

## Stronger Communities Committee Meeting of Witney Town Council



**Monday, 13th November, 2023 at 6.00 pm**

To members of the Stronger Communities Committee - L Cherry, G Meadows, O Collins, J Aitman, R Smith, T Ashby, A Bailey and J Doughty (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](mailto:derek.mackenzie@witney-tc.gov.uk)) in advance.

### **Recording of Meetings**

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

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

### **Agenda**

#### **1. Apologies for absence**

To consider apologies and reasons for absence.

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

**Standing Order 30(a)(v)** permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

#### **2. Declarations of Interest**

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

#### **3. Minutes (Pages 3 - 10)**

- a) To adopt and sign as a correct record the minutes of the meeting held on 18<sup>th</sup> 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, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

5. **Revised Revenue Budget 2023/24 and Draft Base Revenue Budget 2024/25 and Revenue Growth Items, Special Revenue Projects and Capital Projects** (Pages 11 - 18)

To receive the report of the RFO.

6. **Resident's Satisfaction Survey** (Pages 19 - 21)

To receive the report of the Deputy Town Clerk.

#### **Communications & Community Engagement**

7. **Communications Report** (Pages 22 - 23)

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

8. **Community Engagement Report** (Pages 24 - 33)

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

- a) **Witney Town Partnership** (Pages 34 - 41)

To receive the notes of the Witney Town Partnership meeting held on 19 September 2023.

9. **Youth Council Task & Finish Group** (Pages 42 - 44)

To receive the notes of the Youth Council task and finish group held on Monday 6 November and consider any recommendations contained therein.

10. **Experience Oxfordshire Partnership** (Pages 45 - 49)

To consider whether it is beneficial for the Town Council to partner with Experience Oxfordshire.



Town Clerk

# Agenda Item 3

## STRONGER COMMUNITIES COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 18 September 2023

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

### Present:

Councillor G Meadows (Vice-Chair, in the Chair)

|              |  |  |
|--------------|--|--|
| Councillors: | J Aitman<br>R Smith<br>T Ashby<br>A Bailey | J Doughty<br>D Edwards-Hughes<br>J Treloar                       |
| Officers:    | Sharon Groth<br>Derek Mackenzie            | Town Clerk<br>Senior Administrative Officer &<br>Committee Clerk |
| Others:      | Two members of the public.                 |  |

### SC480 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors O Collins & L Cherry.

### SC481 DECLARATIONS OF INTEREST

Councillor R Smith declared a non-pecuniary interest in agenda item 8 as she attends the church who was proposing to run the detached youth services programme.

Councillor D Edwards-Hughes also declared a non-pecuniary interest in agenda item 8 as his employer has provided financial support to Homestart.

### SC482 MINUTES

The minutes of the meeting of the Stronger Communities committee held on 17 July 2023 were received.

#### **Resolved:**

That, the minutes of the Stronger Communities committee held on 17 July 2023 be approved as a correct record of the meeting and be signed by the chair.

### SC483 PUBLIC PARTICIPATION

*The Committee adjourned for this item.*

The committee received representations from representative of Homestart concerning a grant application to be discussed under Agenda Item 8.

Further representation was made by a representative of Witney Music Festival concerning Agenda Item 11.

*The Committee reconvened.*

SC484 **HOMESTART - GRANT REQUEST**

This subject was due to be discussed as part of Agenda Item 8 however with the permission of the Chair, this item was moved up the agenda so the member of public could hear the discussion and outcome.

Following questions to the Homestart representative the Committee received and considered the grant application. They recognised the issues that Homestart faced with raising funds in order to provide essential support to families with young children. Though they hold reserves and are not at risk of closure these funds are necessary to provide future reassurance.

Councillor R Smith proposed the approval of a £10,000 grant, this was seconded by Councillor J Aitman and a vote was taken. All members were in agreement.

Recommended:

1. That, the correspondence be noted and,
2. That, a grant of £10,000 be made to Homestart, £8,400 from the remaining Youth Services Budget (4169/408) and £1,600 from the general grants budget (4100/407).

SC485 **WITNEY MUSIC FESTIVAL - FINANCIAL SUPPORT REQUEST**

This subject was due to be discussed as part of Agenda Item 11 however with the permission of the Chair, this item was moved up the agenda so the member of public could hear the discussion and outcome.

The Committee having heard a passionately prepared proposal from the representative of Witney Music Festival (WMF) discussed at length the request for an additional £5,000 of grant funding to provide a disabled platform and toilets for the 2024 event. Members agreed with the festival's aim to be "for all" and therefore inclusive and diverse, however members were also aware of the growing contribution being made to this event which is provided for not only Witney residents but also those from the wider council district.

It was proposed by Councillor J Aitman that the £10,000 contribution made by the council in 2023 continues by way of the partnership in place for 2024 and that she works with WMF in her capacity as West Oxfordshire District Council's Executive Member for Stronger, Healthy Communities to support them in an application via the new "Westhive" fundraising platform, the proposal was seconded by Councillor J Doughty and a vote was taken.

Five members were in agreement with both parts of the proposal, one member voted against the first part of proposal regarding the £10,000.

**Recommended:**

1. That, subject to the financial standing of the Council during the budget cycle that the continuation of a £10,000 be made to Witney Music Festival in 2024 and,
2. That, Councillor Aitman assist Witney Music Festival's application for funding via the WODC Westhive Scheme.

SC486 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO) which summarised the budgets under its remit, along with associated costs centres and codes.

Members were reminded to commence consideration for items to be included in the 2024/25 budget setting, these would need to be presented for discussion at the next meeting. Members were welcomed to contact the RFO with any suggestions.

The Town Clerk advised that if the committee wishes to continue with the drop in sessions provided by APCAM then these would need to be a budget consideration.

**Resolved:**

That, the report be noted.

SC487 **COMMUNICATIONS REPORT**

The Committee received and considered the report of the Communications & Community Engagement Officer outlining guidance for Councillors social media communications.

Members were pleased to receive the information provided; they considered ways in which they could improve interactions with residents such as better organisation of the 'Councillors in the Café' events, perhaps with the use of a Gazebo outside of the Corn Exchange on fine weather days so that they are more visible. A Member laboured the point that it was also important to understand that residents could contact councillors at any time and that this should be encouraged.

Members also agreed that the sharing of a single social media post rather than each constructing their own would be clearer for residents to understand.

The Committee were pleased to hear of the signage being placed on the frontage of the reception.

**Resolved:**

That, the report be noted.

Councillors J Treloar & G Doughty left the meeting at 19:08pm and rejoined 19:15pm

SC488 **COMMUNITY ENGAGEMENT REPORT**

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

Members agreed to launch the Citizen of the Year award and encouraged each other to provide nominations themselves, they were also all in support of the signing up to the White Ribbon Promise as it was felt that this must be underlined if change is to be made.

Members also discussed with vigour the idea of marking the 80<sup>th</sup> D-Day Anniversary, some members were of the opinion that a number of significant events relating to WW2 were upcoming over the next 18 months and consideration could be given to an event that would celebrate the peace that came from the heroic actions of D-Day instead. It was agreed by the Committee that a Task & Finish group would be appropriate to finalise arrangements.

**Resolved:**

1. That, the report be noted and,
2. That, delegate decision to mark World Mental Health Day to officers and,
3. That, funding up to £100 is awarded to support heritage walks as part of car free day and,
4. That, the Citizen of the Year award is run as per the previous format and,
5. That, Witney Town Council sign the White Ribbon Promise subject to agreement by the Personal Sub-Committee and,
6. That, a budget of £1,000 be allocated to the 80<sup>th</sup> D-Day Anniversary event and a Task & Finish group created.

SC489 **YOUTH SERVICES**

Members received the report of the Deputy Town Clerk regarding an update on Youth Services.

Members were pleased to hear that the program of events of the summer had been well received.

A verbal update was provided by the Town Clerk to members on the progress of Bright Futures. She highlighted the proposed metrics for assessing the success of the service and the members made some comments to be fed back

**Resolved:**

1. That, the report and verbal update be noted and,
2. That, the six-week summer period of activities should continue to be highlighted and,
3. That, the continuation of financial support to provide APCAM drop in sessions be explored.

Councillor A Bailey left the meeting – 20:01pm

SC490 **RESIDENT SATISFACTION SURVEY RESULTS**

The Committee received and considered the report of the Deputy Town Clerk which provided feedback following the annual residents survey.

Members were unsurprised to see that many of the comments were about issues outside of the Town Councils control however they were pleased to see that Officers were engaging with other authorities and organisations to address those issues also.

The Committee also believed that the publication of issues that the council does address should be promoted via social media, noticeboards including the new digital noticeboard that would shortly be installed in the reception window.

