED RES	0	57,430	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-29,500	-48,500	-33,730	-23,730	-33,730	0	0	0	0
4888	O/S STAFF RCHG	73,887	31,970	70,952	37,307	79,661	0	143,956	0	0
4890	O/S O'HEAD RCHG	11,601	7,126	14,476	8,590	29,210	0	51,147	0	0
4891	AGENCY SERVICES RECHARGE	150,692	170,187	81,866	81,866	81,866	0	0	0	0
4892	C/S STAFF RCHG	12,675	14,103	16,543	9,025	14,718	0	17,967	0	0
4893	C/S O'HEAD RCHG	0	4,073	4,590	2,752	4,135	0	5,176	0	0
4990	CONTRN TO CCTV SCH.	10,000	10,000	10,000	0	10,000	0	10,000	0	0
5198	Deferred Grants Released	0	-1,039	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,647	0	0	0	0	0	0	0
Overhead Expenditure		325,953	329,000	282,052	168,298	310,271	0	337,596	0	0
Movement to/(from) Gen Reserve		(325,953)	(323,054)	(281,052)	(157,633)	(300,606)		(337,596)		
408	<u>COMMUNITY ACTIVITIES</u>									
4001	SALARIES	0	0	0	7,289	4,231	0	4,778	0	0
4002	ER'S NIC	0	0	0	710	449	0	502	0	0
4003	ER'S SUPERANN	0	0	0	1,582	918	0	1,037	0	0
4103	GRANT YOUTH COUNCIL	500	0	500	0	0	0	500	0	0
4104	GRANT CARNIVAL/XMAS ROTARY CLB	0	2,100	4,100	4,100	4,100	0	4,500	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Income & Expenditure Report - 16th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4106	GRANT - PLAY DAY	0	0	1,000	1,000	1,000	0	1,000	0	0
4109	BLUE PLAQUES	1,000	0	1,000	300	1,000	0	0	0	0
4111	WATER SAFETY/EDUCATION	0	0	10,000	0	10,000	0	2,000	0	0
4112	GRANT - WITNEY TOWN BAND	0	0	660	660	660	0	750	0	0
4141	EVENTS	10,212	2,501	9,000	5,437	9,000	0	9,000	0	0
4145	QUEENS JUBILEE (2022)	0	0	3,000	2,092	3,000	0	0	0	0
4146	KINGS CORONATION (2023)	0	0	0	0	0	0	3,000	0	0
4160	TOWN TWINNING	0	500	500	0	500	0	500	0	0
4161	TOWN TWINNING ROOM HIRE	0	0	500	0	250	0	500	0	0
4167	BUS SERVICE	0	21,000	21,000	12,250	21,000	0	21,000	0	0
4169	CHILDREN & YOUTH PROVISION	0	35,913	44,340	28,834	44,340	0	40,000	0	0
4170	ADVENT FAYRE	0	634	2,000	1,076	2,000	0	2,000	0	0
4491	TFR TO EARMARKED RES	0	5,340	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,000	-3,000	-1,000	-5,340	-5,340	0	0	0	0
4892	C/S STAFF RCHG	54,266	56,413	66,172	36,102	58,871	0	71,867	0	0
4893	C/S O'HEAD RCHG	0	16,291	18,362	11,010	16,541	0	20,704	0	0
5199	Depreciation Charge to Service	0	98	0	0	0	0	0	0	0
Overhead Expenditure		64,978	137,790	181,134	107,101	172,520	0	183,638	0	0
Movement to/(from) Gen Reserve		(64,978)	(137,790)	(181,134)	(107,101)	(172,520)		(183,638)		
Stronger Communities - Income		0	5,945	1,000	10,665	9,665	0	0	0	0
Expenditure		390,931	466,790	463,186	275,399	482,791	0	521,234	0	0
Movement to/(from) Gen Reserve		(390,931)	(460,845)	(462,186)	(264,734)	(473,126)		(521,234)		

