

Stronger Communities Committee Meeting of Witney Town Council



Monday, 12th June, 2023 at 6.00 pm

To members of the Stronger Communities Committee - L Cherry, O Collins, J Aitman, R Smith, T Ashby, A Bailey, J Doughty, G Meadows and J Treloar (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.

Any member of the public wishing to attend the meeting and speak on a particular item should contact the Committee Clerk (derek.mackenzie@witney-tc.gov.uk) in advance.

Recording of Meetings

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

As a matter of courtesy, if you intend to record any part of the proceedings please let the 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 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. Election of Vice-Chair

To elect a Vice-Chair of the Committee for the 2023/2024 Municipal Year.

4. Minutes (Pages 3 - 8)

- a) To adopt and sign as a correct record the minutes of the meeting held on 20 March 2023.
- b) Matters arising from the minutes not covered elsewhere on the agenda. (Questions on the progress of any item).

5. **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.

6. **Committee Terms of Reference** (Pages 9 - 10)

To receive the report of the Deputy Town Clerk and review the Committee Terms of Reference (TORs).

7. **Committee Objectives and Work Programme for The Municipal Year** (Pages 11 - 14)

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

8. **Finance Report** (Pages 15 - 22)

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

Communications & Community Engagement

9. **Communications Report** (Pages 23 - 32)

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

10. **Community Engagement Report** (Pages 33 - 54)

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

11. **In Bloom Competitions** (Pages 55 - 66)

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

12. **Witney Youth Council** (Pages 67 - 84)

To receive the report of the Deputy Town Clerk.

13. **Youth Services Grant 2023** (Pages 85 - 92)

To receive the report of the Deputy Town Clerk.

Street Furniture & Infrastructure

14. **Bus Shelters** (Pages 93 - 96)

To receive the report of the Project Officer.

15. **DEFIBRILLATOR REVIEW & REQUEST FROM MADLEY HALL TRUST** (Pages 97 - 98)

16. **Projects Update** (Pages 99 - 100)

To receive the report of the Project Officer.

Events

17. **Events Report** (Pages 101 - 102)

To receive the report of the Venue & Events Officer.

Town Clerk

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

Held on Monday, 20 March 2023

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

Present:

Councillor O Collins (Chair)

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

SC142 APOLOGIES FOR ABSENCE

No apologies for absence were received.

SC143 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

SC144 MINUTES

The minutes of the meeting of the Stronger Communities committee held on 23 January 2023 were received.

Resolved:

That, the minutes of the Stronger Communities committee held 23 January 2023 be approved as a correct record of the meeting and be signed by the Chair.

SC145 PUBLIC PARTICIPATION

There was no public participation.

SC146 FINANCE REPORT

The Committee received and considered the financial report of the Responsible Financial Officer showing figures for aspects under its remit during the last Quarter. The report also covered a recommendation to engage professional cleaning for the war memorial.

Resolved:

1. That, the report be noted and,
2. That, professional cleaning of the War Memorial is carried out periodically at the estimated cost of £3,000.

SC147 COMMUNICATIONS REPORT

The Committee received and considered the report of the Communications and Community Engagement Officer (CCEO).

Members were disappointed to hear the annual newsletter distribution had been delayed and sporadic. The supplier had apologised for the poor service which resulted in some residents not being made aware of the Annual Town Meeting on 15 March.

Next, members discussed the proposal to change the Council's website provider and reviewed the options presented, then chose a preferred style for the CCEO to progress.

The Committee discussed the vandalism to the noticeboard at The Leys and agreed a replacement should be installed on the Coffee Shed, subject to their approval. The Town Clerk responded to a Member's question as to why the noticeboard was removed from outside the Woolgate Shopping Centre, she advised it had become disorganised and unkempt and was under the remit of West Oxfordshire District Council (WODC).

Resolved:

1. That, the report be noted and,
2. That, the noticeboard at The Leys be replaced and installed on the wall of the Coffee Shed providing they agree and,
3. That, the CCEO explores the chosen Website style with the provider as presented and,
4. That, the Council writes to WODC with a request to reinstall the noticeboard outside the Woolgate shopping centre for the use of residents and community groups.

SC148 COMMUNITY ENGAGEMENT REPORT

The Committee received and considered the report of the Communications and Community Engagement Officer (CCEO).

Members discussed and provided ideas to celebrate the 75th Anniversary of the NHS in July 2023. A member suggested that he had contact details for a poet who was also a NHS employee and would investigate if they were able to be involved. Members also suggested that the council could offer a free drink at the Corn Exchange for holders of the Bluelight card on the 5 July.

There were also plans for St Mary's Church to hold a drinks reception to mark the 75th anniversary and the Committee was happy to support this in principle while further discussions took place.

Members were keen to support a litter pick event and a member advised that the Witney Land Army was looking to reform; this could give them an event to recommence with, they asked that the CCEO investigate in order to arrange this for the day of the "Big Help Out" as part of the coronation events, rather than the Great British Spring Clean week 2023.

Regarding the Witney Carnival. Members felt a presence from the Council would be beneficial and thought that the idea of again presenting the school in bloom wheelbarrows would be well received. They also discussed the idea of having a “Mini Mayor” competition and delegated to the CCEO to investigate this further.

The Committee noted a wildflower planting project with the Rotary Club of Witney at Tower Hill Cemetery, a smoke-free sign competition and notes from the most recent Witney Forum meeting.

Resolved:

1. That, the report be noted and,
2. That, the Council agrees in principle to support St Mary’s Church mark the 75th anniversary of the NHS and exploring other Council events and,
3. That, the CCEO investigate a collaboration with Witney Land Army to promote a litter pick as part of the coronation “Big Help out” day and,
4. That, the wheelbarrows for the Schools In Bloom project be judged at Witney Carnival and,
5. That, the CCEO investigate the potential of hosting a “Mini Mayor” competition at Witney Carnival and,
6. That, the work of Witney Rotary in Tower Hill is noted and,
7. That, the minutes of the Witney forum meeting held 2 February 2023 be noted.

SC149 PROJECTS UPDATE

The Committee received the report of the Project Officer.

Members were pleased to hear the installation of the Covid-19 memorial was due to take place in early April, they agreed that an additional £750 be made available towards the completion of the project. Members were happy with the carving of the stone and for a small sign to be erected.

They then discussed the QE II sundial at Unterhaching Park and agreed that the council should not give up with the installation due to the act of vandalism which had delayed the project. All members agreed delegation to the Operations Manager to find the best solution and an additional £500 was agreed should this be needed.

All members were in favour of contractor two being used for the exterior signage of the Reception/Administration Office.

Members were sad to hear that no entries for the Smoke Free Playground competition had been received, they asked that officers promote again to the schools and on social media.

Lastly, members discussed the tribute to the Windrush Generation and agreed a budget of £500 towards the project. They also asked that the potential of a play or similar event could be hosted in the Corn Exchange to commemorate the 75th anniversary in June 2023 and that information is added to the council website to explain the connection to the River Windrush and the naming of the HMT Empire Windrush boat.

Resolved:

1. That, the report be noted and,

2. That, the carving of the stone and small sign be installed along with an additional £750 added to the Covid-19 memorial budget and,
3. That, the installation of the QEII sundial goes ahead as planned in Unterhaching Park along with an additional £500 budget if required and,
4. That, contractor two is used to carry out the reception office signage and,
5. That, the Council proceeds with the Windrush Generation project as outlined in the report with a budget of £500 and,
6. That, officers investigate the idea of a performance in the Corn Exchange to commentate the 75th Anniversary of National Windrush Day and,
7. That, information be added to the council website explaining the relationship between the River Windrush and the Windrush Generation.

SC150 MADLEY PARK BUS SHELTER

The Committee received the report and verbal update of the Deputy Town Clerk concerning the current condition of the bus shelters on Woodstock Road and their immediate surroundings.

The bus shelters could not be re-sited as it would undermine their structural integrity, but maintenance of the verge and hedges could take place when the regular bus shelter maintenance occurred.

Resolved:

1. That, the report and verbal update be noted and,
2. That, additional maintenance of 1-2 metres (including verge and hedges) around the shelter be carried out.

SC151 WITNEY IN BLOOM

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

Members considered the sites suggested for entry to the Thames & Chiltern In Bloom competition for 2023 and agreed on the Country Park. The Mayor spoke about how many of the organisations at the award ceremony that she attended were from small groups and that this perhaps would be an idea for the 2024 entry when more time allowed to get smaller groups involved. Members also agreed to a request for a compost bin to be installed on Council land by the Edible Gardening Group.

Members discussed at length the possible theme for the school wheelbarrow competition, they were keen for this to be centred around the subject of food and settled on the name title of "Food for Thought". They welcomed the barrows being displayed on the Leys in the weeks running up to the Witney Carnival event as discussed earlier in the meeting.

Members felt that the vouchers issued to the community gardeners should be increased as proposed to £50.

Lastly, members considered the two options for planters to be placed at the entrances to the town as part of the Impact Project using the remaining 2022 In Bloom budget. They agreed the stone planters were the preferred of the two options, but a member suggested that Witney Shed would potentially be able to help with the construction of wooden planters, this would

allow for bespoke pieces however they would need to be of substantial quality and weight to protect them from theft.

Resolved:

1. That, the report be noted and,
2. That, Witney Lake & Country Park be entered into the Thames & Chilterns In Bloom competition and,
3. That, the theme of the Schools Inb Bloom wheelbarrow competition be “food for thought” and,
4. That, the “food for thought” wheelbarrows be displayed on The Leys and,
5. That, an increase to a £50 voucher for community gardeners be agreed and,
6. That, Officers investigate with Witney Shed if they can make the planters to the necessary standard.
7. That, the request from Edible Gardens for a compost bin be granted.

SC152 **CORONATION OF KING CHARLES III**

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

Members agreed that the Town Council’s Coronation offer should be a “simple but engaging event” and that this was in line with the wishes of the King.

Members discussed the proposed schedule of events and offered the following amended draft structure.

Saturday – A non-ticketed showing of the Coronation using the newly installed projector and screen in the Corn Exchange. This would be followed in the afternoon by a Childrens activity event in the Gallery Room. The Mayor would also judge a best dressed shop competition.

Sunday – Celebrate the “Coronation Big Lunches” The Leys would be used by the community to have a picnic between 2-6pm, Windrush Radio had been approached regarding hosting the event and those groups that were due to perform in the Market Square on Bank Holiday would be invited to perform as part of the Sunday event instead.

Monday – Promote the “Big Help Out” scheme with the idea of a litter picking event to include the collaboration/relaunch of the Witney Land Army and Volunteer Link-Up.

One member was passionate about the need for councillors to engage with the celebrations and support their fellow councillors and council staff in ensuring that they attend and more importantly help with the running of the events.

Members agreed to delegate the decision of the organisation of the events programme to the Communications & Community Engagement Officer in conjunction with the Mayor and Deputy Mayor in order to expediate decisions given the limited time until the event weekend.

Resolved:

1. That, the report be noted and,
2. That, decisions on the Coronation Events be delegated to Officers in conjunction with the Mayor and Deputy Mayor to expediate the planning of the events and,

3. That, purchase of a coronation flag is made to be flown from the Town Hall and,
4. That, an additional budget of £3,500 be made available towards the cost of coronation events.

The meeting closed at: 7.47 pm

Chair

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 12 June 2023

Title: Committee Terms of Reference

Contact Officer: Deputy Town Clerk - Adam Clapton

Purpose of the Report

To resolve whether the current terms of reference for this town council committee should remain as they are or be updated.

Background

The terms of reference set out the remit of the Committee and are closely tied to its visions and objectives. They are reviewed annually in May (or at any other point as requested) and help structure the Council's democratic process regarding day-to-day matters which require a Council resolution or longer-term projects and aspirations.

Current Situation

The current terms of reference for the Stronger Communities Committee are:

- a) To recognise the value and benefit of voluntary groups and endeavours within our community, supporting and helping to facilitate where possible;
- b) To maintain infrastructure in the Town Council's ownership such as trees, floral displays, town centre street furniture (seats, litter bins), bus shelters, CCTV, noticeboards and Christmas Lights displays;
- c) To organise special events such as Freedom Parades, Remembrance Sunday and other Civic events within the programme and the budget agreed by the Council;
- d) To work in collaboration with other partnerships on town wide events such as the Christmas Lights switch-on and others that may arise from time to time;
- e) To oversee the Council's communication and publications – such as the website and quarterly newsletter;
- f) To oversee the local Schools in Bloom competition and the Council's entry into the regional In Bloom Competition;
- g) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and The Leader of the Council ex officio with voting rights;
- h) The quorum of the Committee shall be 4 Members.

It should be noted that any Sub-Committees or Working Parties which may be created and are responsible to this Committee will have their own terms of reference presented at their first meeting.

New Councillors may like to refer to the Committee Structure provided in their induction packs for information relating to this and the other Committees of the Council.

In relation to reference (b), Officers suggest that tree infrastructure should be incorporated into the terms of the Council's Climate, Biodiversity & Planning Committee. Previously, the existing tree-stock has been dealt with by this committee, but it may be more beneficial to deal all tree enquiries in one place, rather than separately.

In relation to reference (d), the Committee may want to be more specific and include permission and administration of third-party and community events on town council land, such as Witney Music Festival, Witney pride and Witney Carnival which denotes the difference from the Parks & Recreation Committee which is tasked with facilitating such events.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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 the report. The budgets for each of the areas listed in the terms are covered in cost codes and centres in the accompanying report of the Responsible Financial Officer (RFO).

Recommendations

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

1. The suggested amendments to terms of reference (b) and (d) and;
2. To agree or amend the remaining Committee Terms of Reference if agreed appropriate.