The Town Clerk advised that a meeting had been arranged for all three level of Councils , WTC, WODC and OCC to discuss the grounds maintenance and the overall appearance of the town.

**Resolved**

1. That, the report be noted and,
2. That, Officers continue to lobby authorities and organisations to ensure issues raised are addressed and,
3. That, “You Said, We Did” posts are issued via the council’s various information outlets.

**SC491 SUSPENSION OF STANDING ORDERS**

As the meeting would now exceed 2 hours in length, the Committee agreed to suspend standing order 48 in order to allow the meeting to continue to its conclusion.

**SC492 TOWN CENTRE PARTNERSHIP**

The Committee received the report of the Town Clerk outlining the plan to reformulate a Witney Partnership Forum.

As advised in the report the first meeting was scheduled for the following day, 19 September 2023, the Town Clerk welcomed comments from members ahead of the meeting on what the objectives of the Town Partnership should be. She would report back on the outcome at a future meeting.

Members asked that questions were raised as to how the market could be improved with such ideas as more affordable rents, better signage and the cleaning up of open spaces all of which would lead to drive footfall into the town and support existing and encourage new businesses. Other towns run successful markets so no reason Witney could not.

Members also asked the identification of Safe Spaces for youths was part of the forum discussion.

**Resolved**

1. That, the report be noted and,
2. That, members comments be raised at the forum meeting by the Town Clerk.

Councillor A Bailey rejoined the meeting – 20:08pm

**SC493 EVENTS REPORT**

The Committee received the report of the Venue & Events Officer regarding upcoming events for the remainder of 2023.

Members were grateful for the work that Oxfordshire Play Association put into the very successful and well attended event, Councillor J Aitman proposed that the council continue to

support this free event for Witney's children, it was seconded by Councillor J Doughty with unanimous agreement of members.

The Town Clerk provided a verbal update to confirm that Remembrance Service arrangements were progressing, if councillors had any questions they should be directed to Officers.

Members were encouraged by Councillor J Aitman to ensure that they support the Childrens Advent Fayre, another very popular free event put on by the Town Council, she stressed that however it needed councillor support on the day in order to proceed.

**Resolved**

1. That, the report be noted and,
2. That, the Oxfordshire Play Association correspondence to be noted and the Council continues to support the event next year with a grant of £1,000,
3. That, the Councillors participate in the children's advent fayre to ensure the event proceeds safely.

SC494 **IN BLOOM**

The Committee received and considered the report of the Communications & Community Engagement Officer providing an update on the In Bloom Competition.

Members welcomed the reuse of the High Street Planters elsewhere on the Council estate they also liked the idea of the Community Gardener Competition which could include individuals as well as businesses as this would complement the other activities and participation that In Bloom creates.

They discussed ideas for the 2024 planting scheme and suggested ideas such as, Bee friendly, herbs and lavender. Members were happy though for officers to take the lead on the decision.

**Resolved:**

1. That, the report be noted and,
2. That, Witney Community Support Group be offered the option to adopt a school in bloom barrow and,
3. That, a planting scheme incorporating the idea expressed is considered and,
4. That, a Community Gardener Competition is introduced.

SC495 **BUS SHELTERS – WEST WITNEY**

The Committee received and considered the report of the Deputy Town Clerk outlining the imminent install of four new bus shelters at Windrush Place.

A member raised that the original agreement was that six shelters would be provided and that in June 2023 it was agreed between Tetra Tech and Oxfordshire County Council (OCC) that these would include Sedum living roofs. It was understood that the reduction was due to two of the original planned shelters being sited directly outside of properties and this was now deemed not suitable.

The member provided contact details of the officer at OCC that the consortium had been in discussions with so that Officers could investigate further.



The Committee raised their concerns of adoption of bus shelters prior to the adoption of the roadways by OCC, they ask that any damage to the shelters that is suffered whilst construction continues is the liability of the developers. Members ask that a condition of adoption to be that the shelters have sedum living roofs.

Members also ask that if only four bus stops are provided rather than the original six, they would like to see the developer cost saving for this to be paid to the council towards the ongoing upkeep of bus shelters across the town.

**Resolved:**

1. That, the report be noted and,
2. That, the adoption of shelters is subject to them having sedum living roofs and that damage during the construction stage is the responsibility of the developer and,
3. That, Officers request that the shelters have a reduced level of Perspex and,
4. That, the bus shelter maintenance budget be increased to £3,000.

SC496 **CHRISTMAS LIGHTS**

The Committee received and considered the report of the Operations Manager regarding the need to tender for the Christmas Light contract to run from 2024-2027.

Members raised issues that they saw with the current contract, it was agreed that a Working party should be established in order for members to be involved in setting the specification for the tender and to review and award the tender. The Town Clerk therefore suggested that this item be deferred and referred to the Christmas Lights Working Party once established after full Council.

A member pointed out that the Christmas Lights was a considerable expense to the council and was comparable in amount to the Youth Services Grant budget. Officers clarified that the current budget of £44,000 was per year and not spread across the three-year term.

**Resolved:**

1. That, the report be noted and,
2. That, a working party be established to work with Officers on the specification for the tender, and the awarding of the contract in 2024.

SC497 **WINTER PREPARATIONS**

The Committee received the report for the Operations Manager regarding Winter Preparations.

Members all agreed for the need to install grit bins on the Kingfisher Meadows estate. A member also asked that the Council works team are aware of the need to ensure that pathways which form part of the Councils estate, such as Tower Hill Cemetery are well gritted when required.

**Resolved**

1. That, the report be noted and,
2. That, two grit bins are installed at Kingfisher Meadows.

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The meeting closed at: 8.40 pm

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Chair

## STRONGER COMMUNITIES COMMITTEE

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|                         |  |
|-------------------------|--|
| <b>Date:</b>            | Monday 13 November 2023  |
| <b>Title:</b>           | Finance Report:<br>Revised Revenue Budget 2023/24 and Draft Base Revenue Budget 2024/25 and Revenue Growth Items, Special Revenue Projects, and Capital Projects |
| <b>Contact Officer:</b> | Responsible Financial Officer  |

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### Background

Financial Regulation 3.2 requires *each committee through the actions of the Policy, Governance & Finance Committee, to review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposal for revising the forecast.*

The purpose of this report is to present to Members the revised budget for 2023/24 and the first draft revenue budget for 2024/25. Please see attached documents.

The budget process is ongoing and there is further work to do. Consequently, an updated report on all cost centres which are the responsibility of this committee will be presented later in the budget cycle. This will include a fuller explanation of variances. For now, this report covers only the major matters of note.

### Recharges from Works Department and Central Support

To get a true cost of its services, the Council recharges the total cost of its Works Departments (Cost Centres 604, 605 and 606) and Central Support (Cost Centre 602) across the various cost centres/ services. For the Works Department this is done based on the weekly time sheets, and for the Central Support is based on the apportionment of responsibilities of the Officers.

The budget holding committee for the Works Department and Central Support is the Policy, Governance and Finance Committee and the revised estimates for 2023-24 and the proposed budget for 2024-25 will be brought to the next meeting of that Committee. This will have followed completion work following the first year if the in-house grounds' maintenance operation. For now, a prudent approach has been taken and the original estimates have been retained as the revised estimates for 2023-24.

## Budget parameters

The RFO examines each individual budget line, looking at the historic trends and known future developments so a flat percentage is not applied uniformly across the estimates.

However, where appropriate an inflationary increase for 2024-25 is assumed at a 6.7% increase. Note that public sector wage inflation is currently 6.8% (August 2023), CPI is 6.3% and RPI is 8.9% (the latter two as at September 2023).

## Format of the Base Revenue Budget

Regarding the Stronger Communities budget, the Committee's services are divided into two base revenue cost centres, responsibilities as follows:

| <u>Cost Centre</u> | <u>Area</u>              | <u>Description</u>   |
|--------------------|--------------------------|--|
| 402                | Community Infrastructure | This cost centre relates to the infrastructure found in the town including bus shelters, bins, benches, Christmas lights, cycle racks, defibrillators, church clock and floral displays. |
| 408                | Community Activities     | This relates to community events like the advent fayre, Remembrance Day parade, anniversaries, as well as supporting the Youth Council.  |

## Revenue Budget Summary

The reports give the detail and Members will be able to ask questions either ahead or at the meeting.