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Income & Expenditure Report - 16th January 2023

	<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	0	5,945	1,000	10,665	9,665	0	0	0	0
Expenditure	390,931	466,790	463,186	275,399	482,791	0	521,234	0	0
Movement to/(from) Gen Reserve	<u>(390,931)</u>	<u>(460,845)</u>	<u>(462,186)</u>	<u>(264,734)</u>	<u>(473,126)</u>		<u>(521,234)</u>		

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 23 January 2023

Title: Communications Report

Contact Officer: Communications & Community Engagement Officer - Polly Inness

Background

The Spring newsletter is due to go out to every household towards the end of March. This usually contains budget and precept information, an infographic and figures that explain how the money is spent and the Council's annual Residents' Satisfaction Survey.

The Communications Officer and Stronger Communities Administrator have discussed the usefulness of the information in the PR spreadsheet and analytics usually attached to this report, following comments from members.

Current Situation

Newsletter

Finalised quotes are being obtained for this. Historically Royal Mail has not been able to separate out postcodes. When Witney contained all its residential properties within the OX28 postcode this was not a problem, but Witney now contains some OX29 postcodes. OX29 also covers Eynsham, Standlake, Minster Lovell, Long Hanborough, and Freeland. The local business we normally use for this has recently lost their reliable hand delivery service and now has to use Royal Mail too.

Contractor 1

The newsletter would be stapled into the centre of a magazine that is just larger than A6 – free design included. Royal Mail would deliver to all residential addresses in OX28 and in order to include Windrush Place we would need OX29 too which would then include households in all the OX29 villages as above and therefore not provide reliable survey results.

Second postcode would include a 10% discount – total cost for print and distribution of 30k copies would be approx. £2,336.82 for A6 copies with a stapled insert

Contractor 2

This also includes free design and claims Royal Mail will differentiate down to OX29 1 etc. This would mean we could leave out the villages but would also need to omit Windrush Place which would include Colwell Brook which is not within the parish of Witney.

This would cost approximately £2,755 plus around £200 per every 500 extra copies (if, for example members decided to hand deliver to Windrush place in order to preserve integrity of the survey.)

The Communications & Community Engagement Officer will endeavour to seek a third quote for this task, but the needs of the newsletter design, print and delivery are specific.

Along with the budget information and survey, there will be space for an article encouraging residents to stand as councillors and space for a What's On at The Corn Exchange round-up.

PR Spreadsheet (attached as Appendix 1)

The Communications Officer felt that as the presentation of this data is included in the actions coming from the Communication Strategy that it needs to continue to be provided but felt that some of the information such as headlines, out of context and when very similar, could be very confusing. The spreadsheet will continue but if councillors wish to know more about a particular story - for example why it was revisited several times, they can refer to the folder of news clippings we have in the office.

In terms of analytics, officers will focus on audience growth since that is the only figure consistently available across the platforms. This will be reported every year when the Communications Strategy is reviewed. If a requirement for other figures arises, officers will produce them but year on year or month on month comparison is unlikely to be able to be made, because of the regular changes in how those figures are displayed in the social media platform accounts.

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

As stated in the report above.

- There is £3,000 budgeted on line 702/4034 for the newsletter in the current year.

