

Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



Monday, 5th June, 2023 at 6.00 pm

To members of the Halls, Cemeteries & Allotments Committee - R Crouch, D Enright, O Collins, J Aitman, D Edwards-Hughes, D Newcombe, J Treloar and R Smith (and all other Town Councillors for information).

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

Admission to Meetings

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

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 replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

2. Declarations of Interest

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Election of Vice Chair

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

4. Minutes (Pages 5 - 8)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 13 March 2023;

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress 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 - 16)

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

8. **Finance Report** (Pages 17 - 34)

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

Public Halls

9. **Public Halls Report** (Pages 35 - 38)

To receive and consider the report of the Venue & Events Officer.

10. **Retractable Seating Sponsorship** (Pages 39 - 46)

To receive and consider the report of the Project Officer.

11. **Burwell Hall Heating System Update** (Pages 47 - 50)

To receive and consider the report of the Project Officer.

12. **Subsidised Hall Hire - Volunteer Link Up** (Pages 51 - 66)

To receive and consider a Corn Exchange subsidised letting request from Volunteer Link-Up in order to hold a 40th Anniversary event.

Please note: This application is being submitted to this Committee, and not Policy, Governance & Finance due to the date of the event, 20 June 2023. The budget for sub-letting in the Council Halls for 2023/24 is £1,800 of which nothing has so far been allocated.

Cemeteries & Closed Churchyards

13. **Cemetery of the Year Awards**

To consider entry of Windrush Cemetery into the Cemetery of the Year Awards 2023.

'The Cemetery of the Year Awards Competition is designed not only to improve standards within Burial Grounds but also to encourage compliance with legislation and encourage best practice with information and support from leading Burial Authority Organisations.'

There is no cost to the Council.

14. **Commonwealth War Grave Sign** (Pages 67 - 76)

To receive the report of the Deputy Town Clerk.

15. **Holy Trinity boundary wall railings** (Pages 77 - 78)

To receive and consider the report of the Operations Manager.

16. **Exclusion of Press & public**

To consider and if appropriate, to pass the following resolution:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

17. **Corn Exchange Business Plan** (Pages 79 - 86)

To receive a confidential, draft business plan for the Corn Exchange from the Venue & Events Officer.



Town Clerk