Members may wish to note the following matters:

1. Code 1052/402 – expenses recovered. This income line relating to recharges for memorial benches has been introduced for 2024-25 with a budget of £1,336. The expenditure will be part of 4200/402.
2. Code 1171/402. Budget line of £1,334 for 2024-25 relates to Christmas lights sponsorship.
3. Recharges. The following recharges have been processed for the period 1 April to 31 August and are reflected in the year to date:
  - (i) 4894 – grounds staff;
  - (ii) 4895 – grounds staff overhead;
  - (iii) 4896 – Maintenance staff;
  - (iv) 4897 – Maintenance staff overhead;
  - (v) 4892 – Central support staff;
  - (vi) 4893 – Central support overhead.
4. All other year to date figures represent receipts and payments for the six month period April to September 2023.
5. The estimates reflect energy costs being lower than budgeted for this time last year, this having a significant impact on the bottom line.

6. On several nominal codes where expenditure is likely to be under-budget the revised budget is retained at the original. A proposal will come forward at final accounts stage for the difference between spend and budget to then be transferred to the earmarked reserve at year end. The affected codes are cost centre 402 nominal ledger codes 4035, 4036, 4037, 4039, 4040, 4066, 4067, 4166, 4200, 4210, 4215; and cost centre 408 nominal ledger codes 4103, 4111, 4112, 4141, 4160, 4161, 4169 and 4170.
7. Conversely over-spends on nominal budgets will, where appropriate, be met from earmarked reserves. This adjustment will be made as part of the next stage of budget-making and will then reduce revenue expenditure for the year. For example, for budget 4200/402 the revised budget projection for 2023-24 is £4,600 and the additional £3,600 will be taken from the earmarked reserve.

### **Revenue Growth Items, Special Revenue Projects, and Capital Projects for consideration for 2024-25**

The following projects/expenditure have been raised in meetings or by Officers and should be considered as part of the budget setting process. The expenditure will in turn be scrutinised by the Policy, Governance & Finance Committee later in the cycle, taking into account the Council's overall financial position.

1. Code 4035/402, Bus shelters. Increase 2024-25 budget to from £2,000 to £3,000 (minute SC.495).
2. Code 4200/402, Street furniture. Increase 2024.-25 budget from £1,000 to £5,000.
3. Code 4990/402, Contribution to CCTV scheme. It has been usual (since c.2003) that the Council budgets £10k towards the CCTV Town Centre Scheme. Members are referred to the confidential appendix as an update on the scheme to consider whether to continue with this support and commitment.
4. Code 4141/402, Events include civic events which will always be held – such as Remembrance Day. However, there are other events – such as Heritage Open Day, Car Free Day, Mental Health awareness – which are more optional. Members are requested to consider whether they wish to continue to organize these optional events. If so, it is suggested that the budget increases from £9,000 to £10,000 for cost of living and some allowance for new events.
5. Code 4147/408, D-Day 80<sup>th</sup> Anniversary Commemoration. £1,000 budget (minute SC.488/6)

### **Summary**

Overall, the budget estimates, as they stand, show:

Original 2023-24 budget: £528,635.

Revised 2023-24 budget: £523,257 (reduction of 1%).

Proposed 2024-25 budget: £550,629 (increase of 4.2%).

Note the above figures will change when the works/ central budgets and earmarked reserve movements considered by the Policy, Governance and Finance Committee.

### **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 regarding 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.

All the Council's Committees receive financial reports to carry out its checks and balances. The RFO has approached the budget with prudence so as accurate budget as possible can be set at this early stage, although there may be some opportunities to make savings if required to balance the budget.

### **Financial implications**

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

### **Recommendations**

Members are invited to:

- (a) Note the report and consider the revised base revenue budget for 2023/24 and the initial estimated base revenue budgets for 2024/25, as detailed in the draft estimates.
- (b) Consider approval or otherwise of the bids for Revenue Growth Items, Special Revenue Projects and Capital Projects for 2024-25.
- (c) Note that work in relation to the estimates is ongoing and therefore it is likely that the estimates for the various cost centres will change. The estimates must be considered accordingly.

Annual Budget - By Committee (Actual YTD Month 6)

Note: Initial Budget Estimates for 2024-25 - Stronger Communities Committee

|                                    |  | <u>Last Year 2022-23</u> |        | <u>Current Year 2023-24</u> |            |           |           | <u>Next Year 2024-25</u> |     |                 |
|------------------------------------|--|--------------------------|--------|-----------------------------|------------|-----------|-----------|--------------------------|-----|-----------------|
|                                    |  | Budget                   | Actual | Total                       | Actual YTD | Projected | Committed | Agreed                   | EMR | Carried Forward |
| <b><u>Stronger Communities</u></b> |  |                          |        |                             |            |           |           |                          |     |                 |
| <b>402</b>                         | <b><u>COMMUNITY INFRASTRUCTURE</u></b> |                          |        |                             |            |           |           |                          |     |                 |
| 1052                               | EXPENSES RECOVERED                     | 0                        | 0      | 0                           | 1,252      | 1,252     | 0         | 1,336                    | 0   | 0               |
| 1170                               | GRANTS RECEIVED                        | 0                        | 3,345  | 0                           | 4,020      | 4,020     | 0         | 0                        | 0   | 0               |
| 1171                               | DONATIONS RECEIVED                     | 1,000                    | 1,667  | 0                           | 2,300      | 3,550     | 0         | 1,334                    | 0   | 0               |
|                                    | <b>Total Income</b>                    | 1,000                    | 5,012  | 0                           | 7,572      | 8,822     | 0         | 2,670                    | 0   | 0               |
| 4013                               | RENT PAID                              | 5                        | 0      | 0                           | 0          | 0         | 0         | 0                        | 0   | 0               |
| 4014                               | ELECTRICITY                            | 1,000                    | 2,281  | 4,100                       | 1,024      | 3,101     | 0         | 3,411                    | 0   | 0               |
| 4017                               | CONTRACT CLEAN/WASTE                   | 5,000                    | 6,337  | 3,000                       | 2,229      | 3,000     | 0         | 3,000                    | 0   | 0               |
| 4025                               | INSURANCE                              | 120                      | 112    | 120                         | 112        | 112       | 0         | 112                      | 0   | 0               |
| 4035                               | BUS SHELTER MAINTENANCE                | 2,000                    | 20     | 2,000                       | 60         | 2,000     | 0         | 3,000                    | 0   | 0               |
| 4036                               | PROPERTY MAINTENANCE                   | 2,630                    | 4,777  | 2,630                       | 390        | 2,630     | 0         | 2,630                    | 0   | 0               |
| 4037                               | GROUNDS MAINTENANCE                    | 3,000                    | 0      | 3,000                       | 54         | 3,000     | 0         | 3,000                    | 0   | 0               |
| 4038                               | OTHER MAINTENANCE                      | 0                        | 3      | 0                           | 0          | 0         | 0         | 0                        | 0   | 0               |
| 4039                               | HORTICULTURE                           | 750                      | 0      | 750                         | 1,338      | 1,700     | 0         | 750                      | 0   | 0               |
| 4040                               | ARBORICULTURE                          | 35,480                   | 11,943 | 20,000                      | 13,920     | 20,000    | 0         | 20,000                   | 0   | 0               |
| 4066                               | TREE REPLACEMENT                       | 6,000                    | 4,575  | 8,000                       | 5,620      | 8,000     | 0         | 8,000                    | 0   | 0               |
| 4067                               | Tree Survey                            | 8,000                    | 4,446  | 8,000                       | 0          | 8,000     | 0         | 8,000                    | 0   | 0               |
| 4105                               | XMAS LIGHTS, TREE & INFRASTRUC         | 35,120                   | 39,071 | 44,000                      | 14,302     | 44,000    | 0         | 44,000                   | 0   | 0               |
| 4166                               | DEFIBRILLATOR EXPENDITURE              | 4,000                    | 1,446  | 4,000                       | 0          | 4,000     | 0         | 4,000                    | 0   | 0               |
| 4200                               | STREET FURNITURE                       | 1,000                    | 2,170  | 1,000                       | 4,381      | 4,600     | 0         | 5,000                    | 0   | 0               |
| 4208                               | COVID-19 MEMORIAL                      | 1,500                    | 1,667  | 0                           | 618        | 618       | 0         | 0                        | 0   | 0               |
| 4210                               | CHURCH CLOCK                           | 4,500                    | 69     | 1,500                       | 0          | 1,500     | 0         | 1,500                    | 0   | 0               |

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Initial Budget Estimates for 2024-25 - Stronger Communities Committee