Recommendations

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

1. The Council's preference for the newsletter supplier.



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

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

Date	Story	Reported in	Positive	Negative	Neutral	PR Issued	Social Media Post	Enquiry Response
13.07.22	Owen Collins's District Dossier	Witney Gazette	Yes					
27.07.22	Vacancy for Councillor	Witney Gazette			Yes			
27.07.22	20MPH for Witney	Witney Gazette			Yes	Yes		
27.07.22	Fire at Lake & Country Park	Witney Gazette			Yes		Yes	
24.08.22	Local Elections	Witney Gazette		Yes				
24.08.22	Letters & Opinions - Letter from Richard Martin - Criticism of Town Centre shop	Witney Gazette		Yes				
31.08.22	Election of Darren Thomas	Witney Gazette			Yes			
07.09.22	Skateboarders demand upgrade	Cotswold Journal (online)		Yes				
07.09.22	Skate Park Plea	Witney Gazette		Yes				
07.09.22	Splash Park Shutdown	Online Oxford Mail			Yes			
07.09.22	Splash Park Shutdown	Yahoo News			Yes			
07.09.22	Blind Tiger Bars Licensing Application	Witney Gazette			Yes			
14.09.22	Marking the death of Queen Elizabeth	Witney Gazette			Yes			
14.09.22	Proclamation King Charles	Witney Gazette			Yes			
14.09.22	Witney Feast	Witney Gazette	Yes					

Date	Story	Reported in	Positive	Negative	Neutral	PR Issued	Social Media Post	Enquiry Response
28.09.22	Thomas Ashby comments on Windrush Place management fees.	Witney Gazette			Yes			
28.09.22	Witney in Pink	Witney Gazette	Yes					
05.10.22	Speed bumps at The Leys	Witney Gazette		Yes				
05.10.22	Cycle Lanes on Corn Street	Witney Gazette		Yes				
05.10.22	Town Mayor visits Millers Grange	Witney Gazette	Yes					
05.10.22	Alice Batt Plaque Revealed	Witney Gazette	Yes					
12.10.22	Eynsham Park & Ride	Witney Gazette			Yes			
19.10.22	Late Night Economy	Witney Gazette			Yes			
19.10.22	Pitches at The Leys	Witney Gazette			Yes			
19.10.22	Christmas Lights - Energy Crisis	Witney Gazette			Yes			
19.10.22	Christmas Card Competition	Witney Gazette	Yes					
26.10.22	Parking problems on Burwell blamed on The Leys closure	Witney Gazette		Yes				
02.11.22	20mph Signage Confusion	Witney Gazette		Yes				
09.11.22	Remembrance Parade	Witney Gazette			Yes			
09.11.22	20mph Shambolic Signage	Witney Gazette		Yes				

Date	Story	Reported in	Positive	Negative	Neutral	PR Issued	Social Media Post	Enquiry Response
16.11.22	Remembrance	Witney Gazette	Yes					
16.11.22	20mph Conflictng Signage	Witney Gazette			Yes			
23.11.22	Advent Fayre	Witney Gazette	Yes			Yes		
07.12.22	Football Pitches	Witney Gazette	Yes					
07.12.22	Corn Exchange Seating	Witney Gazette	Yes					
07.12.22	Christmas Lights Switch-On	Witney Gazette	Yes					
14.12.22	Thomas Ashby District Dossier	Witney Gazette			Yes			
14.12.22	Youth Grants Awarded	Witney Gazette	Yes					
21.12.22	Corn Exchange Seating	Witney Gazette	Yes					
28.12.22	High Street Improvements	Witney Gazette			Yes			
28.12.22	Christmas Lunch on Smiths Estate	Witney Gazette	Yes					

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STRONGER COMMUNITIES COMMITTEE

Date: Monday, 23 January 2023

Title: Community Engagement Report

Contact Officer: Communications & Community Engagement Officer - Polly Inness

Background

With elections forthcoming the focus of this report is on how the Council engages with the community over the next few months and generate feedback and information in a way that is meaningful and useful for both re-elected councillors and those that that will be new members in May.

There are also items concerning the Town Hall window community use and town twinning added by the Deputy Town Clerk.

Current Situation

Annual Residents' Survey

The survey will be tweaked this year to include a "Don't know/do not use service" box as suggested by some of those who responded to last year's survey.

It is suggested that rather focusing on individual projects or planned spending, the survey focuses directly on the Town Council's Core services and explains these in more detail where needed. For example, people often do not recognise what civic and community events are, so a brief list would be helpful.