STRONGER COMMUNITIES COMMITTEE

Date:	Monday 12 June 2023
Title:	Committee Objectives and Work Programme for the Municipal Year
Contact Officer:	Town Clerk/CEO – Sharon Groth

BACKGROUND

The purpose of this report is to consider this Committee's objectives/priorities. This will enable the Town Clerk and her Officers to draw up a manageable programme of works, which will ensure the necessary resources are available and can be deployed appropriately.

She has also taken the opportunity to update Councillors on the Open Spaces Strategy Action Plan for areas under the responsibility of this Committee.

CURRENT SITUATION

There are several projects where funding has been accumulated over numerous years with funding set aside within the Council's Earmarked Reserve – Infrastructure (a/c 369). In particular:

Welch Way Planters	The Council has been putting £2,000 aside each year for 5 years in order to install a new concrete planter in 2025.
Defibrillator	Within the revenue budget there is an expenditure code 4166/402 for defibrillator expenditure – and unspent budget is transferred over into the EMR in order to cover off future replacements.
Bus Shelters	Similar to the above, any unspent budget from bus shelter maintenance a/c 4035/402 is transferred into the Infrastructure EMR.
Bins	Similar to the above, any unspent budget from contract clean a/c 4017/402 is transferred into the Infrastructure EMR.
Bins/Benches	Within the Open Spaces Strategy IS5 – an audit has been carried out on the state of bins, benches etc. Officers need to prioritise and draw up a replacement programme – this will be funded through the Rolling Capital Fund EMR a/c 315 – capital code 4931/800.

Christmas Lights Display	The Council is in a 3 year contract for the installation of Christmas Lights – 2023 being year 3. Current years budget is £44,000.
Children & Young People	A budget of £40,000 is set aside to provide grants to local organisations supporting children and young people in the town.

OPEN SPACES STRATEGY ACTION PLAN

Appendix A provides an extract from the adopted OSS relating to this Committees responsibilities.

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 about its facilities and services it operates.

RISK

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

When considering its priorities, the committee should be mindful of all resources – financial as well as human resources – and the competing demands from other Committees. There needs to be a clear programme of works to ensure that the council is realistic in what it can achieve in the next 12 months. Failure to have a plan could result in wasted resources and undeliverable projects.

FINANCIAL IMPLICATIONS

The financial implications are detailed above.

RECOMMENDATIONS

Members are invited to note the report and consider the Committees objectives/priorities for the coming municipal year.

PARKS & OPEN SPACES STRATEGY – ACTION PLAN AT AT 12TH JUNE 2023

Key Themes:

PO	Modernising and upgrading our parks and open spaces
SP	Improving and investing in our sporting provision
LP	Improving and investing in our leisure provision
IS	Improving and investing in our infrastructure provision
EE	Working in the most effective and efficient manner

Committees:

CBP	Climate, Biodiversity & Planning
HC&A	Halls, Cemeteries & Allotments
P&R	Parks & Recreation
PGF/PSC	Policy, Governance & Finance
SC	Stronger Communities

Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?
<u>STRONGER COMMUNITIES COMMITTEE</u>					
EE 3	Draw up and adopt a communications plan with the aim of raising WTC's profile within the community	SC	WTC Staff	Jun-21	01/11/2021 - Adopted August 2021 COMPLETE
EE 7	Ensure that Community Engagement is enshrined into all work and projects undertaken by WTC	SC	WTC Staff	Jun-21	On-going
PO 5	Undertake a review of participating in the annual In Bloom competition	SC	WTC Staff / Cllrs /In Bloom Group	Sep-21	COMPLETED 01/03/2022 - agreed to continuing entering
IS 5	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 infra-structure on non-WTC land	SC	WTC Staff	Dec-21	Audit carried out and presented to SC September 2022 (min ref SC479/22). A corporate replacement, and upgrade plan is created in consultation with the Council's Operations team
LP 3	Adopt an annual programme of local events, building on the existing and identifying differing opportunities moving forwards	SC	WTC Staff / Cllrs	Nov-22	Report to be presented to SC 12.06.23

This page is intentionally left blank

STRONGER COMMUNITIES COMMITTEE

Date: Monday 12 June 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, on this occasion by 4pm on Friday 9 June, 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; these are the management accounts for this committee. The period to which this report relates is 1 April 2022 to 31 March 2023.

COUNCIL COMMITTEE STRUCTURE, COST CENTRES, NOMINAL LEDGER CODES AND STRUCTURE OF THE FINANCIAL STATEMENTS

The Council has appointed five standing committees which have delegated powers to make decisions, including financial decisions, regarding the services which are included within their terms of reference, subject to the committee having the necessary budget. The Council's coding system and management accounts reflect the committee structure.

Council financial years run from 1 April to 31 March following. Consequently, the Council is just over two months in to the 2023/24 year. For the first meeting of the Council year the management accounts presented to each Committee are those based on 2022/23 activity but showing also 2023/24 budget. It is early in the new financial year so the 2023/24 income and expenditure does not as yet yield any meaningful information but if there were significant variances against the agreed budgets these would be reported even at this early stage; as yet there are no such variances for this committee for 2023/24.

Within each committee, there are individual cost centres, comprising three digits, typically representing a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

For the Stronger Communities Committee, the following cost centres are in place:

Cost centre	Service
402	Community Infrastructure
408	Community Activities

Within each cost centre income and expenditure is then allocated to a four-digit nominal ledger code; these codes are common across the cost centres. Nominal ledger codes further define the costs associated with the cost centre and correspond to a specific type of account, such as materials or staffing costs. Codes commencing with “1” are income codes; codes commencing with “4” are expenditure codes.

The report presented to Members has a number of columns, as follows and working from left to right:

1. 2021-22 Budgeted income and expenditure (I&E).
2. 2021-22 Actual I&E.
3. 2022-23 Total – this is the original budget as agreed in January 2022.
4. 2022-23 Actual YTD – this is the actual I&E shown in the Council’s ledger.
5. 2022-23 Projected – this is the revised I&E projection made in November 2022 and approved by the Council in January 2023.
6. 2022-23 Committed – this column is not currently used within the financial year but if used would show committed I&E in the management accounts e.g. for an order for goods or services which has been issued but which has yet to be invoiced. However, note that accruals are made in the financial accounts at year end.
7. 2023-24 Agreed shows the budgets set by the Council at its meeting in January 2023.
8. and 9. These two columns are not currently used but could be if the Council set aside budgets to fund services/ projects from 2024/25 onwards.

A report is submitted to every ordinary meeting of the standing committees and previous reports are available on the relevant committee section of the website.

CURRENT SITUATION

Overall, the summary of the management accounts in relation to 2022/23 and 2023/24 are as follows:

	2022/23 Original budget £	2022/23 Projected estimate £	2022/23 Provisional outturn inc. capital charges* £	2022/23 Provisional outturn ex. capital adjustments* £	2023/24 This year’s budget set in January 2023 £
Expenditure	463,186	496,461	459,083	456,351	528,635
Less income	(1,000)	(9,665)	(5,398)	(5,398)	0
Net expenditure	462,186	483,796	453,685	450,953	528,635

*Note that work in relation to the final accounts for 2022/23 is ongoing albeit substantially complete. This means the outturn figure shown in the summary table above is subject to some variation in relation to any additional accruals identified or earmarked reserve movements. In addition, Members will note that management accounts for 2022/23 now also, as part of the process of producing the year-end financial statements, include capital adjustments in relation to deferred grants

(nominal code 5198) and depreciation charged (nominal code 5199). These items are not budgeted in the committee revenue budgets and so this has the unfortunate effect of distorting the estimate/ outturn comparisons. More detail in this regard will be given to the meeting of the Policy, Governance and Finance Committee.

With regard to the summary table overall the Committee's services, based on provisional outturn were operated within the agreed original budget: expenditure at 99.1% of original budget of £463,186 (reducing to 98.5% without capital adjustments) and income at 539.8% of original budget of £1,000 resulting in net expenditure at 98.2% of the original £462,186 budget (reducing to 97.6% without capital adjustments).

ENVIRONMENTAL IMPACT

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

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

RISK

In decision making Councillors should consider 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 council 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 in the attached appendices.

RECOMMENDATION

Members are invited to note the report.

This page is intentionally left blank

Annual Budget - By Committee (Actual YTD Month 12)

Note: Management accounts 2022-23: Stronger Communities Committee 12 June 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>										
<u>402</u>	<u>COMMUNITY INFRASTRUCTURE</u>									
1052	EXPENSES RECOVERED	0	2,488	0	0	0	0	0	0	0
1170	GRANTS RECEIVED	0	1,990	0	3,345	7,365	0	0	0	0
1171	DONATIONS RECEIVED	0	1,468	1,000	1,667	2,300	0	0	0	0
Total Income		0	5,945	1,000	5,012	9,665	0	0	0	0
4013	RENT PAID	5	0	5	0	0	0	0	0	0
4014	ELECTRICITY	800	1,189	1,000	2,281	2,100	0	4,100	0	0
4017	CONTRACT CLEAN/WASTE	4,000	1,015	5,000	6,337	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	4,777	2,630	0	2,630	0	0
4037	GROUPS 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	11,943	35,480	0	20,000	0	0
4066	TREE REPLACEMENT	8,000	5,836	6,000	4,575	6,000	0	8,000	0	0
4067	TREE SURVEY	6,250	6,201	8,000	4,446	8,000	0	8,000	0	0
4105	XMAS LIGHTS, TREE & INFRASTRUC	0	44,752	35,120	39,071	40,000	0	44,000	0	0
4166	DEFIBRILLATOR EXPENDITURE	2,500	1,161	4,000	1,446	4,000	0	4,000	0	0
4200	STREET FURNITURE	0	3,732	1,000	2,170	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	1,667	1,500	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Management accounts 2022-23: Stronger Communities Committee 12 June 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
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	TRANSFER TO EARMARKED RESERVES	0	57,430	0	34,750	0	0	0	0	0
4495	TRANSFER FROM EARMARKED RES	-29,500	-48,500	-33,730	-23,730	-33,730	0	0	0	0
4888	WORKS STAFF SALARY RECHARGE	73,887	31,970	70,952	20,276	25,116	0	0	0	0
4890	WORKS STAFF OVERHEAD RECHARGE	11,601	7,126	14,476	4,107	6,216	0	0	0	0
4891	AGENCY SERVICES RECHARGE	150,692	170,187	81,866	81,866	81,866	0	0	0	0
4892	CENTRAL SUPPORT STAFF RCHG	12,675	14,103	16,543	13,858	14,706	0	17,967	0	0
4893	CENTRAL SUPPORT OVERHEAD RCHG	0	4,073	4,590	4,532	4,147	0	5,176	0	0
4894	GROUNDWORK STAFF RECHARGE	0	0	0	16,736	19,812	0	70,697	0	0
4895	GROUNDWORK O'HEAD RECHARGE	0	0	0	8,716	12,211	0	26,103	0	0
4896	MAINTENANCE STAFF RECHARGE	0	0	0	36,136	47,271	0	87,913	0	0
4897	MAINTENANCE OVERHEAD RECHARGE	0	0	0	5,511	3,951	0	8,604	0	0
4899	DEPOT REALLOCATION	0	0	0	0	4,965	0	9,187	0	0
4990	CONTRIBUTION TO CCTV SCHEME	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0
5198	Deferred Grants Released	0	-1,039	0	-1,038	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,647	0	3,672	0	0	0	0	0
Overhead Expenditure		325,953	329,000	282,052	295,323	320,942	0	344,997	0	0
Movement to/(from) Gen Reserve		(325,953)	(323,054)	(281,052)	(290,311)	(311,277)		(344,997)		
408	COMMUNITY ACTIVITIES									
1052	EXPENSES RECOVERED	0	0	0	386	0	0	0	0	0
Total Income		0	0	0	386	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Management accounts 2022-23: Stronger Communities Committee 12 June 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
4001	SALARIES	0	0	0	2,234	4,231	0	4,778	0	0
4002	EMPLOYER'S NATIONAL INSURANCE	0	0	0	233	449	0	502	0	0
4003	EMPLOYER'S SUPERANNUATION	0	0	0	485	918	0	1,037	0	0
4103	GRANT YOUTH COUNCIL	500	0	500	0	0	0	500	0	0
4104	GRANT ROTARY CARNIVL/CHRISTMAS	0	2,100	4,100	4,100	4,100	0	4,500	0	0
4106	GRANT - OPA 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	6,174	9,000	0	9,000	0	0
4145	QUEEN'S JUBILEE (2022)	0	0	3,000	2,092	3,000	0	0	0	0
4146	KING'S CORONATION (2023)	0	0	0	1,431	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	21,000	21,000	0	21,000	0	0
4169	CHILDREN & YOUTH PROVISION	0	35,913	44,340	41,334	44,340	0	40,000	0	0
4170	ADVENT FAYRE	0	634	2,000	1,399	2,000	0	2,000	0	0
4491	TRANSFER TO EARMARKED RESERVES	0	5,340	0	13,000	0	0	0	0	0
4495	TRANSFER FROM EARMARKED RES	-1,000	-3,000	-1,000	-5,340	-5,340	0	0	0	0
4892	CENTRAL SUPPORT STAFF RCHG	54,266	56,413	66,172	55,431	58,823	0	71,867	0	0
4893	CENTRAL SUPPORT OVERHEAD RCHG	0	16,291	18,362	18,129	16,588	0	20,704	0	0
5199	Depreciation Charge to Service	0	98	0	98	0	0	0	0	0
Overhead Expenditure		64,978	137,790	181,134	163,760	172,519	0	183,638	0	0
Movement to/(from) Gen Reserve		(64,978)	(137,790)	(181,134)	(163,373)	(172,519)		(183,638)		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Management accounts 2022-23: Stronger Communities Committee 12 June 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
Stronger Communities - Income	0	5,945	1,000	5,398	9,665	0	0	0	0
Expenditure	390,931	466,790	463,186	459,083	493,461	0	528,635	0	0
Movement to/(from) Gen Reserve	<u>(390,931)</u>	<u>(460,845)</u>	<u>(462,186)</u>	<u>(453,685)</u>	<u>(483,796)</u>		<u>(528,635)</u>		
Total Budget Income	0	5,945	1,000	5,398	9,665	0	0	0	0
Expenditure	390,931	466,790	463,186	459,083	493,461	0	528,635	0	0
Movement to/(from) Gen Reserve	<u>(390,931)</u>	<u>(460,845)</u>	<u>(462,186)</u>	<u>(453,685)</u>	<u>(483,796)</u>		<u>(528,635)</u>		

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 12 June 2023

Title: Communications Report

Contact Officer: Communications & Community Engagement Officer - Polly Inness

Background

The purpose of this report is to update members on the status of various communication projects.