Page 16

|            |                                       | <u>Last Year 2022-23</u> |                  | <u>Current Year 2023-24</u> |                  |                  |           | <u>Next Year 2024-25</u> |          |                 |
|------------|---------------------------------------|--------------------------|------------------|-----------------------------|------------------|------------------|-----------|--------------------------|----------|-----------------|
|            |                                       | Budget                   | Actual           | Total                       | Actual YTD       | Projected        | Committed | Agreed                   | EMR      | Carried Forward |
| 4215       | IN BLOOM - INC SCHOOLS CHALLENGE      | 7,250                    | 1,013            | 7,250                       | 1,402            | 7,250            | 0         | 7,250                    | 0        | 0               |
| 4495       | TFR FROM EARMARKED R                  | -33,730                  | 0                | 0                           | 0                | 0                | 0         | 0                        | 0        | 0               |
| 4888       | O/S STAFF RCHG (TO 30/09/23)          | 70,952                   | 20,276           | 0                           | 0                | 0                | 0         | 0                        | 0        | 0               |
| 4890       | O/S O'HEAD RCHG (TO 30/09/22)         | 14,476                   | 4,107            | 0                           | 0                | 0                | 0         | 0                        | 0        | 0               |
| 4891       | AGENCY R/C (TO 30/09/22)              | 81,866                   | 81,866           | 0                           | 0                | 0                | 0         | 0                        | 0        | 0               |
| 4892       | C/S STAFF RCHG                        | 16,543                   | 13,858           | 17,967                      | 5,446            | 17,967           | 0         | 19,171                   | 0        | 0               |
| 4893       | C/S O'HEAD RCHG                       | 4,590                    | 4,532            | 5,176                       | 2,296            | 5,176            | 0         | 5,523                    | 0        | 0               |
| 4894       | GROUNDSTAFF RECHARGE                  | 0                        | 16,736           | 70,697                      | 15,120           | 70,697           | 0         | 75,434                   | 0        | 0               |
| 4895       | GROUNDSTAFF O'HEAD RECHARGE           | 0                        | 8,716            | 26,103                      | 30,612           | 26,103           | 0         | 27,852                   | 0        | 0               |
| 4896       | MTCE STAFF RECHARGE                   | 0                        | 36,136           | 87,913                      | 43,496           | 87,913           | 0         | 93,803                   | 0        | 0               |
| 4897       | MTCE O'HEAD RECHARGE                  | 0                        | 5,511            | 8,604                       | 3,377            | 8,604            | 0         | 9,180                    | 0        | 0               |
| 4899       | DEPOT REALLOCATION                    | 0                        | 0                | 9,187                       | 0                | 9,187            | 0         | 9,803                    | 0        | 0               |
| 4990       | CONTRN TO CCTV SCH.                   | 10,000                   | 10,000           | 10,000                      | 0                | 10,000           | 0         | 10,000                   | 0        | 0               |
|            | <b>Overhead Expenditure</b>           | <b>282,052</b>           | <b>281,669</b>   | <b>344,997</b>              | <b>145,797</b>   | <b>349,158</b>   | <b>0</b>  | <b>364,419</b>           | <b>0</b> | <b>0</b>        |
|            | <b>Movement to/(from) Gen Reserve</b> | <b>(281,052)</b>         | <b>(276,657)</b> | <b>(344,997)</b>            | <b>(138,225)</b> | <b>(340,336)</b> |           | <b>(361,749)</b>         |          |                 |
| <b>408</b> | <b><u>COMMUNITY ACTIVITIES</u></b>    |                          |                  |                             |                  |                  |           |                          |          |                 |
| 1052       | EXPENSES RECOVERED                    | 0                        | 386              | 0                           | 0                | 0                | 0         | 0                        | 0        | 0               |
|            | <b>Total Income</b>                   | <b>0</b>                 | <b>386</b>       | <b>0</b>                    | <b>0</b>         | <b>0</b>         | <b>0</b>  | <b>0</b>                 | <b>0</b> | <b>0</b>        |
| 4001       | SALARIES                              | 0                        | 2,234            | 4,778                       | 2,170            | 4,581            | 0         | 4,888                    | 0        | 0               |
| 4002       | ER'S NIC                              | 0                        | 233              | 502                         | 221              | 466              | 0         | 498                      | 0        | 0               |
| 4003       | ER'S SUPERANN                         | 0                        | 485              | 1,037                       | 471              | 994              | 0         | 1,061                    | 0        | 0               |
| 4103       | GRANT YOUTH COUNCIL                   | 500                      | 0                | 500                         | 0                | 500              | 0         | 500                      | 0        | 0               |

Continued on next page



Annual Budget - By Committee (Actual YTD Month 6)

Note: Initial Budget Estimates for 2024-25 - Stronger Communities Committee

|                                       |                                | <u>Last Year 2022-23</u> |                  | <u>Current Year 2023-24</u> |                  |                  |           | <u>Next Year 2024-25</u> |          |                 |
|---------------------------------------|--------------------------------|--------------------------|------------------|-----------------------------|------------------|------------------|-----------|--------------------------|----------|-----------------|
|                                       |                                | Budget                   | Actual           | Total                       | Actual YTD       | Projected        | Committed | Agreed                   | EMR      | Carried Forward |
| 4104                                  | GRANT CARNIVAL/XMAS ROTARY CLB | 4,100                    | 4,100            | 4,500                       | 2,100            | 4,200            | 0         | 4,500                    | 0        | 0               |
| 4106                                  | GRANT - PLAY DAY               | 1,000                    | 1,000            | 1,000                       | 1,000            | 1,000            | 0         | 1,000                    | 0        | 0               |
| 4109                                  | BLUE PLAQUES                   | 1,000                    | 300              | 0                           | 0                | 0                | 0         | 0                        | 0        | 0               |
| 4111                                  | WATER SAFETY/EDUCATION         | 10,000                   | 0                | 2,000                       | 0                | 2,000            | 0         | 2,000                    | 0        | 0               |
| 4112                                  | GRANT - WITNEY TOWN BAND       | 660                      | 660              | 750                         | 660              | 660              | 0         | 660                      | 0        | 0               |
| 4141                                  | EVENTS                         | 9,000                    | 6,174            | 9,000                       | 1,615            | 9,000            | 0         | 10,000                   | 0        | 0               |
| 4145                                  | HM QUEEN'S JUBILEE (2022)      | 3,000                    | 2,092            | 0                           | 744              | 744              | 0         | 0                        | 0        | 0               |
| 4146                                  | HM KING'S CORONATION (2023)    | 0                        | 1,431            | 3,000                       | 2,205            | 2,205            | 0         | 0                        | 0        | 0               |
| 4148                                  | D-Day 80th Anniversary comm'n  | 0                        | 0                | 0                           | 0                | 0                | 0         | 1,000                    | 0        | 0               |
| 4160                                  | TOWN TWINNING                  | 500                      | 0                | 500                         | 0                | 500              | 0         | 500                      | 0        | 0               |
| 4161                                  | TOWN TWINNING ROOM HIRE        | 500                      | 0                | 500                         | 0                | 500              | 0         | 500                      | 0        | 0               |
| 4167                                  | BUS SERVICE                    | 21,000                   | 21,000           | 21,000                      | 10,500           | 21,000           | 0         | 21,000                   | 0        | 0               |
| 4169                                  | CHILDREN & YOUTH PROVISION     | 44,340                   | 41,334           | 40,000                      | 1,200            | 40,000           | 0         | 40,000                   | 0        | 0               |
| 4170                                  | ADVENT FAYRE                   | 2,000                    | 1,399            | 2,000                       | 0                | 2,000            | 0         | 2,000                    | 0        | 0               |
| 4495                                  | TFR FROM EARMARKED R           | -1,000                   | 0                | 0                           | 0                | 0                | 0         | 0                        | 0        | 0               |
| 4892                                  | C/S STAFF RCHG                 | 66,172                   | 55,431           | 71,867                      | 21,785           | 71,867           | 0         | 76,682                   | 0        | 0               |
| 4893                                  | C/S O'HEAD RCHG                | 18,362                   | 18,129           | 20,704                      | 9,183            | 20,704           | 0         | 22,091                   | 0        | 0               |
| <b>Overhead Expenditure</b>           |                                | <b>181,134</b>           | <b>156,002</b>   | <b>183,638</b>              | <b>53,854</b>    | <b>182,921</b>   | <b>0</b>  | <b>188,880</b>           | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |                                | <b>(181,134)</b>         | <b>(155,615)</b> | <b>(183,638)</b>            | <b>(53,854)</b>  | <b>(182,921)</b> |           | <b>(188,880)</b>         |          |                 |
| <b>Stronger Communities - Income</b>  |                                | <b>1,000</b>             | <b>5,398</b>     | <b>0</b>                    | <b>7,572</b>     | <b>8,822</b>     | <b>0</b>  | <b>2,670</b>             | <b>0</b> | <b>0</b>        |
| <b>Expenditure</b>                    |                                | <b>463,186</b>           | <b>437,671</b>   | <b>528,635</b>              | <b>199,651</b>   | <b>532,079</b>   | <b>0</b>  | <b>553,299</b>           | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |                                | <b>(462,186)</b>         | <b>(432,273)</b> | <b>(528,635)</b>            | <b>(192,079)</b> | <b>(523,257)</b> |           | <b>(550,629)</b>         |          |                 |