Voice Of Witney

With strict GDPR controls in place, it is suggested the Council revisits, The Voice Of Witney Mailing list and probably call it something else as a similarly named Facebook page now exists and there shouldn't be any association with any page other than the Council's own.

The Council can use Mail Chimp to generate sign up forms on social media and its website and collect emails this way and through submissions by email.

Councillor Recruitment

The National Association of Local Councils (NALC) is running a campaign to encourage residents to stand as councillors called, "MAKE A CHANGE BECOME A COUNCILLOR".

This recruitment drive for councillors- will be one of the displays in the Admin Office (not community) window.

Officers will include the wording from NALC in the display but, think it would be more attractive if slightly less formal. Officers would like to ask all current members to contribute with why they became councillors, which committees they are on, what the committees do. How much are they paid? What they love most about being a councillor and finally – the big question? Why don't they fix potholes? A bit of fun but with a serious purpose. An email will be sent to all councillors shortly.

Town Hall Window – Community Use Requests

Members will recall that an area of the Town Council's Reception window has been ringfenced for the use of Community Groups and organisations. The criteria, as agreed at Council is attached as Appendix 1 to this report.

The Council has received two requests which fall outside of these criteria.

The first is from the Rotary Club of Witney who have asked to use the window for two months to highlight the 'Rotary Wrap Up Project' in 2023. Letter attached as Appendix 2.

The second is from Witney Blanket Hall who have asked for a small area, or an A3 frame, in which they could provide posters for their upcoming events.

Town Twinning - Le Touquet Airport

A meeting has taken place with airport representatives, twinning and the Deputy Mayor concerning the decision to rename the airport after Her late Majesty, Queen Elizabeth II. The Airport is hoping to reinvigorate the links between the twinned towns. Any further updates may be provided by the Chair, if appropriate.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

The Council must be mindful not to miss any Witney residents as part of the newsletter/satisfaction survey canvas.

The Council has criteria in place for the use of the Town Hall window, anything going against these may start a precedent.

Financial implications

Described here or as stated in the report above.

- There are no direct costs associated to the contents of this report.

Recommendations

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

1. Whether to allow the requests for the use of the Town Hall Reception window.

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Criteria for the Use of the Town Hall Window for Community Groups and Charities

1. It is for free community use only, open to charities, groups or community organisations operating in Witney or the promotion of free services. Advertising for paid services would not be permitted.
2. It is let for one month at a time on a first come, first-serve basis
3. There is no cost for this service
4. It is booked through the Council's Bookings Office
5. Groups are responsible for setting up and clearing the space
6. Any display must adhere to health and safety rules i.e., no lighting, anything heavy etc.
7. No political organisations or sentiments are permitted

All requests are at the discretion of the Town Council, with its decision being final.

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ROTARY CLUB OF WITNEY

District 1090 (RI Club No. 19296)



Environment & Community Committee

Rotary Wrap Up Project to collect coats in 2023

Wrap-Up UK <https://wrapupuk.org/> is an annual project run by Rotary Clubs working in partnership with homeless charities across the country. The only aim is to collect coats for distribution to charities supporting people in the UK struggling to keep warm during winter. The basics of the project are:

- Collect garments in good condition and wearable.
 - Heavy or light,
 - Men's, women's, youth's, children's,
 - Gillets and hoodies.
- Use collection boxes with linings.
- Pack donations by group.
- Send to a designated recipient organisation.

Collections take place across the country during **October and November only**, so that coats can be passed on immediately to charities, for distribution to the homeless and needy.

In 2022 Witney Rotary Club ran an internal trial project, to judge the ease of working with Wrap Up and their logistics, and collected garments from Rotarians, friends and family. It was very successful, and we persuaded donors to delve into their wardrobes to find items that they hadn't worn for some time. Collection took place over a two-week period during mid-November. In total, the Club collected 49 items that were sent to Emmaus Oxford <https://emmaus.org.uk/oxford/> whom we had identified as a suitable local charity, and who were very keen take our donations.