Current Situation

The Communications and Community Engagement officer is currently exploring ways in which the Council can use less paper and improve green credentials with regards to communications and improve engagement with younger people.

Newsletter

The June issue of the Newsletter will be a digital version and will contain information about new councillors and their wards; survey and feedback; a calendar of meetings and some promotional material for the Corn Exchange.

The Council had 233 responses to the survey in the last issue of the newsletter, which is down on what it hoped for since it had increased the number of copies to include delivery to Colwell Brook and Windrush Place. Officers have attributed this to sporadic, late and in some cases, completely missed delivery to some streets and areas in the town. Staff and councillors monitor receipt for officers so they can keep track of delivery. This is the first time the Council has experienced a problem on this scale, having regularly used this local company for a number of years. Officers always ask for a number of quotes for the newsletter, so councillors have other options for print and delivery next year.

Officers are still asking people to sign up for the Council's mailing list for digital copies.

Resident's Satisfaction Survey comments

This year's feedback is available on this link – no password is required.

https://www.surveymonkey.com/results/SM-VNSeFyje3pOoHaoMf_2BQDwA_3D_3D/

Only two people under the age of 20 (less than 1%) answered the survey and no one under 17 responded, while 102 people over 60 (almost 48%) responded. Some of this is down to self-selection bias -those who respond to the mailed-out paper survey have a propensity to do so, being predominately in the age group associated with a preference for paper-based communication (though this assumption cannot be made of every respondent in that age group). Members will be asked to consider ways of reaching a more diverse audience in the Community Engagement report.

A little history of the survey could be useful at this point. Previously to undertaking the annual satisfaction survey the Council carried out an annual Best Value initiative which involved meeting shoppers and members of the public in the Market Square by the Woolgate Centre and interviewing them about various Town Council services.

In 2016 the Council undertook a Corporate Plan Survey on Survey monkey and in paper format, delivered to all households for the first time. It asked residents to rate out services and these two main questions:

- Would you be prepared to pay more for improved services across the Town?
- Considering the services above, what are the three main issues you see as important to Witney within the next five years?

The number of respondents to this survey was 431 – the highest response ever received. This year there were 233 comments. The average response over the last eight years is 297. The lowest response was 170 in 2017.

Digital Signage

The Communications and Community Engagement officer has spent some time researching the costs (financial and environmental) of producing paper posters vs using digital signage. Accurate information is hard to find since the only data available seems to have been produced by either paper producers and print media companies, or those that manufacture or sell digital signage displays. As a compromise a direct comparison between the benefits, or otherwise, of paper and digital signage is given in the table below.

The Council's print costs show that colour printing costs 10x more than black and white. Colour per copy is 0.0582p. The Council does not produce huge numbers of posters on a daily basis but a good number of those that are displayed on noticeboards are sent digitally as pdfs and jpgs, so it bears the cost of printing those. Of course, if there is a typo, other mistake, or omission on a poster they need to be reprinted.

The Council does not need to laminate posters on noticeboards as these have Perspex fronts. However, laminated posters are frequently dropped off by members of organisations. This is an issue that, having declared a Climate Emergency, the Town Council should consider discouraging wherever possible. Because it's a plastic, laminate film is not biodegradable, and takes hundreds of years to break down in landfill. It also contributes to the growing problem of plastic pollution in our oceans and other natural environments. By contrast, a non-laminated poster takes just a few weeks to break down and a digital poster has no decomposition time.

Paper	Digital
Environmental cost of manufacture and production of printer and noticeboards.	Environmental cost of manufacture and production of digital signage unit
End of life recycling of printer	End of life recycling of digital signage unit
Purchase/Rental/ running costs (electricity) (consumables – ink, toner, paper) plus environmental cost of production of consumables/noticeboards	Purchase/running costs (electricity) no consumables
Cost associated with printing third party posters	Third party posters scanned rather than printed
Lamination	No lamination

Cost associated with reprint	Digital correction has no cost
Physical space has limits, but multiple items can be displayed side by side	No limit to number of items that can be displayed on rotation but all one at a time
24/7 display has no power cost	24/7 display has cost implication –part offset - timer.
Time needed to place a notice on the noticeboard	Time needed to scan and add a poster to a USB
Noticeboards in multiple areas	Digital signage in indoor spaces only

The most obvious benefit of digital signage is that it is eye-catching and engaging. It could be used to present news and information about the Town Council, it's work and events in video format. For example, it would be very easy to get quick videos of maintenance teams at work, or the Biodiversity officer working with volunteers, video clips of important council meetings such as the Annual Town meeting will be more impactful and informative than static images and words alone.

If the Council wishes to invest in digital signage, the optimum space for this is in the window of the Admin Office where the clock mechanism and pull up posters are displayed – the other windows are designated for use by the Corn Exchange and displays by local organisations.

Appendix 1 contains suggested models and details.

An option for a large, portable, plug and play, stand-alone unit is given, with details of a second, cheaper, less flexible model, if members wanted a 'dip a toe in the water' option to trial.

There are various screen sizes available. The Communications and Community Engagement officer recommends that we should go for 50 inch or similar. Bigger than A3 to maximise impact, while bearing in mind running costs and space available.

The table below details the projected costs to run a digital display based on an assumed 30p per KW and 10 hours use per day.

Size	32 Inch - M32P5	43 Inch - M43P5	50 Inch - M50P5	55 Inch - M55P5
Power (W)	41	45	88	98
Converted to KW	0.041	0.045	0.088	0.098
KW(h) Cost	£0.30	£0.30	£0.30	£0.30
Time on per day (hours)	10	10	10	10
Total cost per day (£)	£0.12	£0.14	£0.26	£0.29
Total cost per week (£)	£0.86	£0.95	£1.85	£2.06
Total cost per year (£)	£44.77	£49.14	£96.10	£107.02

Noticeboards

Noticeboards across the town are generally quite old and many need repairing or replacing.

- Both free standing noticeboards at the Leys were kicked through and broken. These have been removed and a new noticeboard has been purchased and will be fitted at the Coffee Shed. It will hold 6x A4 portrait posters.
- Main noticeboard by Town Hall – locks are broken on at least one handle and the noticeboard can be opened by anyone; this results in some fly posting.
- Windrush Cemetery – keys are missing.
- Tower Hill Cemetery – there are three noticeboards.
 - The one at the Curbridge Road entrance is small but the locks work well.
 - The large board by the car park has one lock that is seized shut and it's not possible to remove or replace out of date information.
 - A very small – single poster board on the exit on to the Welch Way roundabout by the Co-op lodge has no keys and no one has claimed ownership – keys missing.
- Cogges shops – the Project Officer's street furniture audit reported that this is in very poor condition and potentially dangerous. It is popular and in use but has no locks and really ought to be removed quite urgently for health and safety reasons.

The Communications and Community Engagement officer suggests that a second audit takes place to see if locks on the boards that are in generally good condition, but not accessible, can be removed and replaced. Other boards may also need to be removed. Once new locks or new noticeboards are installed there needs to be new key control with a master set held in the Town Hall.

The refresh of posters and information should begin with the Cemeteries information and one person tasked with ensuring that all noticeboards are updated once a week (previously this has been part of the role of a caretaker). Cover would be necessary to make sure that news is kept current when that member of staff is absent.

It is not necessary but desirable if all newly replaced Witney Town Council noticeboards were branded and consistent in appearance.

PA Lockable storage system

Having purchased a PA for use at Town Hall events that is separate from any purchased from the Public Halls budget the Council needs to provide safe and practical storage for it. A lockable flight case serves the double purpose in providing a secure container that is also mobile and makes it easier to transport to venues and sites where it will be used as it is heavy and cumbersome to transport in the individual cardboard boxes it arrived in.

Examples attached as **Appendix 2**

Environmental impact

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

- Ideally all new physical noticeboards should be tamperproof with APET (Amorphous-Polyethylene Terephthalate)- more environmentally friendly than PVC - or similar shatterproof doors.
- Consideration should be given to the use of digital signage in the Admin Office window space.

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.

With insecure noticeboards, there is a risk the Council could be brought into disrepute by the publication of inappropriate material.

Financial implications

Described in the appendices or as stated in the report above.

- The approximate price for digital signage (per the appendix is £2,000). This would need to be covered by a supplementary estimate funded from the general reserve as there is no specified budget.
- The approximate price for PA storage is between £300-£900. This would be covered from an underspend in the Coronation events budget.
- There is no budget set for replacement noticeboards. Any funds would either have to come from the events budget (4141/408) or the Community Infrastructure Earmarked reserve – balance £59,944 at year end.

Recommendations

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

1. Investing in Digital signage as per the Council's adopted Communication Strategy action, **4.17 To aim for digital by default wherever possible to reduce wastage of inks and paper, in line with the Council's ambition to be Carbon Neutral.**
2. Setting a budget for replacing or refreshing external noticeboards where dangerous or replacing locks if viable. Creating a key control system and tasking an individual with placing notices on all our boards.
3. Investing in a secure flight box to safely store and transport the Town Hall PA equipment.

This page is intentionally left blank

50" Black Android Freestanding Digital Poster

Save 13% Original price ~~£2,298.00~~ Current price **£1,999.00** Excl. VAT

Feature	Description
24/7 Commercial Grade	Designed for continuous use in public spaces, with commercial-grade LCD panels, LED backlights, and no external buttons or controls.
IPS Panel	450cd/m ² commercial-grade IPS panel for incredible image quality and color accuracy from an ultra-wide viewing angle in portrait orientation.
Eco Power Timer	The eco-friendly power timer allows for scheduled on/off times, improving environmental efficiency.
Scheduling Software	Free scheduling software for displaying different content at different times of the day, or update the screen directly.
Internal Locker	Lockable compartment in the rear of the display with space for a small PC or media player, powered from inside the locker with no need for additional power cables.
Integrated Castors	Lightweight design with integrated castors and recessed rear handles for easy manoeuvrability, and retractable feet for more permanent installations.
Built-In Speakers	Two integrated slimline speakers for added audio element to your digital signage solution.



50" Digital Signage Commercial Display Monitor

IPS Panel The IPS panel delivers superior image quality and color depth at a brightness of 450cd/m² and a wide viewing angle of 178° in both landscape and portrait orientations.

24/7 Usage - Commercial Grade Designed with commercial-grade panels and components, these displays are built to operate 24/7 in constant use, providing reliable performance compared to domestic screens and other professional monitors that are designed for only 16 hours a day, 7 days a week. The panel also has a lifespan of over 70,000 hours of continuous use.

Narrow Bezel The narrow bezel design helps draw attention to the screen's images, making messaging more impactful. These monitors can also be used as part of a budget-friendly video wall.

Built-in Media Player In addition to AV inputs, these displays have a built-in HD media player, allowing you to run content directly from a USB drive. Simply load your pictures and videos onto a USB memory stick, insert it into the display, and the screen will play the content in a continuous loop. This feature makes it easy to create dynamic digital signage without the need for additional hardware.

Built-in Speakers The displays have two integrated slimline speakers for applications that involve an audio element.

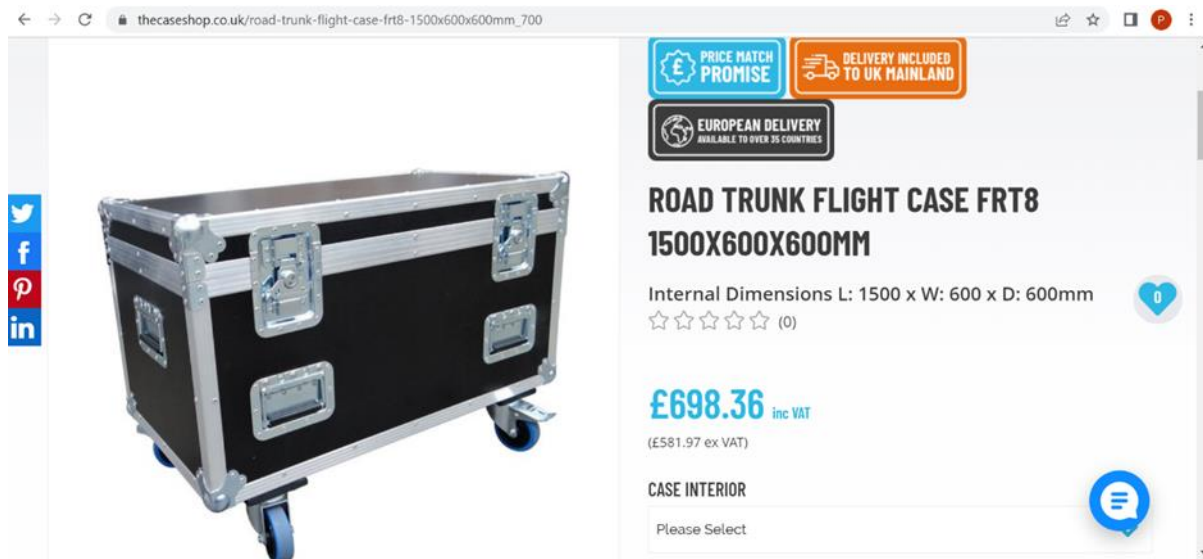
Eco Friendly Power Timer The eco-friendly power timer allows you to assign daily or weekly on and off times for your screen. The ability to power on and off automatically means that the screen is only in use when it needs to be; improving your environmental efficiency.