Page 17

Annual Budget - By Committee (Actual YTD Month 6)

Note: Initial Budget Estimates for 2024-25 - Stronger Communities Committee

|                                       | <u>Last Year 2022-23</u> |                  | <u>Current Year 2023-24</u> |                  |                  |           | <u>Next Year 2024-25</u> |     |                 |
|---------------------------------------|--------------------------|------------------|-----------------------------|------------------|------------------|-----------|--------------------------|-----|-----------------|
|                                       | Budget                   | Actual           | Total                       | Actual YTD       | Projected        | Committed | Agreed                   | EMR | Carried Forward |
| <b>Total Budget Income</b>            | 1,000                    | 5,398            | 0                           | 7,572            | 8,822            | 0         | 2,670                    | 0   | 0               |
| <b>Expenditure</b>                    | 463,186                  | 437,671          | 528,635                     | 199,651          | 532,079          | 0         | 553,299                  | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> | <u>(462,186)</u>         | <u>(432,273)</u> | <u>(528,635)</u>            | <u>(192,079)</u> | <u>(523,257)</u> |           | <u>(550,629)</u>         |     |                 |

## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday, 13 November 2023  
**Title:** Resident's Satisfaction Survey  
**Contact Officer:** Deputy Town Clerk

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### Background

The purpose of this report is to provide Members with a detailed breakdown of comments received during the Town Council's Resident Satisfaction Survey earlier this year to help inform future budget-setting for items under the remit of this Committee.

### Current Situation

Members are asked to consider whether any of these items should be included in the Council's emerging Strategic Plan, and therefore whether budgets need to be incorporated in the short, medium, or long-term. The comments were:

#### Community Infrastructure

Christmas lights - always the same/cheap and tacky/waste of money  
Not enough benches for elderly/town centre/benches dirty  
Bus Shelters - covered in graffiti /poor/poor seating/Newland awful  
Floral displays could be extended into Corn Street

#### Civic Events

Remembrance 2022 poor/needs to be an organised event/needs military parade

#### Community Events

Too few community events - number and variety poor  
Lack of services/events for teenagers in Witney  
Citizen of the Year - relevance  
More fun things for people to do

#### Communications

Not enough communication - needs communicating widely  
Some don't use FB & Social Media  
Confusing which council does what public spaces

The following table shows how the services scored overall in the survey.

|  | Excellent | Good | Satisfactory | Poor | N/A | Total |
|--|-----------|------|--------------|------|-----|-------|
| Floral Displays (including hanging baskets)  | 80        | 85   | 39           | 10   | 3   | 217   |
| Street Furniture (bins/benches/bus shelters) | 17        | 73   | 71           | 54   | 4   | 219   |
| Christmas Lights Display                     | 76        | 86   | 38           | 12   | 6   | 218   |
| Civic Events (Remembrance, Mayors Carols)    | 52        | 72   | 40           | 13   | 40  | 217   |

|  |    |    |    |    |    |     |
|--|----|----|----|----|----|-----|
| Community Events (Play Day, Coffee Mornings) | 14 | 44 | 33 | 15 | 99 | 205 |
| Communication                                | 23 | 56 | 52 | 34 | 17 | 182 |

The high number of satisfactory and poor results for street furniture is reflected in a significant number of comments on bins across the town (not all listed here). This is related to the removal and replacement of litter and dog waste bins by West Oxfordshire District Council; the town council has corresponded with them on this issue. That said, the Council may like to consider an increase in the budget for bins and benches. The Parks & Recreation Committee have already requested an increase to £4,000 in the new fiscal year.

Three bus shelters have been replaced earlier this year at Newland, High Street and Thorney Leys; the latter has also received an additional shelter as part of an accessibility project led by Oxfordshire County Council.

The Remembrance Service in 2022 was the first in-person event since the Royal British Legion passed organisational responsibility to town and parish Council's. Lessons were learned; the town council organises the event within the limits of its capacity.

The Council may want to consider raising its community events budget (currently £4,000) to try and put on further community events but must be mindful that there is a significant staff resourcing cost in running its own events. In the newsletters, the C&CEO has asked residents to contact the town council if they have any ideas for events. The Leys 'Events' field is booked out for most of the summer with community events. The C&CEO has attended a seminar on youth services and there is more partnership working which is possible through working with other and Bright Futures.

The Council always scores lower on communications. In the previous year, there has been extension of social media platforms and new prominent digital signage, along with the more traditional lines of posters and newsletters etc.

### **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.

There is a reputational risk if the Council does not address comments received in its satisfaction survey.

The Council's committees will have competing demands on the overall Council budget so other projects may take priority over these.

**Financial implications**

Described here or as stated in the report above.

- There are no new implications from the contents of this report. But the Committee may like to consider increasing budgets on any item

**Recommendations**

Members are invited to note the report.

# Agenda Item 7

## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday, 13 November 2023  
**Title:** Communications Report  
**Contact Officer:** Communications & Community Engagement Officer

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### **Background**

Ahead of the Spring Newsletter the Council could consider a new approach to some of the information provided to residents as part of the content, as detailed below.

### **Current Situation**

#### **Spring Newsletter**

The Communications Officer would like to present a full article in the Spring newsletter explaining in clear and simple language how the Town Council generates income and how many of its services are subsidised and how much those subsidies cost. This would accompany the usual information, infographic and breakdown of budget spend.

Members are asked if there are any further specific items/themes they would like to be included in this newsletter. An alternative distributor is being sought.

#### **Vandalism Poster Article**

A similar press release could cover the cost of vandalism in real terms. It was suggested at an internal meeting that as this would not be likely to reach those responsible for some of the vandalism that we issue this as infographic posters displayed in play areas, around the Lake and other areas where vandalism is most prevalent.

The posters could show damaged equipment with the simple message – “ We cleaned/mended/replaced this at a cost of £\*\*. We could have used this money to buy these things for this park/the town etc.”

It’s a harder hitting message about the waste of money and the cost to individuals in terms of what is missing as a result.

#### **Media Campaign on Dog Fouling**

At the meeting of the Halls, Cemeteries & Allotments Committee on 6 November, dog fouling at Tower Hill cemetery was highlighted by a member of the public.

Signage will be considered by that committee, but it is understood the Operations Manager is already looking to include information on dogs on a sign at the entrance gate.

The Committee may like to consider a social media and poster campaign at all open spaces to highlight the problem, ask dog owners to be considerate of other users and the associated fines which can be incurred.

### **Commemorative version of WTC logo**

For the fiscal year – April 24 – May 25 the Council could use a Gold Version of its logo, which would be really simple to adapt and adopt. -An idea is shown below.



### **Website**

Officers are currently awaiting more questions from a prospective supplier as they assess the Council's website in order to provide a quote. The previous contact has left the company.

### **Autumn/ Winter newsletter**

This is mostly complete – officers are just waiting for Christmas Competition results (Carol Service sheet), and it can then be issued with all the winners and photographs etc.

### **Environmental impact**

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

### **Risk**

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

### **Financial implications**

- All items are within agreed budgets

### **Recommendations**

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

1. Which news articles/posters Councillors would like to see issued
2. Whether Councillors would like to consider a gold version of the logo for 50th anniversary
3. A campaign on dog fouling in open spaces.

# Agenda Item 8

## STRONGER COMMUNITIES COMMITTEE

---

|                         |   |
|-------------------------|---|
| <b>Date:</b>            | Monday, 13 November 2023                      |
| <b>Title:</b>           | Community Engagement Report                   |
| <b>Contact Officer:</b> | Communications & Community Engagement Officer |

---

### Background

This report is intended to inform Members of any community initiatives which the Council may wish to support. It will include an overview of suggested activities for young people and some ideas that they Youth Council (when inaugurated) might like to follow up

### Current Situation

With Witney Town Council celebrating 50 years in 2024 there is plenty of scope for Community and Civic activities that could mark this. It is worth considering how each of the town council's services might be highlighted and showcased through an event that celebrates the town council, the town itself, its residents and the wide range of successful community groups and organisations Witney has.

Officers and Councillors may be able to come up with ideas relating to the services they oversee and the committees they report to or sit on. Some ideas are suggested below (in bold) within the theme of 50 or a golden anniversary.

### Christmas Film for Seniors

Often the survey suggests that residents' perception is that the Council doesn't do many activities for seniors. A Christmas screening in the Corn Exchange with refreshments at a small charge that covers the cost of licensing and refreshments could be something that would be simple to implement and then hold a senior's film club on a monthly basis, either tagged on after the regular, first Thursday in the month, Chatterbox coffee morning or separately on a Friday morning. This could also be advertised to care homes, day centres or perhaps promoted as something that carers could come to with their charges.

