

Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



Monday, 6th November, 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 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 of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Minutes (Pages 4 - 7)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 4 September 2023;

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

4. Public Participation

The meeting will adjourn for this item

Members of the public may speak for a maximum of **five minutes** each during the period of public participation.

participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

5. **Finance Report: Revised Revenue Budget 2023/24 and Draft Base Revenue Budget for 2024/25** (To Follow)

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

6. **Revenue Growth Items, Special Revenue Projects, and Capital Projects** (To Follow)

To receive and consider the report of the Responsible Financial Officer (RFO) with an update on the current year's work programme relating to Capital and Special Revenue Projects; as well as projects identified during the course of the year for inclusion as Revenue Growth Items or Special Revenue Projects in the Council's Revenue Budget or Capital Projects for 2024/25 and beyond.

7. **Schedule of Proposed Fees and Charges 2024/25** (To Follow)

During Budget Setting Cycle the Council reviews its Fees and Charges for the various facilities and services it operates.

Attached is the schedule of charges in respect of the assets and services which fall under the responsibility of this Committee. The Committee is recommended to approve (or amend as necessary).

8. **Resident Satisfaction Survey Comments** (Pages 8 - 9)

To receive the report from the Deputy Town Clerk.

Public Halls

9. **Public Halls Report** (To Follow)

To receive the report of the Venue & Events Officer.

10. **Public Halls Events Report** (To Follow)

To receive the report of the Venue & Events Officer.

11. **Corn Exchange Business Plan** (To Follow)

To receive the report of the Venue & Events Officer.

12. **Public Halls Safety & Security** (Pages 10 - 11)

To receive the report of the Head of Estates & Operations.

Cemeteries & Closed Churchyards

13. **Cemeteries & Closed Churchyards 2024-25** (Pages 12 - 13)

To receive and consider the report of the Operations Manager.

14. **Town Council Burials Service** (Pages 14 - 16)

To receive the report of the Senior Administrative Officer.

15. **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.

16. **Property & Legal Matters (To Follow)**

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



Town Clerk