LED Backlight Technology Thanks to their LED backlight, these displays offer improved brightness and contrast, as well as drastically improving their lifespan and reducing their power consumption. Unlike other forms of light, this technology is mercury-free, making it even more eco-friendly.

Smart Temperature Control System The internal air-conditioning system allows the screens to be in constant use. A fanless cooling system keeps their panels and other internal components at the optimum working temperature, ensuring a long and reliable life for your screens.



Largest non-bespoke size is 1500 x 60 x 60



thecaseshop.co.uk/road-trunk-flight-case-frt8-1500x600x600mm_700

PRICE MATCH PROMISE

DELIVERY INCLUDED TO UK MAINLAND

EUROPEAN DELIVERY AVAILABLE TO OVER 35 COUNTRIES

ROAD TRUNK FLIGHT CASE FRT8 1500X600X600MM

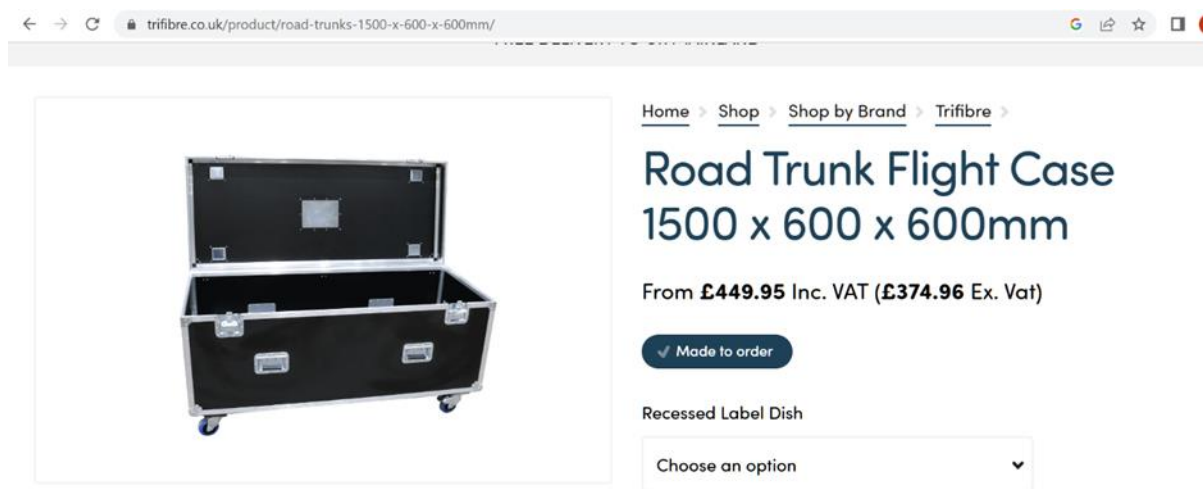
Internal Dimensions L: 1500 x W: 600 x D: 600mm

☆☆☆☆☆ (0)

£698.36 inc VAT
(£581.97 ex VAT)

CASE INTERIOR

Please Select



trifibre.co.uk/product/road-trunks-1500-x-600-x-600mm/

Home > Shop > Shop by Brand > Trifibre >

Road Trunk Flight Case 1500 x 600 x 600mm

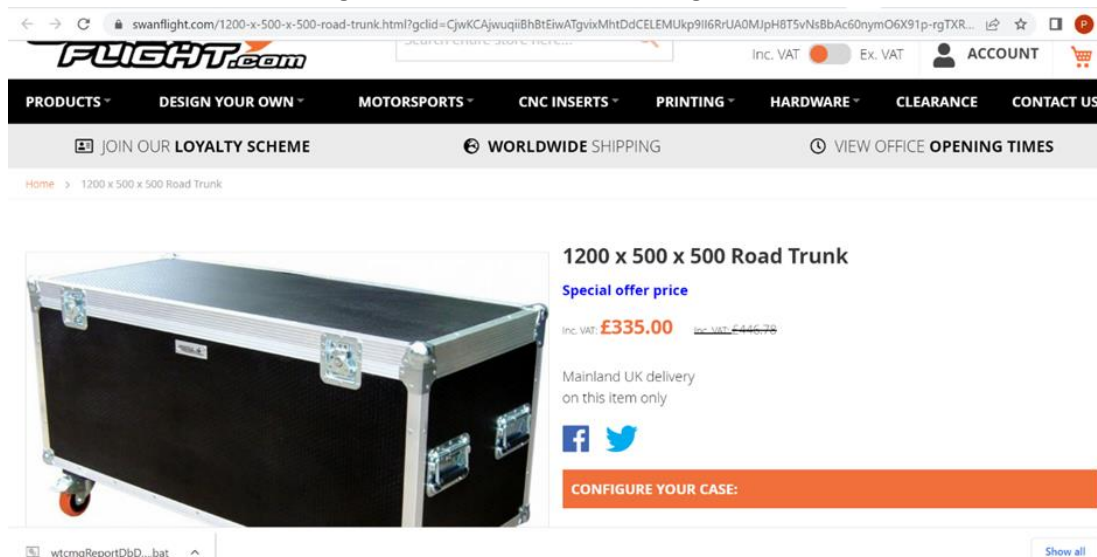
From **£449.95** Inc. VAT (**£374.96** Ex. Vat)

Made to order

Recessed Label Dish

Choose an option

This one is smaller but might fit if we left the foam lining out



swanflight.com/1200-x-500-x-500-road-trunk.html?gclid=CjwKCAjwuqiiBh8tEiwATgviwMhtDdCELEMUp9lI6RrUA0MjpH8T5vNs8BbAc60nymO6X91p-rgTXR...

Inc. VAT Ex. VAT ACCOUNT

PRODUCTS DESIGN YOUR OWN MOTORSPORTS CNC INSERTS PRINTING HARDWARE CLEARANCE CONTACT US

JOIN OUR LOYALTY SCHEME WORLDWIDE SHIPPING VIEW OFFICE OPENING TIMES

Home > 1200 x 500 x 500 Road Trunk

1200 x 500 x 500 Road Trunk

Special offer price

Inc. VAT: **£335.00** ~~Inc. VAT: £445.00~~

Mainland UK delivery on this item only

CONFIGURE YOUR CASE:

Show all

This page is intentionally left blank

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 12 June 2023

Title: Community Engagement Report

Contact Officer: Communications & Community Engagement Officer - Polly Inness

Background

It's traditional at this time of year to start looking at budget planning for events for next year and approving new ones that have arisen during the year.

Current Situation

An update on current plans and feedback

BIG GREEN WEEK EVENTS – 10th June 2023

Creepy Crawly Safari competition

Proposed as an alternative to the previously held Wild Witney competition, which though, successful the first year had no take up at all during 2022. Children will be asked to undertake a mini beast hunt in their own garden, a park or other green space in Witney and submit an A4 painting or drawing of one of the insects they find. These will be displayed in the Gallery Room at the Corn Exchange through the summer holidays, between 24th July and 4th September. During this time, the Council will select three winners who will receive a Corn Exchange cinema pass to admit four people each to one screening.

The competition will launch during Great Big Green Week and will run for around 4 weeks, closing on 15th July to allow time to get them ready for display. Information about insects from the Woodland Trust (which is free to share) will be used in the social media posts and press release.

<https://www.woodlandtrust.org.uk/blog/2019/04/minibeast-hunt/>
<https://www.woodlandtrust.org.uk/media/48349/minibeast-hunt.pdf>

Spider Talk Saturday 17th June 7:30pm

Having been commissioned to survey the meadows that form part of Witney's Lake and Country Park, local Ecological & Environmental Education Consultant and author, Lawrence Bee will be presenting a talk and images on Britain's spiders with a local perspective. This is a free event with tickets available through Eventbrite. It lasts around an hour.

Car Free Day - Friday 22nd September

Officers propose that this runs for four hours from 12noon to 4pm in Market Square, with a focus on children's activities between 2 and 4pm as they come out of school, with a pavement game, wrist snappers, bubble wands, active travel pencils and Road safety focus. The Council could look at producing local walk leaflets based on those it has previously promoted for Car Free Day –with the production of these outsourced. The Town Council could approach the District & County Councils to ask if they would waive the fee if people wanted to close their roads, though this is unlikely with it falling on a term time weekday. Those to be invited include:

- Bus museum
- Cycling without Age
- Thames Valley Police bike marking
- Road safety Officer from OCC promoting road safety and cycling proficiency
- Corn Exchange to do mocktails and free coffees for cyclists
- Windrush Bike project
- WODC health walk
- OCC – High Street Consultation Stand

Mental Health Day 10th October

The Corn Exchange is booked provisionally for this date. It is proposed that this is an event where the Council supports relevant agencies and experts in their field to host their own event.

Interest in this can be gauged at the regular Witney Forum meeting and through organisations that the Council currently support with Youth Grants and other grant funding for example, APCAM, Witney Pride, Got 2B, The Shed.

Christmas Competitions

These are annual competitions usually launched now for commissioning at the end of July – the Children's Christmas Light competition is open to all primary aged children who live in the town, attend a Witney primary school or are a member of one of the town's youth organisations, beavers, cubs or brownies, for example. The Winning design is made into a light and mounted on the Town Hall as part of the Town's Christmas Light display, then moved to the Como Lounge wall for the next few years before being provided to the winning entrants family, if required.

Later in the year (Autumn Term) the Council usually runs competitions for the Witney Town Council official Christmas Card (primary years) and the service sheet cover for the Mayor's Carol Service (care homes).

Christmas Market Saturday 25th November

This would be for local charity/volunteer groups and youth groups as a fundraiser in the Corn Exchange to help their causes. Interest in this can be gauged at the regular Witney Forum meeting and through invitation to organisations the Council currently supports or are known to officers/Members, Yellow Submarine, Witney Pride, Got 2B, The Shed, Synolos, for example.

Christmas Lights Switch-On and Advent Fayre (added by Deputy Town Clerk)

The Town Council is responsible for paying for and installing the Christmas Lights across the town. Historically, an agreement has existed whereby the Rotary Club of Witney has been given grant funding to manage and run the switch on event held in Market Square on the last Friday of November (this year, Friday 24th November).

Additionally, the Sunday of this weekend has seen the Town Council provide a Children's Advent Fayre (Sunday 26th November). This is run from 11-3pm in the Corn Exchange and provides free activities for children in Witney to make advent and Christmas gifts.

Members are asked to consider whether these events should go ahead as they have previously so arrangements can be made.

Synolos Community Wellbeing Centre

Synolos is currently fundraising for £35k startup funding to create a West Oxfordshire-based community wellbeing centre to open in September 2024. It is intended that this will support the growing mental health needs of the community. It will operate in a non-clinical setting and offer a mapping and signposting service. They will almost certainly make an approach to Council for funding at some point. They have the information below online and are currently recruiting volunteers to fulfil admin, marketing and fundraising roles.

http://www.synolos.co.uk/uploads/4/9/2/9/49292053/synolos_community_wellbeing_a_powerhouse_of_change_barry_ingleton_copyright_2019_002_8.pdf

The Council may wish to nominate a Councillor to attend the regular meetings on the project.

Coronation attraction hire charge reimbursement for the Vikings

As one of the attractions at the Coronation Big Lunch (and a very popular one as it turns out) the Vikings brought along an inflatable dartboard. At the time there was no request from them for payment for this, and it was only after the event the Communications & Community Engagement Officer was made aware of a hire cost of £450 (see appendix 1). The Vikings Manager also purchased 150 medals from his own money to present on the day. This was a very generous thing to do.

Their contribution on the day was busy and enjoyed by many. The Council paid for Windrush Radio to attend and for many of the other attractions and activities that were provided over the weekend. It seems only fair that having discovered this outlay that the Council considers reimbursing the club for it. If members agree, the Communications and Community Engagement officer will check the circumstances, who the refund should go to and work with the accounts department to find the best solution.

Twinning Window

As one of the occasional displays that Witney Town Council places in the 'spare' admin window, the Communications and Community Engagement officer is proposing that we include a display of items and information that illustrate and celebrate our town's special links with Unterhaching and Le Touquet if Members are in agreement.

NHS 75th Anniversary Events – 5th July (added by the Deputy Town Clerk)

The Council has already agreed to support the day by raising a flag at the Town Hall and providing discounted drinks at the Corn Exchange on the day for NHS workers.

St Mary's Church have been working with the Council on hosting a Civic Drinks Reception on the evening. Entertainment and light refreshments are provided for this event. Members are asked to consider if they would provide £500 as a discretionary grant towards helping to facilitate this event.

Witney Forum (added by the Deputy Town Clerk)

The Forum is a meeting point where representatives from several groups and organisations across Witney (and West Oxfordshire) come together to discuss what they are currently providing and any issues they may have. In September last year, the Council was approached to see if it could take on the administration of the group but decided it should stay with the District Council due to resources and its elevated position to oversee community activities as a whole.

The notes from the meeting held on 5th April are attached for information. The most recent meeting was held in the Corn Exchange on 8th June. Members are asked if they consider this should be free, with the sum of £42.25 being taken from the subsidised letting budget.