### Twinning Association

Hold a civic dinner that includes guests from our twin town and perhaps encourages others to join the TA.

### Events – Showcasing Services

- **Allotments** - Best allotment as part of In Bloom awards
- **In Bloom barrows** -could have a gold theme – lots of yellow flowers are pollinator friendly
- **Cemeteries** – Rerun the very popular revealing the History of Tower Hill Cemetery as a Heritage Open Day event



- **Grants** - offer fifty grants of £50 to small community groups who would appreciate a small budget for books etc. A wide reaching but relatively small gift.
- **Lake and Country Park** – Go for gold at the lake for In Bloom next year- there will be improvements met from underspend on last year’s budget and we could create the Round the Lake Treasure Hunt leaflet previously considered. The lake is 50 years old in the next few years too.
- **Ideas to be suggested for Parks and Recreation, Climate, Biodiversity and Planning committees, and Youth Council and the services they cover.**

### **Community Events in the Corn Exchange**

- **1970s Disco/Glam Rock Night** -An event that reflects the type of event people were attending in the 70s!
- **Mamma Mia the movie sing along screening** - Sing along screenings currently seem to be very popular and Abba are a 70s phenomenon.
- **Birthday Coffee Morning** – with cake and discounts for those turning 50 in the year.

### **Events for Young People**

The Communications and Community Engagement Officer and Administrative Apprentice have considered some ideas for activities for young people that could run in the summer holidays. The Administrative Apprentice has put these together in the appendix for this report. As suggested earlier this year a Virtual Reality Event could prove very popular and this or some of the following activities could take place as a drop in event at something like a Youth Café or just as standalone events.

- Trainer blinging
- VR Experience
- Tee shirt printing
- Escape Room
- Scavenger Hunt
- Roller Disco
- Art Mural project for the Community
- Flower Crown workshop
- Bonfire Night and Stargazing Party
- Retro Gaming night
- Gaming tournament
- Youth Debate
- Gow in the Dark Dance
- Witney Youth Photography Competition
- Silent Disco

This could be something that the Youth Council is involved in or helps to publicise to their peers. With a new youth council in place, the Council has the opportunity to ask them to design and carry out a survey of their peers on what they might like their Youth Council to tackle, issues that are important to them, or other topics that the Youth Council, or Town Council might like to have feedback on.

## **Community Window**

The Community Window is proving really popular, and it has been suggested by the Administration team that the duration of displays is cut from 4 weeks to two to allow twice as many groups to take advantage of the opportunity to highlight their work. Currently, it is proving difficult to fit them all in.

## **Citizen of the Year**

This has now opened – please consider nominating worthy candidates for the following categories:

- Citizen of the Year
- Young Citizen of the Year – we always struggle with this, but we know there are fantastic young people at work in our town.
- Organisation of the Year, clubs, groups, teams etc.

## **Environmental impact**

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

## **Risk**

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

## **Financial implications**

Described here or as stated in the report above.

- The events/grant budgets may need to be adjusted upwards to allow for additional events for the Town Council's 50<sup>th</sup> anniversary such as the £2,500 required for fifty grants of fifty pounds and other events.

## **Recommendations**

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

1. That, Councillors consider which events they would like to hold to mark fifty years of the Town Council, and
2. That, Councillors consider nominations for the Citizen Awards and,
3. That, the Council considers doubling the opportunities for community groups to use the Community window by limiting the length of display to two weeks per group.

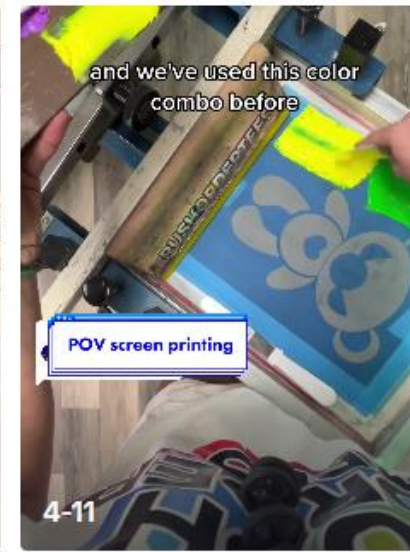
# Ideas for 50<sup>th</sup> Anniversary of Witney Town Council Youth Event

# Screen Printing on t-shirts

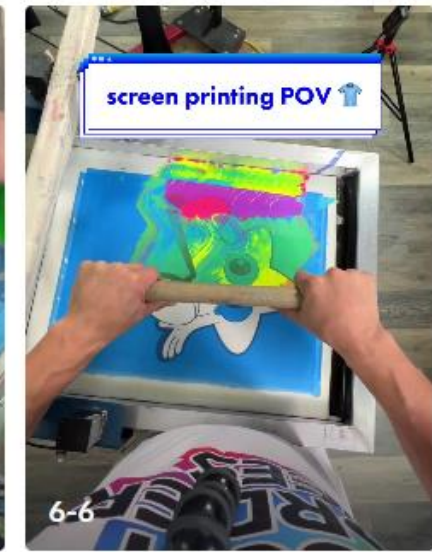
- Low-cost, relatively easy, and encourages young people to be creative
- VERY popular online and good promotion for WTC
- Could involve local art communities
- Good for the environment, reusing clothes



4-27  
Step by Step How I made this T Shirt 4 Color Screen Print...  
embroidery... 141K



4-11  
Replying to @they\_lovecharliea...  
rushorderte... 124.5K



6-6  
pov you're screen printing a T shirt...  
rushorderte... 189.4K



2022-5-31  
Reply to @hellomelanin  
Screen Print over HTV for...  
jasmithdesi... 582.2K



9-7  
The easiest way to screen print apparel. Yes, its real de...  
transfexp... 245.3K



2022-8-14  
How I created the Sweet Life tee from my shop...  
isthisreallife... 538.2K



# Screen Printing could also include trainer customising

- Good way to appeal to boys (even though either could do a shirt or trainers)
- Blank t-shirts are cheaper, but both can be bought in bulk fairly cheap



2022-2-6

Customise your at @Custom Creps !! SO MUC...  
outwithnadia 446.7K



3-2

thank you so much @Customforyou ...  
jaymariax 180.6K



2021-2-22

Some custom designs on trainers #trainers...  
claudiablou... 2712



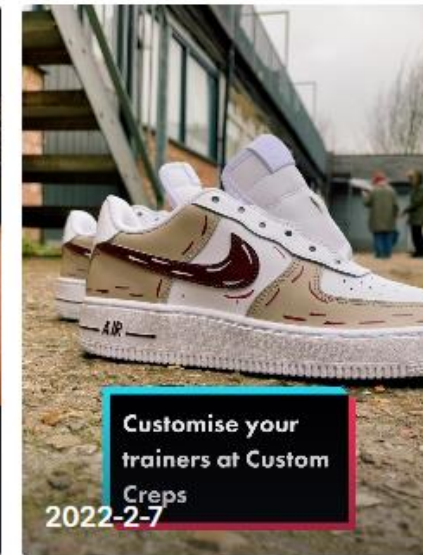
3-25ed to do like a graffiti inspired casino concept

Replying to @s I NEED YOUR HELP!! #fyp #customshoes...  
latyasart 29.6K



5d ago

Dm me for your own custom trainers. Here at GETSNEAK...  
teebear\_x 879



2022-2-7

Bring #wifey to Custom Creps How would you...  
customcrep... 4011





We could advertise it on comms in this style:  
(This is design is popular with young people  
and will catch their attention)

**UPN2**  
USAHA PERJALANAN  
WISATA

# Jualan Lagi Dong

**Es Meyon**  
Rp 3.000

**Tapi**  
INI JAMUR  
JAMUR KRISPI  
Rp 3.000

**Boti**  
BAKAR ROTI  
Rp 3.000

**UDAH BISA PREORDER**

**BOLEH DISCAN**

**081327866286**  
**088216586506**

Your Presents

# Night Summer Party

Line Up:  
Marry Smith-John Smith-Linda Brown-Patricia Price-Jane Doe

**June 01-05** | Ticket **\$50**

**Your Place Here** | **Free Drinks**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut

[www.example.com](http://www.example.com)

GETTHO PRESENT

**09 PM till drop**

**\$99 ENTRY**

# Funk Soul

**PERFORMANCE BY**

**HOT AND THE GANG • EARTH, FIRE & WATER STEVIE DAYDREAM • DOUBLE SISTERS • MIKE MCRONALD • FRANKIE AFTERLY • HAPPE DARYL WALL & JOHN QUACKER**