Based on the success of the 2022 collection, the Club intends to expand the collection across all of Witney for 2023. This will involve good advertising, using all available media, and positioning of collecting boxes in public areas such as schools, surgeries, churches and shops. Because the collection takes place during October and November **ONLY** each year, we wish to request special dispensation to make use of WTC advertising space for two consecutive months (Oct & Nov).

Lastly, we hope to identify Witney charities and services who would be willing to distribute garments to the needy and homeless in the town.



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STRONGER COMMUNITIES COMMITTEE

Date:	Monday, 23 January 2023
Title:	Coronation of King Charles III
Contact Officer:	Communications & Community Engagement Officer - Polly Inness

Background

The Council delegated the planning of Witney's commemorative events for the Coronation of King Charles III to The Mayor, Cllr Liz Duncan and the Chair of Stronger Communities, Cllr Owen Collins. With a budget of £3,000 the first planning meeting was held in December and a draft list of events drawn up. This has been refined and the following events and activities agreed.

Current Situation

List of events

Wed 3 May

- Corn Exchange - Tea dance - Seniors- Corn Exchange/External Event. Corn Exchange will be decorated in red, white and Blue and Dancers encouraged to dress up

Thurs 4 May

- No events – ELECTIONS

Fri 5 May

- Corn Exchange -Jazz – external event but will ask them to theme if possible

Sat 6 May

- Best shop window competition with Mayor and Town Crier
- Best Fancy-Dress winners chosen in Market Square
- The Leys - Picnic in the Park. Invite coffee shed, tennis and bowls to organise and run with this
- The Leys -Tug of War - inter sports teams' competition - Invite all teams to take part men's and women's football, cricket, hockey, rugby. Will be held on events side ahead of the bonfire lighting. Town Council side tug of war too?
- The Leys- Bonfire – Invite Air and Army cadets to form a guard of honour - Mayor and Town Crier

- The Leys - God Save the King and the National Anthem - Invite WOAPA to perform and lead on this
- Corn Exchange -It is possible that Got2B may use the Corn Exchange on the Saturday evening to do something for young people
- If Twinning have visitors invite them to all of the above

Sun 7 May

- Church Service – St Mary’s – external event
- Parkrun – afternoon fun run around Witney Lake

Mon 8 May

- Corn Exchange -Children's Fun Day
- Market Square – Day of Dance and Music

COMMUNITY PROJECTS

Schools – Create a Commemorative Book Project

Bunting Making Project

Admin Window Memorabilia display.

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.

- Everything is to be organised within the 3k budget.

Recommendations

Members are invited to note the report.

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 23 January 2023
Title: Third Party Events Report
Contact Officer: Venue & Events Officer - Tomas Smith

Background

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

Current Situation

The Council is currently about to start the new year of third-party events on its recreation grounds which broadly follows a similar pattern to previous years.

- **Hatwell's May Fair:** 15th – 22nd May on the Leys
- **Witney Pride** 27th May on the Leys
- **Witney Music Festival:** 10th – 12th June on the Leys
- **Libfest:** 23rd and 24th June on the Leys
- **OPA Play Day:** Thursday 3rd August on Oxlease
- **Witney Carnival:** 7th - 9th July with the carnival running through town and culminating on the Leys showground
- **Witney Feast:** 11th – 12th September on the Leys
- **Circus Ginett**, returning for a third year, they will be on the Leys showground 16th – 22nd October

All the events that have successfully run before and the dates give a good selection of events over the coming year when the parks can be utilised.

The Town Council has been approached again by BBOWT (Berks, Bucks, Oxford Wildlife Trust) who would like to run an information pop up stand on the Leys in February (25th), and later in the year at the end of August. This is a no charge pop up display and information stand on the Leys.

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.

- The town council charges rental for commercial operators on its Grounds

Recommendations

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

1. The request from BBOWT to allow a pop-up info stand in the Leys.