Community Safety Charter

Councillors are invited to consider the benefits of signing up for the Community Safety Charter (**See Appendix 2**) and <https://www.ourwatch.org.uk/charter>

The aim of the Community Safety Charter is to involve a wider range of local organisations, charities, businesses and groups in crime prevention activity and extend the scope of this work towards a goal of eliminating harassment, antisocial behaviour, and intimidation experienced by anyone who lives, works, studies, or visits anywhere in England and Wales.

Those who sign up to the Charter will receive an information pack on a specific topic or crime in PDF or an interactive format every two months to share with staff and /or volunteers. The topics covered in the first year are:

- harassment
- hate crime
- antisocial behaviour
- being an active bystander
- dealing with confrontation
- leading the change in our communities

Individual downloadable pledges to share on social media will also be made available, together with a downloadable poster to exhibit in our premises.

Community Engagement – Where Next?

Following the results of the Annual Residents Satisfaction Survey, it is apparent that the Council is not hearing from our young people anywhere near enough. The Communications and Community Engagement Officer is researching ways to motivate young people to get actively engaged with the democratic process through both global issues (such as tackling climate change and local level involvement with campaigning and or fundraising to improve local facilities and amenities).

Officers are in the process of setting up a new Youth Council, but only certain sorts of young people will engage in this way, and it is the vast majority that will remain unheard, so officers need to look at exploiting opportunities to consult and engage in innovative ways, working with third sector organisations, rather than trying and failing with traditional approaches. Badged council events are unlikely to attract a big enough cross section of our young people.

Perhaps we could look specifically for organisations working successfully with those who are excluded, disabled, in care, asylum seekers, travellers, have learning disabilities, or are carers themselves.

Along with hearing what they say, actions can be taken that demonstrate to them that they have been heard and what they say has value and is actioned where possible.

The government has a young person's engagement initiative called Rock Enrol which contains suggested activities designed to encourage thinking about how government works. The games and activities are aimed at getting young people to discuss and debate what they care about whilst considering why they should register to vote. One idea (Show Me the Money) asks groups taking part to allocate a budget to the areas that Central Govt does - Police and Security –Culture and Sport – Defence –Environment –Education – Health –International Aid and Welfare and Benefits.

Another game gives small groups power and no guidance or limits as to how that can be used.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/889070/2020-05-29-Rock_Enrol_Resource_Pack.pdf

While these activities sound very engaging, one first has to bring those groups together in order to get them to experience them.

The Communications and Community Engagement Officer will be undertaking a course in late October that aims to provide practical tips and guidance on new ways to engage with young people in your community, understand their needs, and gather their views on crucial local topics.

<https://www.eventbrite.co.uk/e/empowering-young-voices-in-your-community-tickets-625171684337?aff=website>

Inclusivity and Diversity Webpage

This page still sits in the back end of the Witney Town Council website. It was never launched due to a number of delays. If members wish to make use of the page officers could look at doing a launch this year. Things to consider are:

- Scope and purpose
- How to remove barriers to being part of the democratic process in the town
- How to Hear from, understand and strive to meet the needs of different groups
- Why become an Inclusion Panel Member?
- How to create a supportive network and environment
- How the Panel will work
- How often it will meet and where?
- How will it attract members
- Access

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019. 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.

If the Council does not do more to foster community engagement with historically hard-to reach age ranges and groups it risks not representing the whole of the town and only catering for those who are more confident to make their feelings known.

Financial implications

Described here or as stated in the report above.

- As with all Community Events and initiatives, the main cost is that of officer resources – the planning and execution on the day.
- Community events such as Car Free Day, Christmas Competitions, Mental Health Day and the Creepy Crawly Competition are budgeted at £4,000 in line 4141/408
- The Advent Fayre has a budget of £2,000 (4170/408)
- The Council budgets £2,000 toward the Christmas Lights Switch-On Event (4104/408)
- There was an underspend in the Coronation budget which would cover any reimbursement to Witney Vikings FC.
- No grants have been awarded from the Discretionary Grants fund in the new fiscal year, so it has a full budget of £20,000 (4100/407). Any award will be ratified by the Policy, Governance & Finance Committee.

Recommendations

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

1. To agree to the launch of the Creepy Crawly Safari Hunt and,
2. To agree the plans and activities for Car Free Day 2023 and,
3. To support and facilitate groups who want to put together a Mental Health event and,
4. To run the Christmas competitions as in previous years and,
5. To facilitate an indoor Christmas Market for local groups if there is sufficient interest and,
6. To agree that the Christmas Lights Switch On Event and Advent Fayre be held on 24th and 26th November and,
7. To ask the Rotary Club of Witney if they would manage and run the Switch-on event along the same lines as before with £2,000 grant funding and,
8. To consider nominating a Councillor to attend the Synolos Community Wellbeing Centre meetings and,
9. To reimburse Witney Vikings FC a sum of £450 and,
10. To sign up to the Community Safety Charter and,
11. For members to consider how they might like to improve community engagement based on the comments in the report and,

12. To re-launch the Inclusivity & Diversity Webpage.
13. To consider providing a grant towards the Civic Drinks Reception marking the NHS 75th Anniversary at St Mary's Church on 5th July.
14. To consider subsidised letting for the Witney Forum meeting held in the Corn Exchange on 8th June.

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

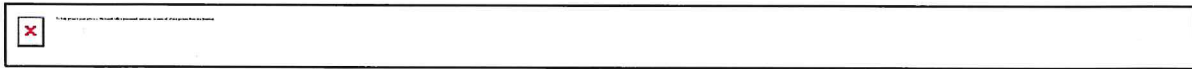
Document is Restricted

This page is intentionally left blank

From: Thames Valley Alert <
Sent: 24 May 2023 21:12
To: Polly Inness
Subject: Neighbourhood Watch Community Safety Charter [#114033953]



Neighbourhood Watch Community Safety Charter



Hello Polly

Sign up to our COMMUNITY SAFETY CHARTER

We are delighted to invite you to sign up to our [COMMUNITY SAFETY CHARTER](#) launched at our Neighbourhood Watch Crime and Community Conference 2022. With our first anniversary quickly approaching, please consider signing up, if you have not already joined.

The **Community Safety Charter** aims to engage with a broader reach of people, businesses and organisations to encourage them to take an active stance against crimes in public spaces, such as **harassment, hate crime, and antisocial behaviour**. The Charter tagline is **#BeTheChange**, focusing on the role of active bystanders in leading the change within their communities. The Charter supports greater understanding about how we recognise and deal with community safety issues and support victims by knowing where to get help, how and who to report to, enabling a more positive, proactive approach by the whole community when witnessing or experiencing confrontation, hostility or harassment.

Do I need to make a pledge?

By signing up to the Community Safety Charter, people, businesses, organisations and groups pledge to four actions:

- **PROMOTE** – promote a culture that does not tolerate harmful language, antisocial behaviour and hostility toward others
- **ENABLE** – enable others to identify and take an active stance to prevent harassment, antisocial behaviour and intimidation within their community
- **REPORT** - actively encourage and support others to report harassment, antisocial behaviour and intimidation and share intelligence about these crimes with the relevant authorities
- **SUPPORT** – support those affected by harassment, antisocial behaviour and intimidation and refer victims to the appropriate support agency

What will I receive when I sign up?

Those who have signed up to the Charter will receive an information pack on a specific topic or crime in PDF or an interactive format every two months to share with your staff and /or volunteers. The topics covered in the first year are:

- harassment
- hate crime
- antisocial behaviour
- being an active bystander
- dealing with confrontation
- leading the change in our communities

Individual downloadable pledges to share on social media will also be made available, together with a downloadable poster to exhibit in your premises.

Where can I find out more?

To find out more about the Charter, click [here](#) or contact Cheryl Spruce, Head of Membership and Engagement, cheryl.spruce@ourwatch.org.uk.

How do I sign up?

As a valued partner of Neighbourhood Watch, we invite you to sign up to the Charter. Simply complete the online form on ourwatch.org.uk/charter. Once you have signed up, we will be in contact with you within 10 working days to share the first information pack and other resources.

Please share the details of the Charter with your networks and encourage them also to sign up and share it. **#BeTheChange**

What people have said about why they joined the Charter and the resources they receive.

Good idea, well constructed resource packs and content useful

Education, and to potentially make a difference.

Never been one to "just walk pass"

I feel passionate about the Community I reside in, want to make valuable contributions

Over **82%** of those who have signed up to the Charter have found the materials easy to follow and informative.

Please encourage your community groups, councils, businesses and schools to sign up too.

Best wishes

Cheryl

Cheryl Spruce | Head of Membership and Community Engagement

A POWERHOUSE OF CHANGE

Synolos community wellbeing centre

Let's stop
dreaming of
change and
make it happen



This page is intentionally left blank

CALLING ALL CORNERS OF
THE COMMUNITY, IT'S TIME
TO MAKE CHANGE.



To get the ball
rolling, join us to
build a community
partnership that
creates a
powerhouse of
change.



STARTING PROJECT

To start, Synolos will create a wellbeing centre
to meet the following identified gaps in need:

- A non-clinical setting to support all in getting early help.
- A clear mapping service to signpost for support and identify gaps in provision
- Meeting spaces for professionals to hire for support and clinical appointments
- A low-key gym for those who struggle with confidence to attend regular gyms
- A multi-purpose safe meeting area for activities, e.g. dance, exercise groups, crafts, group therapy, etc.



Pictures for illustration purposes only

Synolos Community Interest Company (07757076 -CIC), Unit L-M Country Park
IND EST, Avenue 2, Station Lane, Witney, Oxfordshire, OX28 4YD, Tel: 01993
222555, www.synolos.co.uk lee@synolos.org

Please email your interest and we will send a link to gain tickets
©2023 Synolos. All Rights Reserved

This page is intentionally left blank



Registration of interest

First Name:	Surname:
Company/ Role :	
Telephone No: (Day)	Mobile No: (Evening):
Email Address:	
<p>If you would like to take this away and send your information at a later date:</p> <p>Post to; Synolos Unit L-M Country Park IND EST, Avenue 2, Station Lane, Witney, Oxfordshire, OX28 4YD Or Email details lee@synolos.org Give us a ring : 01993 222555</p>	

<p>Which of these would you say is your area and experience: Please Tick</p> <ul style="list-style-type: none"> • Statutory and public services, eg NHS, schools, colleges or any other government funded or run organisation • Third Sector operators and funders • The Business Community • Local Individuals.
<p>How would you like to Work/Support us?</p>
<p>Previous experience:</p>
<p>Any other information relevant to your interest</p>
<p>Would you like details about our online platform so you can stay in touch regularly?</p> <p>Yes....</p> <p>No.....</p>

This page is intentionally left blank

STRONGER COMMUNITIES COMMITTEE

Date:	Monday, 12 June 2023
Title:	In Bloom Competitions
Contact Officer:	Communications & Community Engagement Officer - Polly Inness

Background

Witney Town Council enters individual green spaces for The Thames and Chilterns In Bloom awards. For some years the whole town was entered in the large towns category, but it became apparent that with a lack of resources and interest from other authorities and stakeholders, that Witney could never achieve Gold. The Council has achieved Gold for individual sites (The Leys) and continue to strive for Gold with other parks and cemeteries. This report is intended to provide information about plans for this year's competitions. The Council also run a Schools in Bloom competition (best wheelbarrow) and supports Community Gardeners in different parts of the town.

Current Situation

This year the Council has entered Witney Lake and Country Park and two of its supported Community Gardening groups have entered the 'It's Your Neighbourhood' (IYN) competition of their own accord so that they can be judged and receive feedback for their own efforts.

Judging Day

Judging this year will take place on Monday 3rd July. It is customary for the Mayor to accompany judges and officers on the judging tour. Judges will visit the IYN gardens, have lunch and receive a copy of the Council's portfolio before visiting the Lake to judge the main entry. The school wheelbarrows are collected at the end of June for display on the Leys throughout the summer. The works team water and maintain them during this time. The Thames and Chilterns In Bloom judges and the Mayor will select their winning barrows on the way to judging the lake.

Enhancing Visitor Experience at the Lake

It is proposed that some of this year's In Bloom budget is spent on education and enhancing the visitor experience. With this in mind, a trail of rubbing posts with information boards has been investigated. See **Appendix 1**. These are available in different materials, metal, wood and plastics. Consideration should be given to longevity, vandal proofing and being in keeping with the natural setting. There are even braille versions of the information and rubbing boards.

Carnival and Wheelbarrow Judging

The Rotary Club awards a £100 prize to their favourite barrow at the Carnival, the following weekend (8th July) and the Peoples' Choice is selected in a voting exercise at a stall run by The Communications and Engagement Officer and The Planning and Stronger Communities Administrator. This year there

are plans to widen the appeal of the Council's stall by offering some rock painting activities. Children can paint two rocks, one to take away and one for the Council to keep for use in its window displays to promote In Bloom or Biodiversity & Green Spaces Officer activities. The theme will be nature based.

Support for Community Gardens and Schools

This year schools that entered were each given a wheelbarrow, two bags of compost and a voucher for £30. The theme is a Meal in a Barrow and barrows are due to be collected at the end of June and taken to the Leys where they will be watered and cared for by the Works team. The Community gardens (Edible Gardens, Witney Horticultural Society Bed and Burwell Community Garden) were each given a voucher for £50 towards plants and equipment.