**FREE PARKING • ONE FREE DRINKS • AGE +18**

For Reservation Please Call: +01 2344 5678 | GETTHO FUNK



# VR Day

VR is always trending with young people

We can create a casual environment to give it a go, as some young people may think of it as a little embarrassing to do in front of others (coming from myself haha)

Could be paired with something else to get people in, then once they're comfortable, trying it out

Either a tournament between two headsets or individual games



Gave myself no chance for the second 😭 #vr...  
incisiv 1.6M



Metaverse bar fights are next level 😂 [ @vrcomedy ] -...  
framerategg 1.1M



I couldn't leave any witnesses #boneworks #vr...  
shearsyvr 5.5M



WYD if you see this at lunch? 😂 (via @jus.\_lxxnd,...)  
houseoffig... 5.1M



Maybe someday I'll figure it out. #gaming #vr...  
lstoast 14.8M



#realidadevirtual #vr #oculosquest  
virtua.fx 15.3M





# Escape Room

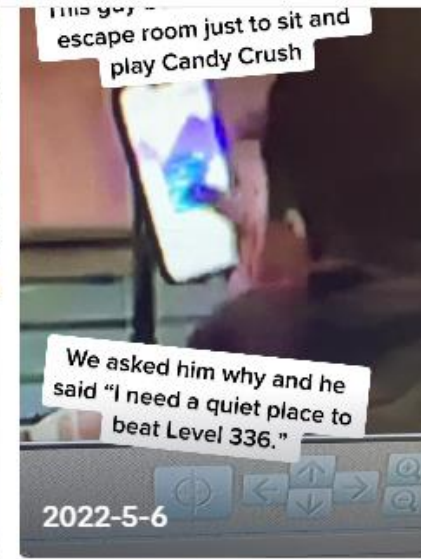
- people have to solve puzzles within a room to 'escape' and win
- trending online, and a good way to make something educational
- can be done low budget, but time slots for groups may be an issue

Could do something historical relating to Witney's past



These guys started doing TikTok dances in this escape room...  
2022-7-24

tulleysesca... 168.4K



escape room just to sit and play Candy Crush  
We asked him why and he said "I need a quiet place to beat Level 336."  
2022-5-6

amazingesc... 8.4M



2022-9-18

sweetnana... 328.4K



Horror Escape Room funniest escape  
8-28

#escaperoomfail #fyp #funnyvideos #funny ...  
stefanb.hvnt 264.5K



My last escape room group broke the Dynamite so I had to fix it wait for it to dry and sneak it back in!  
7-31

THAT DOOR DID ME DIRTY!  
#funny #comedy #escape...  
breakout\_g... 2.4M



How to Escape  
2021-1-8

These skills have saved lives @shaleighmcbride #safety...  
jonbezrouch 96.4M



# Collection of more ideas

These may be less popular or more difficult, but still worth thinking about

Scavenger Hunt

Gaming Tournament  
(board games, card  
games, mario kart etc.)

Glow-in-the-dark Dance  
Party

Art/Mural Project for  
the community

Witney Youth Photography  
Competition

Youth Debate (can be  
silly things mixed with  
serious issues)

Silent Disco

Roller Disco

Flower Crown Workshop

Movie Night Under the Stars

Retro Gaming Night  
(pinballs, old consoles, air  
hockey?)

Bonfire Night and Stargazing Party

# Agenda Item 8a

By virtue of the Public Bodies (Admission to Meetings) Act 1960 s1

Document is Restricted

# Agenda Item 9

## YOUTH COUNCIL TASK & FINISH GROUP

Notes of the Meeting held on **Monday 6 November 2023** at 4pm via Microsoft Teams

### **Present**

Councillor G Meadows (Chair)

Councillors: J Aitman R Crouch  
S Simpson R Smith

Officers: Deputy Town Clerk  
Senior Administrative Officer & Committee Clerk  
Communications & Community Engagement Officer  
Business Administration Apprentice

#### 1. **ELECTION OF CHAIR**

Cllr G Meadows was elected as Chair of task and finish group.

#### 2. **TERMS OF REFERENCE**

Members were presented with the draft terms of reference which contained the objective, timeframe and constitution. The Youth Council should be ready to form between January – March 2024.

#### **Resolved:**

That, the terms of reference as presented, be agreed.

#### 3. **WITNEY YOUTH COUNCIL SCOPING**

The Deputy Town Clerk recapped as to how the task and finish group had been created and what was needed to progress the reformation of the Youth Council.

Firstly, it was agreed a vision statement would help establish what the town council was hoping to achieve by having a Youth Council. This would also assist with communications and engagement with young people on what it should do and be able to achieve. The vision being,

*Witney Town Council supports and empowers young people in Witney to be more involved in making decisions about issues and services that affect them in their futures. A Witney Youth Council gives children and young people a 'collective voice' that is listened to and helps influence actions by decision makers.*

It was agreed a flexible framework should be created which would enable young people to have a say in how it operates once created.

Members heard about projects of the previous Youth Council (including fundraising for a water station) and that an external moderator previously attended their meetings; under

safeguarding, a responsible adult did need to be present at meetings and/or Youth Council mentors.

It was agreed that any communications should include positive actions of the previous youth council.

What the Youth Council could achieve would be dependent on personalities and on what ideas and suggestions they brought to the table. The Town Council could consult them on decisions and projects in the town which might affect them, but it should also have autonomy and be able to put its own ideas forward for consideration; this could be via the Stronger Communities Committee and then Full Council.

Communication with the schools was key at an early stage with specific community leads to begin with; there was some concern that if schools put forward members (from school councils), these may not incorporate harder to reach children and Members were keen to give everyone the opportunity to apply. For this reason, it was agreed a selection process should take place, facilitated by the schools.

#### Suggested Framework

- Young people aged 11-18 years of age
- 13 representatives in total, gathered from Wood Green, Henry Box, The King School, Bright Futures, Young Rotary and other appropriate youth organisations (delegated to officers). Possibly even nominations from PCSO's.
- Selection Process (via a form/Web form – parent details/consent)
- Quarterly meetings – March, June, September, and December to fit in with the Stronger Communities Committee meeting schedule
- Agendas & Minutes to be prepared by members of the Youth Council. This would be aided by potential British Youth Council induction training, introduction training by officers, meeting shadowing etc.

Members were provided with details of other Youth Councils which were operating successfully via town and parish councils; they generally ran under the format detailed above.

On funding, Members agreed the current annual budget of £500 was still appropriate to pay for administrative/fundraising costs. Officers would look into bespoke British Youth Council training and workshop costs and feedback via the Policy, Governance & Finance Committee.

For potential projects, Members advised funding was likely to be available from other sources such as West Hive at West Oxfordshire District Council.

Finally, the Group discussed engagement with young people regarding the Youth Council. Members agreed it was crucial to get a buy-in from young people and were happy to engage at Wood Green and Henry Box schools and in creating and promoting an online survey to run alongside this.

The purpose being to hear from young people as to what they would want to be able to achieve. The December Councillors @ The Café could also be highlighted for young people to come and speak to Councillors about the project.

**Recommended:**

1. That, the terms of reference for the group and timeline be agreed.
2. That, the vision statement above be agreed and used in any communications or engagement on the project.
3. That, a flexible framework for the project be agreed based on the comments above.
4. That, a list of organisations to offer representatives be delegated to officers to be completed ahead of the next meeting.
5. That, officers research training costs which may have a 2024/25 budget implication
6. That, engagement with young people takes place in schools, online and at the Councillors @ The Café meeting. Also, to include the use of Tik Tok.

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The meeting closed at 5.00pm.

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Chair.

# Agenda Item 10

**From:** Experience Oxfordshire  
**Sent:** Wednesday, October 4, 2023 12:36 PM  
**To:** Sharon Groth  
**Subject:** Experience Oxfordshire Partnership Follow Up

Hi Sharon,

Great to catch up recently and now I am back from leave as promised following up on Experience Oxfordshire partnership.

I have put attached and below some further information as discussed.

- B2C website [www.experienceoxfordshire.org](http://www.experienceoxfordshire.org)
- B2B website [www.experienceoxfordshire.org/partner](http://www.experienceoxfordshire.org/partner)
- Venues website [www.experienceoxfordshire.org/venues](http://www.experienceoxfordshire.org/venues)
- Highlights brochure [Experience Oxfordshire Highlights Brochure 2022-23 by Experience Oxfordshire - Issuu](#)
- Visitor Guide <https://www.experienceoxfordshire.org/oxfordshire-visitor-guide/>
- Hospitality Guide <https://www.experienceoxfordshire.org/oxfordshire-hospitality-guide/>
- Venues Guide <https://www.experienceoxfordshire.org/oxfordshire-venue-guide/>
- Jobs notice board [Jobs Archive – Experience Oxfordshire](#)
- Perks for Partners [Perks for Partners – Experience Oxfordshire](#) (exclusive offers from partners to partners)
- Ambassadors [Experience Oxfordshire Ambassadors – Experience Oxfordshire](#)
- Ambition Statement [About Us – Experience Oxfordshire](#)
- Partner Packages [Partner Packages | Experience Oxfordshire](#)
- Recent work and projects [Press Releases – Experience Oxfordshire](#)
- Research and data <https://www.experienceoxfordshire.org/partner/partner-benefits/research-and-insights/>
- Partner Events <https://www.experienceoxfordshire.org/partner/partner-benefits/experience-oxfordshire-events/>
- Examples of recent partner newsletters so you can see the activity we have been undertaking;
  - [September Partner newsletter - the latest news, events and updates \(mailchi.mp\)](#)
  - [August Partner newsletter - the latest news, events and updates \(mailchi.mp\)](#)
  - [July Partner newsletter - the latest news, events and updates \(mailchi.mp\)](#)
  - [June Partner newsletter - the latest news, events and updates \(mailchi.mp\)](#)
- Online events platform to submit as many events locally for FREE  
<https://www.experienceoxfordshire.org/whats-on/> and  
<https://www.experienceoxfordshire.org/add-event/>

You can see examples of some of our activity here [Experience Oxfordshire Highlights Brochure 2022-23 by Experience Oxfordshire - Issuu](#) and attached is our ambition statement which showcases what we work to achieve for Oxfordshire. You can also view some of our recent work and projects here [Press Releases – Experience Oxfordshire](#) You will see that we are very active nationally with VisitEngland and VisitBritain and also working with travel trade internationally as well as the MICE and BV&E markets as well as providing a good range of partner events and

opportunities <https://www.experienceoxfordshire.org/partner/partner-benefits/experience-oxfordshire-events/>

Also Experience Oxfordshire have also just been awarded Local Visitor Economy Partnership (LVEP) status by VisitEngland which is great for Oxfordshire and all the work we do in partnership with businesses and for the sector. Details can be found here: [Experience Oxfordshire LVEP Celebration – Experience Oxfordshire](#)

As discussed it would be great to have Witney Town Council as a partner so we can be much more pro-active on all things Witney as we do with other towns and also help to promote your venues too as well you can view our current Witney page here [Places to go - Witney | Experience Oxfordshire](#)

I know you said you had budgets to look at and committees to get through but for a 12 month partnership with venues we would be looking at £1199+VAT in total.

If you have any questions do just shout, I look forward to hearing from you.

Kind Regards  
Hayley

Chief Executive Officer  
Experience Oxfordshire, Langford Locks, Kidlington, OX5 1HZ | [www.experienceoxfordshire.org](http://www.experienceoxfordshire.org)

## Our Ambition Statement

Experience Oxfordshire's Ambition Statement was developed before the global pandemic impacted, at a time when Oxfordshire welcomed **31 million visitors** each year generating an annual value of more than **£2.5bn** for the local economy and supporting some **42,000 jobs**. The principles outlined in the Ambition Statement remain equally relevant, if not even more critical, today as we look forward, with hope, to a recovery of the sector and a return of domestic and international markets to Oxfordshire for business and leisure tourism.

### Experience Oxfordshire's ambitions are to:

- ▶ Work with businesses and stakeholders to improve growth and productivity across the visitor economy; leading effective destination management, whilst ensuring that tourism works for everyone across Oxfordshire
- ▶ Encourage visits that offer the best balance of impact and contribution to the county
- ▶ Work to deliver a joint vision of pride in place across the city and county that engages with both residents and visitors to improve welcome and experience
- ▶ Spread the tourist season throughout the year to decrease the impact of seasonality and to encourage visitors to explore the whole county of Oxfordshire
- ▶ Increase overnight stays from both international and domestic visitors ensuring an increased spend per visit
- ▶ Encourage and enable the exploration of cultural treasures across the county by local people
- ▶ Advocate for the importance of the sector and influence stakeholders to address issues that hinder productivity and growth and to encourage skills development and job creation
- ▶ Drive growth across the visitor economy by increasing the value of visitor expenditure by 5% year-on-year
- ▶ Encourage long term investment and support from the public and private sector to ensure that the county has a sustainable DMO that can deliver on destination management ambitions and drive growth
- ▶ Grow the Experience Oxfordshire partnership and make it work for small and large businesses, offering a flexible value for money proposition

Experience Oxfordshire will deliver this by seeking investment from partners and stakeholders and providing a range of services for partners. The organisation prides itself in being a partnership where every business has a place and everyone can benefit.

**Experience Oxfordshire, collaborating across the county for a stronger visitor economy**



As a partner of Experience Oxfordshire you will join a network of local businesses who, through effective collaboration, work to ensure Oxfordshire becomes a leading destination for tourism, culture and business. Partnership entitles you to a range of opportunities including PR and marketing locally, nationally and internationally alongside a wide range of business support.

|  |  |   |
|--|--|---|
| <p><b>Standard</b></p> <p><b>£699<sub>+VAT</sub></b></p> | <p><b>Enhanced</b></p> <p><b>£999<sub>+VAT</sub></b></p> | <p><b>Premium</b></p> <p><b>£1,999<sub>+VAT</sub></b></p> |
|--|--|---|

\*Full details of partner benefits overleaf

## Venue Partnership

Experience Oxfordshire Venues works hard to showcase the superb and diverse collection of venues and raise the profile of Oxfordshire as a great location for meetings, conferences and all manner of events. By becoming a Venue Partner with Experience Oxfordshire you will be entitled to a range of opportunities and the promotion of your venues locally, nationally and internationally. The venues partnership can be bought as a package on its own or at a discounted rate as a bolt on to your partnership package.

- ✓ A page for your venue on [experienceoxfordshire.org/venues](http://experienceoxfordshire.org/venues)
- ✓ Free inclusion in the Experience Oxfordshire digital venues guide
- ✓ Promote your events and offers on your page and via our Twitter @ExOxVenues
- ✓ Feature in the monthly Experience Oxfordshire Venues newsletter (1 x feature)
- ✓ Exclusive invitation to our bi-annual Venue Partner Meeting
- ✓ Representation at MICE events
- ✓ Generate enquiries for your business (10% commission on successful referrals)
- ✓ Discounts on marketing events

**£500<sub>+VAT</sub>**  
Experience Oxfordshire  
Partner Price

**£999<sub>+VAT</sub>**  
Non Partner Price

| Annual Package Benefits  | Standard<br>£699 + VAT | Enhanced<br>£999 + VAT | Premium<br>£1,999 + VAT |
|--|------------------------|------------------------|-------------------------|
| A page for your business on <a href="http://experienceoxfordshire.org">experienceoxfordshire.org</a>     | ✓                      | ✓                      | ✓                       |
| Feature your events on our 'What's On' page  | ✓                      | ✓                      | ✓                       |
| Advertise your job vacancies on <a href="http://experienceoxfordshire.org">experienceoxfordshire.org</a> | ✓                      | ✓                      | ✓                       |
| Sell your products or services on our online shop (All sales subject to 15% commission)                  | ✓                      | ✓                      | ✓                       |
| <b>Perks for Partners</b>  |                        |                        |                         |
| Opportunity to provide an exclusive offer to our partnership and drive business                          | ✓                      | ✓                      | ✓                       |
| Unlimited offers for all employees   | ✓                      | ✓                      | ✓                       |
| <b>Annual Digital Visitor Guide</b>  |                        |                        |                         |
| Free listing   | ✓                      | ✓                      | ✓                       |
| Access to business support and advice  | ✓                      | ✓                      | ✓                       |
| Complimentary attendance to Experience Oxfordshire events  | ✓                      | ✓                      | ✓                       |
| Use of Experience Oxfordshire logo and branding  | ✓                      | ✓                      | ✓                       |
| Unlimited posting of press releases  | ✓                      | ✓                      | ✓                       |
| Social media promotion on Experience Oxfordshire channels  | 1 x per month          | 2 x per month          | 3 x per month           |
| Partnership review   | Annually               | Annually               | Bi-annually             |
| Feature in the Experience Oxfordshire Consumer newsletter  |                        | 1 x per year           | 3 x per year            |
| Representation at trade shows  |                        | ✓                      | ✓                       |
| Priority when hosting press, trade and familiarisation trips   |                        |                        | ✓                       |
| Priority on hosting Experience Oxfordshire events  |                        |                        | ✓                       |
| Inclusion in our PPC activity at 2 key points of the year  |                        |                        | ✓                       |
| Priority involvement in national and international campaigns   |                        |                        | ✓                       |