Community Gardeners Water Butts

There is never enough water for the gardeners in the summer months and it hasn't been feasible for the works team to fill butts every week as requested. Only the Edible Gardens small butt is fixed to a suitable down pipe at the back of Lakeland's building. Witney Horticultural Society have a water butt that is not plumbed in and do not have a rain gathering system. They have requested a larger butt and offered their small one as a second butt for EG Group. The Biodiversity & Green Spaces Officer and the Communications and Engagement Officer have spent time looking for a solution nearby. The WHS do have contacts at the Ice Centre and it may be that despite not having a suitable downpipe, they may be able to help with some supply of used water.

Unless they are able to plumb in, it isn't sensible to agree to their request for a larger butt which the Council could not hope to keep full. A more viable solution is still being sought.

Welcome to Witney Planters

A previous underspend on the In Bloom Budget led to the suggestion that any underspend is used to create an impact project. The one currently underway is for new planters at the Welcome to Witney signed entrances to the town. Council decided to ask The Witney Shed to create wooden ones and asked about capacity to do this as well as desired materials. The Shed recommends pressure treated wood. Proposed design is attached as Appendix 2. The signs are all different sizes, so each bed needs to be sized accordingly.

Environmental impact

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

Consideration should be given to the materials chosen for any nature trail boards installed at the lake, those used for planters and a sustainable solution to watering problems encountered by community gardening groups.

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.

- All projects are predicted to be within the budget of £7,250 (4215/402)

Recommendations

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

1. That the Lake and Country Park visitor is enhanced with a nature trail of information and rubbing boards; and
2. That the members agree the suggested design for the Welcome to Witney planters.

This page is intentionally left blank



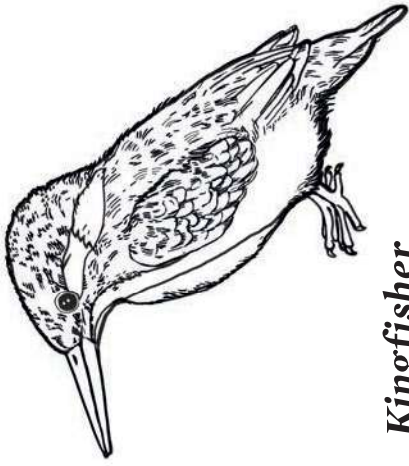
Nature Sign Design



BRASS RUBBING PLAQUES ON OAK POSTS

- Best seller!
- Interactive
- Child friendly
- Free bespoke design service
- Large catalogue to choose from
- Security fittings
- Aluminium or solid oak posts

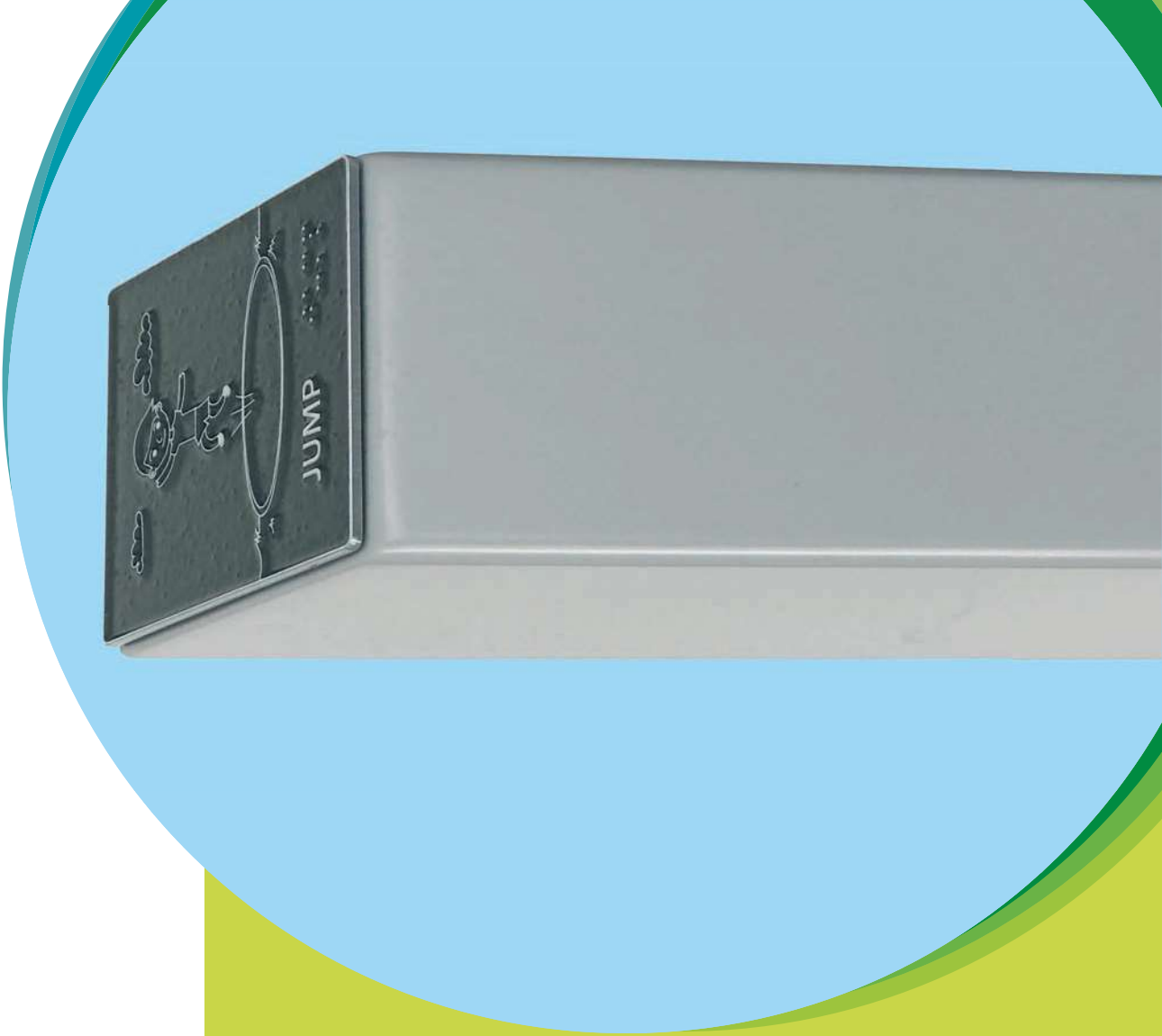





Kingfisher

ALUMINIUM RUBBING POSTS

- Braille
- Allows for finer detailed rubbing
- Powder coat the posts and plaques in any colour of your choice
- Lightweight and durable



theacornworkshop.co.uk/nature-rubbing-post



Bespoke Options & Ordering

If you have alternative designs in mind please get in touch with us. As everything is made to order our bespoke costs are very reasonable and small changes often don't cost much if anything more.


Quotes: The prices you see here are the prices you pay. However, we are happy to provide a quote if required, please email us.

Ordering - Public bodies: Let us know what you want along with an invoice and delivery address and purchase order number or reference. We will then invoice you on despatch for payment within 30 days by BACS or cheque.

Ordering - all others: Let us know what you want along with an invoice and delivery address. We will issue an invoice for payment in advance.

Tel: 07989 223 634
Email: sales@theacornworkshop.co.uk

theacornworkshop.co.uk/nature-rubbing-post



Nature Trail Rubbing Posts

A great way to engage children with the natural environment. A synthetic stone plaque, with a laser-etched motif is mounted on a green oak post. The designs include birds, insects, trees, plants and marine life or can be made to order. Rubbing works well with an HB pencil.

Enhance your nature trail with a colourful A4 information panel incorporating the rubbing plaque.

[Download a full list of designs.](#)

As everything is made to order, please contact us if you have a different design in mind.

Tel: 07989 223 634
Email: sales@theacornworkshop.co.uk

Price Guide

Rubbing plaque - synthetic stone 100mm x 100mm x 6mm. Pre-drilled screw holes. Suitable for indoor or outdoor use.
£35 each (free delivery)

Rubbing post including one plaque - Green oak post 120mm x 120mm x 1.2m finished with sanded edges and 22.5 degree angled top. The plaque is 100mm x 100mm screwed on top.
£80 each

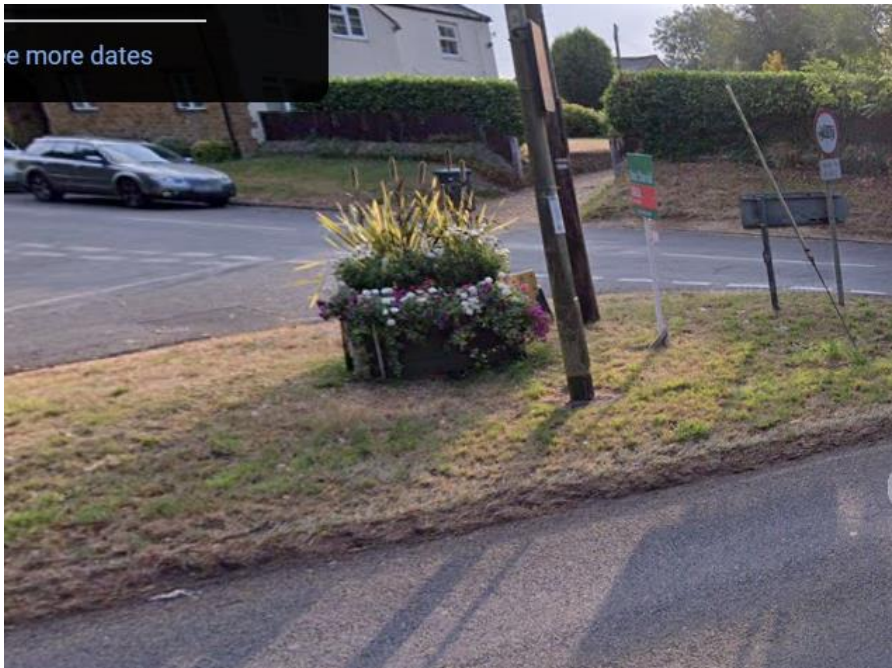
Rubbing post including A4 information panel and rubbing plaque. As above with an A4 3mm aluminium panel with UV coating.
£150 each

Delivery £20 per post. 8-15 posts £80.

Please contact us for the price for other options.

nature trail rubbin...pdf wtcmgReportDbD...bat NSD-Brochure-New.pdf

This page is intentionally left blank





In Bloom Meeting Notes
21 March 2023

Attending:

Diana Blackman- Witney Horticultural Society
Sheila Peterson- Edible Gardens
Carl – WTC
Polly - WTC

- Entering the Lake and Country Park as our entry for the town.
- Food barrows for the children's themed barrows – Committee decided on "meals on wheels" or "food for thought" but the last one I particular seems a little obscure and there is a possibility that we might get some very drab barrows.
- Spare barrow is being offered to the young community gardeners on Smith's Estate via the Witney Forum.
- Barrows to Leys for Judging on Carnival day by Rotary.
- Vouchers £50 for community gardeners £30 for schools.
- Underspend from last year to be spent on Welcome to Witney Planters.
- Yes to Edible Gardens New Compost bin – they are asking the Shed to make it for them.
- Horticulture Soc have requested a bigger water Butt. PI has stipulated that if the water butt is increased it needs to be capturing rainfall to assist in keeping it full. Suggest they look at how this might be achieved.
- Carl discussed lake and country park volunteers.
- Polly to put Diana in touch with Phil at the Shed so she can donate tools to them.

This page is intentionally left blank

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 12 June 2023

Title: Witney Youth Council

Contact Officer: Deputy Town Clerk - Adam Clapton

Background

Witney has had a Youth Council, administered via the Town Council several times in recent years with the most recent administration in 2019 – 2020 (ended during the Covid Pandemic).

In January 2021, this Committee was supportive in reintroducing a Youth Council (minute no. SC34 refers) with an updated constitution and operating model, but due to resources this was not possible in the last 12 months.

Current Situation

As the recent resident's satisfaction survey attests, there is a problem with engaging young people in dialogue and in making decisions which affect their lives and the town.

Many Authorities have attempted Youth Council's with differing successes, with many failing due to lack of commitment and waning interest amongst Members. The most recent Youth Council at Witney was only able to keep running due to continued interest from 1 or 2 dedicated Councillors. The reasons for failure are often related to autonomy to make decisions, lack of budget and lack of clear rationale.

There is a large amount of work to undertake at an early stage on how the Youth Council should be constituted, its rationale and its budget along with how it works alongside the Council, its agreed processes and procedures (including safeguarding). This could include a form of consultation with young people or relevant stakeholders, i.e., Witney Schools Partnership.

There are several potential ways to re-establish a Youth Council which officers can prepare for the next meeting of this Committee, for example, not holding elections, approaching local schools and organisations for nominated representative (possibly from an existing school Council) and holding meetings online via Teams. Alternatively, Members may like to recommend creating a task and finish group of 4 Councillors to progress this ahead of the next meeting in July.

The British Youth Council has issued a guide on the topic due to the reasons above which is attached as **Appendix A**. The former Youth Council's details are attached as **Appendix B**.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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.

Without youth engagement, the Council is not engaging with a key portion of the town's population. This demographic can offer a unique view of the services and projects provided by the Council as they are the ones who will live with the outcome of decisions taken now.

Financial implications

- The set-up and administration of the Youth Council will have an associated resource cost which is not known at this time.
- There is a budget of £500 agreed for a Youth Council in the current fiscal year.

Recommendations

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

1. The re-establishment of a Witney Youth Council and;
2. Delegating to Officers or a task and finish group on how the Youth Council should be constituted and run effectively. A report to be presented to the next meeting of this committee on 17 July 2023.

Setting up a parish, town or community youth council



A guide for councillors, staff and volunteers
supporting youth councils in parish, town and
community councils



Contents

	Page
 1 Introduction	3
 2 Getting Started	4
 3 Top Tips for Setting Up a Parish, Town or Community Youth Council	7
 4 Acknowledgements	9
 5 About BYC and How We Can Help	10

1

Introduction

Over the past decade there has been a vast increase in the number of youth councils, cabinets, parliaments and forums funded and supported by local authorities. Increasingly local councils have recognised the need and importance of working with young people through parish, town and community youth councils.

The challenges to actively involve young people in local democracy and decision-making (from youth projects, school councils to local youth councils) are many and varied. Despite this, there is a clear appetite to effectively support the participation of young people in local democracy and decision-making.



2

Getting Started

What is an ideal parish, town or community youth council?

A youth council is a democratic organisation created, run and developed by young people for young people. They exist to represent the views of young people at a local level, giving young people the opportunity to have a voice, discuss relevant issues, engage with decision-makers and contribute to improving the lives of other young people within their communities.

Why should my local council bother?

Nobody knows about the issues affecting young people better than young people themselves. Youth councils can act as a positive way of integrating the views of young people into the local community.

Why should the local council coordinate it?

As statutory bodies, local councils have (and exercise) the right to set a precept. It is part of this precept (i.e. the responsibility for a particular sphere of activity) that is devolved to the youth council. Other non-parish or community organisations do not necessarily have either the means of providing a budget or responsibility for community matters affecting young people such as playing fields, seating and village greens.

Are youth councils legal?

Yes! The youth council acts in the same way as a properly constituted committee of the council, providing the council has properly delegated powers for specific items.

What do youth councils need to be effective?

To operate effectively, youth councils need:

- Full support and 'buy in' of the adult council is a must
- Commitment to let the youth council have budgetary responsibility
- A clear idea of what young people can and can't do and thereby establishing boundaries for what impact they can have in decision-making processes
- A formalised structure in which to operate within
- A nominated adult champion to help lead and support the youth council
- A mechanism to measure the success of young people's involvement
- Projects to help raise the profile and influence of the youth council
- Access to meeting rooms/premises/equipment etc.
- And of course, a group of enthusiastic young people that look and sound like the parish that they represent.

Why do they need a budget?

Technically, they don't. A youth council could act purely as an advisory or consultative group, however, experience would dictate that those youth councils that have control of a specific budget are more successful than those who do not. Providing the youth council with a budget empowers young people, teaches a sense of fiscal responsibility and allows them to spend money on things they want, rather than things that adult councillors think they want.

Doesn't having a youth council limit the opportunity to a handful of young people?

Absolutely not! Exactly how the membership is defined will be up to the youth council itself. However, an inclusive and diverse membership is recommended, that reflects the local population but maintains some form of formal structure. A good starting point would be to seek membership from local school councils (where appropriate), but also other youth groups such as local Scout groups, youth clubs and especially those groups that cater for harder to reach young people such as LGBT and BME young people. Following this type of structure will help to ensure that the youth council is representative, and that youth activities are co-ordinated in an area by the representatives reporting back to their respective groups.

Case Study

Billericay Youth Town Council

The Billericay Youth Town Council (YTC), comprising of 20 members, was set up twelve years ago and elections are held every two years. Throughout this time the YTC have installed a skatepark and extended it, had regular 'Battle of the Bands' contests and Talent Shows and have also assisted the Town Council on a number of projects including the installation of Teen Playground equipment.

Approximately 18 months ago, and as a result of consultation, it was decided that a Multi Use Sports Area (MUSA) was required within the local park which is owned by the

District Council. An application for Essex County Council Youth Opportunity Funding was submitted and the YTC were awarded £20,000; the Town Council agreed to finance the additional amount required.

Members of the YTC met with a number of contractors and visited other such sites within the county resulting in them choosing the equipment and contractor. The work was subsequently undertaken and during May 2010 the Official Opening took place. The facility has proved a great success and is used constantly by all ages.

Should we hold elections?

In an ideal world yes, having an election ensures that the young people know that the youth council has not just been selected by adults. However, many councils will find this approach hard to administer and difficult to fund. Also, some young people may find it challenging to stand in a formal election without the appropriate support and training. Therefore, adopting the approach described above might be useful (i.e. to have representatives from schools, youth groups and such). However, if the latter model is adopted it is important that the nominations are transparent. Mini elections in each constituent group would be an acceptable compromise.

Why so formal?

It is important that a form of structure relating to how the youth council should operate is formalised. This could mirror the local council structure or the young people may wish to adopt a more informal and flexible approach to meetings and communications. However the decision on how to operate should be made by the young people themselves, with advice and guidance from adults.

It is necessary to establish within the structure some form of protocol so that the youth council can easily and effectively feed into the general workings of the council as a whole. This should also ensure that the young people's ideas and opinions are taken seriously as a component part of the local council with some real power and influence.

At the same time some informal workings with regard to communication and style of meetings may be more appropriate and will keep young people more interested, informed and engaged.

Having a formal structure will also show the young people that it is necessary to put forward reasoned arguments and help them learn how to prepare convincing cases for certain proposals. A formalised committee structure with an agenda ensures that meetings reach some positive and constructive conclusions and that everyone gets the opportunity to present their case and take part in discussions.

3

Top Tips for Setting Up a Parish, Town or Community Youth Council

The suggestions below are just some points to consider if you have been tasked with setting up a local youth council. It is by no means an exhaustive list, nor does it offer a 'fixed model' on how youth councils should operate - there are too many variables that make this near impossible.

Form a steering group

Form a small steering group of enthusiastic young people to work with while the initial groundwork is being done. Handing a 'pre-made' youth council over to young people will not work, young people need to be involved from day one, have ownership and feel empowered to take the youth council forward. You may want to contact local schools and youth groups in the first instance. At the same time, begin research into local youth councils, visit other youth councils, seek advice and learn from other councils.

Defining the role of the youth council

Working with the steering group and local council it is important to begin to define what exactly the youth council should do, its responsibilities and its boundaries. Establishing some clear objectives would be a good starting point. As the youth council progresses and matures, additional responsibilities and objectives could be assumed. It is also important at this point to decide whether the youth council will have a budget. If so, how much and how it will be administered.

Formalising the youth council

Now it's time to think about who will sit on the youth council and how they will be elected or selected. Think about the total number of young people to be involved, what kind of structure would be the most welcoming, what age ranges to include. At this stage, a draft constitution could be written. It's important to remember that a constitution should be organic and have the ability to be amended as the youth council grows and matures, it should also not act as a barrier to participation.

Get recruiting

It's now time for the steering group to think about the recruitment process: How to recruit young people; where they are going to target; how many young people are they going to recruit in total.

Case Study

St Ives Youth Town Council

The Youth Town Council held its first meeting in September 1999 and has since that time held regular meetings, generally on the second or third Wednesday of each month. The meetings are held in the Council Chamber at the Town Hall and commence at 4.15 pm.

The Aim of the Youth Town Council is to represent the young people of St Ives by organising the discussion and implementation of ideas and suggestions that would be of benefit to the community as a whole not just its young people.

The conditions for membership are similar to those for becoming a Town Councillor in that members should either live in or within three miles of St Ives or attend a school in the town.

Members range in age from 11-18 years old. At present there are seven members out of the maximum 16 which make up the full council.

Previously elections were held every two years (along the lines of parliamentary elections) but, due to dwindling interest in the Youth Town Council, elections have not been held for the past four years and new members have instead been directly co-opted.

Reinstating the elections system and launching a recruitment campaign for new members is to be considered. Such campaigns have been conducted several times in the past when membership fell. The Town Mayor and Members of the Town Council have occasionally offered their support by assisting YTC members in addressing school assemblies.

The main annual event organised and managed by the YTC is 'Battle of the Bands' where local bands are invited to submit demos with the best five being selected to compete at the event. These have generally proved to be very popular with local youth and have been well attended.

Sometimes the YTC receives and considers applications for financial aid from local charitable groups, or support for youth activities.

The YTC's annual budget, received from the Town Council, is currently £1200 pa. They have autonomy to spend this however they consider fit.

The YTC has become involved in wider community matters and is invited to send representatives to meetings of groups such as the St Ives and District Area Road Safety Committee, the Twinning Committee, the Town Initiative and the Police Community Safety Group. The Council has taken direct action on one occasion when a youngster was injured on some spiked railings near to the school. The YTC arranged with engineers from Royal Air Force Wyton to level the tops of the sharp railings so this sort of injury could not happen again.

The first meeting of new recruits

Hopefully, following a successful marketing campaign, you will have a room full of enthusiastic, passionate young people who want to get involved and find out more about the youth council. This is the point where the steering group would be disbanded and a youth council should be formed.

The first youth council meeting

It will take a while to get into the swing of things; this is the time where the youth councillors will need quite a lot of support. This is also the time that elections for Chairperson, Secretary and other key roles may want to be held. It's important to work with the young people to ensure that they are engaged and feel that they can contribute. The first meeting can be quite daunting; however, perseverance is the order of the day here. Holding the first meeting is a major milestone, so perhaps a small celebration event after the meeting might be appropriate. Make sure the launch of the youth council is press released, and if possible get the local MP to endorse it.

Now, get to work!

The youth councillors, with appropriate support, now need take the lead and get to work. You might want to think about training opportunities, meeting with other established youth councils and running some in-house activities to whet their appetite. The young people need to begin to develop relationships with local councillors and wider decision-makers.

To conclude

When establishing and working with a local youth council, it's important that young people always take the lead, are empowered and, arguably most importantly, that they not only feel like they are making a contribution, but *are* making a contribution to their local communities.

4

Acknowledgements

Some of the content has been adapted from the Youth Council Handbook from the Hampshire Association Local Councils (HALC), the Advice for Local Councils on Creating a Youth Council from the National Association of Local Councils (NALC) and the British Youth Council's own work.

5

About BYC and How We Can Help

What we do:

The British Youth Council (BYC) is a charity run by young people for young people. We empower young people across the UK to have their say and ensure their voices are heard.

We inspire and empower young people aged 25 and under to have a positive impact through campaigning, engaging with local, national and international democracy, and as volunteers, decision-makers and leaders.

Our membership encompasses over 130 youth organisations large and small around the UK. We reach out to over 600 local youth councils and our networks reach into local communities and around the world.

Our training workshops develop young people's skills so that they can have a say and be heard, while our consultation services tap into the views and opinions of young people across the UK.

Online:

Our free online resource centre (www.byc.org.uk/resources) is packed with information and briefings to help with the running of your local youth council. We have tips on how to run meetings effectively, different roles that young people can take at meetings, how to campaign effectively and make a difference. There are also resources covering fundraising, campaigning and managing the media.

In person:

We run a range of events throughout the year to support local youth councils, from delivering training courses right the way through to our annual Conventions which bring youth councillors from different areas together. To find out what is going on and where, check out our online events listings.

We also provide in-house training for local youth councils. Have a look at the training pages of our website (www.byc.org.uk/training) for the latest training offerings. And if none of these do what you need, we do offer bespoke sessions tailored to your needs.

On the phone:

Whether you're establishing a local youth council or looking to develop an existing group, we offer support and advice to people looking to set up a local youth council. Give us a call on 0845 458 1489 or email: lyc@byc.org.uk.

empowering
inspiring
campaigning
since 1948
inspiring



To find out more, please contact BYC:

E: mail@byc.org.uk

W: www.byc.org.uk

Facebook: British Youth Council

Twitter: bycLIVE

This page is intentionally left blank

WITNEY TOWN YOUTH COUNCIL



Witney Town Council

V2 2019

What does a Youth Council do?

The aim is to involve Witney's young people in local government, giving them a voice within the town and the opportunity to help shape their community with other young people in mind.

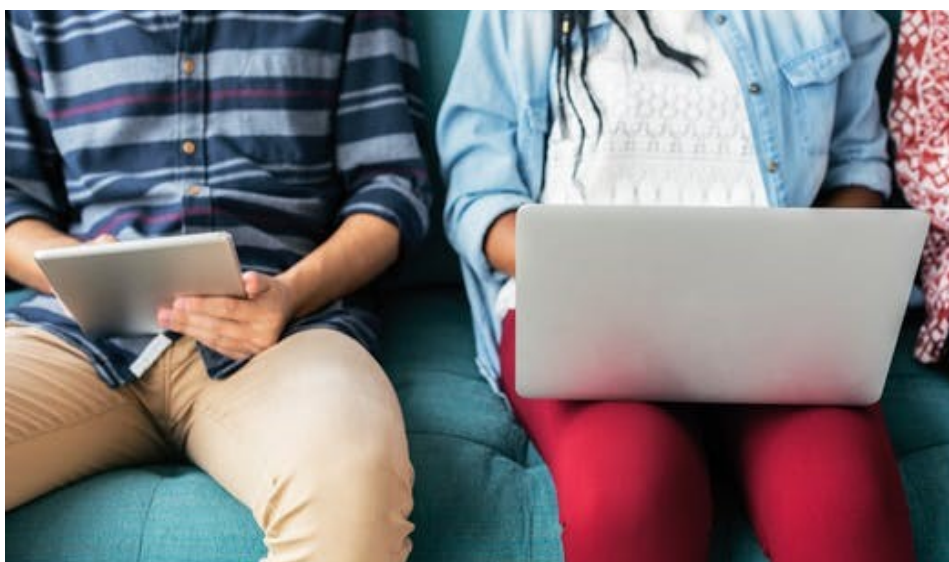
What are the benefits of being involved?

- Improve self esteem and confidence
- Great opportunities for personal development
- Expand your skills and knowledge bank
- It's a great addition to your CV

Add Value to Your Community

- Promote a positive image of the town and young people and improve relationships between older and younger people in the community
- Be part of the democratic process and get involved in the decisions that affect young people in the town
- Learn about your community and develop an understanding of political processes, citizenship and representation

*Members are able to
connect and
collaborate with
other young
people to help
address the
issues that affect
the youth of Witney*



Be a part of the democratic process

In This Issue

- What does a Youth Council Do ?
- How Does It Work ?
- What Can You Do?
- What Do We Want In Return
- What To Expect
- What Next ?



What can you do?

Within your budget you can decide what is important. This might involve putting on a small event or taking part in something else that is happening.

There are restrictions on what you can spend money on, just as there are for the Town Council. You are spending tax payer's money, so you have to ensure that what you provide with that is value for money and of benefit to the wider community.

As you have limited funds you will also need to budget carefully to make sure you stay within your limit.

Getting things for free is a good way to stretch your budget, so brush up on your negotiating skills!

How does it work?

Witney's Youth Council consists of 14 members (residents of Witney) drawn from schools and youth organisations to give a good cross section of the town a chance to be involved. The members range between 12 and 18 years old.

You will have your own annual budget of £500 a year to support events and projects you have resolved to work on.

Youth Council meets 6 times a year at meetings that are timetabled to fall 2 weeks before each Full Council meetings. In this way your minutes and resolutions can be approved in a timely manner so that you can get started on the things that matter to you with little delay.



How involved is the Youth Council?

- Youth councillors hold regular meetings and get involved in campaigns or projects and meet with local councillors and other key decision makers
- Members can help inform and influence decisions regarding youth projects
- The minutes of the Youth Council meetings report back to full council
- You will have your own small budget so that you can fulfil some of your ideas



Make your own plans

What do we want in return?

You do not need experience to become a member of the youth council. You just need to be between the ages of 13 and 18 and live in the town. It is however, vital that you have:

- drive and enthusiasm
- commitment
- a desire to make a difference
- the ability to listen to other young people
- willingness to communicate with others
- Ideas about what can be done

In return we would like a commitment from you. Youth Council meets a minimum of six times a year and you are expected to attend at least two of these meetings. We hope that you will find the experience so interesting that you will easily manage this commitment.

We'd appreciate reliability and good time keeping so we can hold meetings as planned and all get home at a reasonable time.

It's important to retain members so that meetings can take place and there is continuity in the process of decision making and management of events and projects that the Youth Council undertakes so we will do everything we can to make being a Youth Councillor rewarding.



What to expect

Once you are established there are many ways in which you might get involved other than just holding meetings and planning events or projects that you would like to take forward.

The Town Council holds a number of Civic and community events throughout the year which have plenty of scope for the involvement of our Youth Councillors.

These include things such as Free Family Play Days where you could run an activity for teenagers, and more solemn occasions such as the Remembrance Day Parade where you might want to nominate a wreath layer for the Youth Council.

You could present a special award for the Schools in Bloom entries or perhaps nominate a deserving member of the public for a Citizen of the Year Award or get involved with flag raising days. There are so many ways for you to be part of the Civic life in the town.

You could also have a dedicated page on the Town Council's website to let everyone know what you are doing.



What next?

At your first meeting you will discuss and adopt Terms of Reference. These define the remit of the Youth Council. Its powers and its responsibilities.

You will elect a Chairman who will lead your meetings, a Vice Chairman who steps up when your Chairman is unavailable and choose someone to act as 'secretary'. Your secretary will be your minute taker and the person who will make sure everyone receives information and papers before and after subsequent meetings. You will also need a Treasurer to help you manage your budget.

Finer Details

You might want to adopt your own mission statement or ask about some training. You are welcome to attend council meetings to get a feel for how they work. There is nothing like seeing this first hand.

Councils usually have a set of rules (Standing Orders) that define how they work. Many of these apply to meetings and these relate to things such as the rules of debate, how long meetings last, what times they are held, disorderly conduct etc.. You will need to formulate some Standing Orders of your own so that your meetings work for you and achieve results.

Important contacts

**Town Hall
Market Square
Witney
OX28 6AG**

Tel 01993 704379

Polly Inness
Communications Officer
01993 777828

Polly.inness@witney-tc.gov.uk

Democratic Services Officer
01993 777822

What has the Youth Council been up to?

In March the chair of the Youth Council attended the Annual Town Meeting. As a result they were able to liaise with the Neighbourhood policing team and exchanged feedback and information regarding youth concerns with the drug and ASB problems in the town. They also spoke and represented young people at the Town Council's Climate Emergency meeting.

The Youth Council are currently fundraising for a sustainable water refill station for the town, a project they settled on earlier this year. So far they have run an Easter egg hunt and Cake sale along with a tin can alley stall at Witney Carnival that not only raised funds but promoted recycling at the same time. They are currently making plans for a Witney's Got Talent competition and a further cake sale.

All in all it's been a very successful first 18 months. They have just elected a new set of officers for the forthcoming term and we are confident that they will continue to be a voice for the young people of Witney and work toward making the changes they feel are important.



STRONGER COMMUNITIES COMMITTEE

Date: Monday, 12 June 2023

Title: Youth Services Grant 2023

Contact Officer: Deputy Town Clerk - Adam Clapton

Background

The Town Council's Youth Services Grant was established in 2020 following meetings of a Youth Forum, made up of local stakeholders, and subsequent recommendations of the Council's Youth Services Working Party. Gaps were identified in local provision following cuts in the dedicated outreach services run by the County Council.

The purpose of the funding 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.

The Grant scheme has run successfully for three years, with funds being expended in full to two organisations in 2020, four in 2021 and four in 2023.

Current Situation

The budget for 2022-23 was increased to £40,000 as the fund was previously oversubscribed to and this remains the current budget. The provision of youth services was a key objective of the previous Council administration.

Members are asked if they would like to consider any changes to the attached criteria for this grant or in the way it is awarded for the current fiscal year so officers may review and bring back to the Committee before the scheme is opened for applications between August-September 2023.

The 2022-23 Grant Criteria is attached as **Appendix A** for information.

Oxfordshire County Council has also reconstituted an Oxfordshire Youth Service for targeting support and outreach to young people, focusing on early intervention to reduce risk of exploitation, offending behaviour, substance misuse, exclusion, housing issues as well as improving mental wellbeing. Support workers have been approached to provide this Committee with an update on their work.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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.

- There is a budget of £40,000 for this year's Youth Services Grant Scheme.

Recommendations

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

1. The Purpose of the Town Council's Youth Services Grant 2022-23. If members would like to officers to review the criteria and award process, a report can be brought to the next committee meeting.



Youth Services Grant 2022-23

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

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

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

Purpose of the Fund

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

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

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

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

Types of Assistance

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

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

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

Grant Criteria

We will assess applications according to:

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

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

Who Can Apply?

Applications will only be accepted from the following:

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

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

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

Regrettably, applications from the following will not be accepted:

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

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

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

The Application Process

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

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

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

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

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

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

How will applications be assessed?

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

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

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

Awarding the grant

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

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

Key Dates

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

Monitoring

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

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

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

Contacting Us

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

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 12 June 2023

Title: Defibrillator Review & Request from Madley Hall Trust

Contact Officer: Operations Manager - Angus Whitburn

Background

Madley Park residents' association have contact Witney Town Council with the request that the Council takes over the ownership and maintenance of the defibrillator installed outside of Madley Park Hall. The resident's association paid for the purchase and installation of the device but since are finding it unsustainable going forward due to the cost of replacement pads and batteries.

Current Situation

Witney Town council currently maintains 5 defibrillators across Witney, this includes all the periodic checks and the replacement of pads and batteries. The ongoing care of these units isn't quite straight forward as many have been produced with factory defects, and officers have had to organise the replacement through the manufacturer's multiple times, which is a time intensive exercise.

Taking over ownership of defibrillators is made easier when they are on land the council is directly maintaining / regularly visiting. This means a 30 second job can be added onto a larger job with minimal impact. The only land and property Witney Town council own in Madley Park is Madley Park Hall and the green outside of the building. Although Madley Park Hall is owned by the Town Council, the building is run by its tenants and the green is cut by UBICO. Logistically this makes a small task larger as the only purpose for council staff to be on Madley Park estate would be to check the device.

The residents' association at this time haven't raised issue with the periodic checks, just the cost of maintaining the unit. Operationally, asking the resident's association to continue being the guardians for the unit, but the council adopting the cost would be the best outcome.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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.

Defibrillators are vital lifesaving equipment and survival rates are increased to 50% - 70% when one can be deployed.

Financial implications

Described here or as stated in the report above.

- The council holds a defibrillator expenditure budget that would cover the cost of the replaced pads and batteries for another unit in the current yearly and for ongoing years.

Recommendations

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

1. Agree to funding replacement pads and batteries for the unit at Madly Park Hall and,
2. The Madley Park residents continue to carry out periodic checks on the defibrillator and notify Witney Town Council when expired or replacement items are required.

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 12 June 2023
Title: Projects Update
Contact Officer: Project Officer - Nicky Cayley

Background

The purpose of this report is to update members on projects that need further Council decisions.

Current Situation

Covid 19 Memorial

The former administration resolved to install a memorial to mark the Covid-19 Pandemic and agreed on a site at the southern end of the Leys, facing St Mary's Church.

The Welsh slate boulder has been installed – originally one boulder it was cut into two to represent the theme of the memorial – “together” but “apart”.

A bench is on order and a sign with some words written by Cllr Collins to fix to the bench has also been ordered and received. The bench will be installed between the stones, with a view towards the church.

The original budget for this project was £1, 500.00 which was increased by £750.00. The cost of the heather slate stones was £1, 666.67 (excluding VAT) and the sign was £20 (excluding VAT). A bench is £497.00 (excluding VAT) plus carriage (cost dependent upon how many benches the Operations Manager orders at one time).

Members of the working party created to manage this project expressed a wish to have the stones engraved with “Together” on one stone and “Apart” on the other. The slate is a perfect stone for stone carving. The estimate for this work is £1,000.00. To do this, the Council would need to allocate a further budget for the work to be carried out.

Jubilee Garden – Unterhaching Park

Further to the vandalism of the sundial plinth, the Council's works team tried to drill in metal spikes to the bottom of the plinth to come up with a more secure fixing method than concrete alone following a resolution by this committee to try and find a way to complete the install. Unfortunately, during this process, the plinth was fractured with a piece breaking off. A repair has been attempted but it was not successful.

Officers are currently working on ideas to utilise the plinth in an alternative way or to use the sundial itself in another way but do have burial and grounds maintenance obligations which are priority.

Environmental impact

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

Neither of the projects in this report have any environmental issues associated with them.

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 should consider the risk in pursuing and spending further resources on a project which has beset with problems from the outset and on which there is still no clear way forward for completion. However, planting has been sewn in the garden area where this memorial was due to go which may raise questions if the memorial is not installed in some way.

Financial implications

- The task and finish group for the Covid-19 Memorial wish to ask the Committee if it would recommend to Council that an additional budget of £1, 000 be allocated to the Covid-19 Memorial Project at The Leys.
- Funds could be sought from the Community Infrastructure Earmarked reserve which currently has a balance of £59,944 at year end.

Recommendations

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

1. Whether to allocate an additional budget of £1,000 to enable the Covid-19 Memorial to be inscribed by a stone carver and,
2. To delegate authority to Officers to progress the Jubilee Garden at Unterhaching Park as and when they are able.

STRONGER COMMUNITIES COMMITTEE

Date:	Monday, 12 June 2023
Title:	Events Report
Contact Officer:	Venue & Events Officer - Tomas Smith

Background

The Town Council operate and manage outdoor spaces at the Leys, Burwell, Oxlease and St Georges Field, 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

We are currently in the middle of the external events run and supported by Witney Town Council.

- **Hatwell's May Fair:** 15th – 22nd May on the Leys
- **Witney Pride** Saturday 27th May, procession through town centre followed by event on the Leys.
- **Witney Music Festival:** Friday 9th and Saturday 10th June on the Leys
- **OPA Play Day:** Thursday 3rd August on Oxlease
- **Oxford Playhouse outreach tent:** 1st – 2nd July (TBC) held on the Leys.
- **Witney Carnival:** Saturday 8th 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.
- **Remembrance Sunday:** 12th November 2023 Annual Civic Event run by Witney Town Council Officers and staff, supported by Town Councillors and local groups.
- **Civic Reception/Citizen of the Year:** TBC 2024 – usually a Friday in March.

Playhouse Outreach Tent

The Town Council has been approached by Oxford Playhouse to part fund and host their outreach theatre run for children in August. This was supported last year, and the Venue and Events Officer is working to build a relationship with the Oxford Playhouse and their outreach programme which looks to bring additional touring productions to Witney. The Venue and Events Officer is awaiting confirmation from the playhouse to ascertain exact requirements.

Music at the Leys

The Venue and Events Officer has received a request from The Coffee Shed to play live music every Thursday through the summer between 17:30 and 19:30. They ran this event last year, but within Council terms and conditions this is a chargeable event held on the Leys and every booking should be £82.00 as per our agreed charges. This was waived last year with the remit they refrain from using any additional area other than the space currently being used for tables and chairs. This area is on WTC land but historically not charged.

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.

Financial implications

Described here or as stated in the report above.

- Continued maintenance and upkeep of the Town Council run parks and recreational areas.
- Commercial events on Town Council land brings income to the Council while community events (including Witney Music Festival) are supported by the Council due to their wider benefit.
- In 2022, the Playhouse was paid £1,000 for 2 days of performance. This was short notice as they wanted to fill a gap in their calendar so the request could be higher in 2023. The event was funded from budget line 4141/408 – this year the budget is allocated for other community engagement events.

Recommendations

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

1. The potential Playhouse event and whether members would like to seek an additional budget of £2,000 towards it and,
2. Allowing the Coffee Shed to promote live music at the Leys at no additional charge.