

Full Council

Meeting of Witney Town Council



Monday, 4th December, 2023 at 7.00 pm

To members of the Full Council Committee - O Collins, G Meadows, J Aitman, T Ashby, D Enright, R Smith, D Temple, A Bailey, L Cherry, R Crouch, G Doughty, J Doughty, D Edwards-Hughes, D Newcombe, J Robertshaw, S Simpson and J Treloar (and all other Town Councillors for information).

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

Admission to Meetings

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

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

Recording of Meetings

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

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

Agenda

1. Apologies for Absence

To consider apologies and reasons for absence.

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

Standing Order 30(d)(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 - 15)

To approve and adopt the minutes of the Council Meeting held on 9 October and 16 October 2023 in accordance with Standing Order 18 including questions on the minutes as to 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. **Witney Community Policing Issues**

To receive an update from the Witney Police Team (if appropriate).

6. **An Update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors**

To receive a short verbal update from Oxfordshire County Councillors representing Witney Wards and West Oxfordshire District Councillors.

7. **Report Back from the Councillors on the Work with External Bodies where they serve as the Town Council's Nominated Representative**

To receive a short verbal update from councillors who sit on external bodies where they serve as the Town Council's nominated representative.

8. **Minutes of Committees and Sub Committees**

To receive and NOTE the RESOLUTIONS in the minutes of the meetings held between 17 October and 20 November 2023, and agree the RECOMMENDATIONS contained therein.

a) **Climate, Biodiversity & Planning Committee 26 September, 17 October and 7 November 2023** (Pages 16 - 24)

b) **Parks & Recreation 30 October 2023** (Pages 25 - 30)

c) **Halls, Cemeteries & Allotments 6 November 2023** (Pages 31 - 36)

d) **Stronger Communities 13 November 2023** (Pages 37 - 41)

e) **Policy, Governance & Finance 20 November 2023** (Pages 42 - 50)

f) **Christmas Lights Working Party, 13 November 2023** (Pages 51 - 53)

g) **D-Day 80th Anniversary Task & Finish Group, 20 November 2023** (Pages 54 - 55)

9. **Leys Skate Park**

To receive an update on the Leys Skate Park following the public engagement event on 14 November 2023. Due to timings, this may not be available until the meeting takes place.

10. **Youth Services**

To receive a verbal update from the Deputy Town Clerk on the Bright Futures detached youth work project.

11. **Annual Investment Strategy** (Pages 56 - 58)

To receive the Council's Annual Investment Strategy and note the recommendation F621 of the Policy, Governance & Finance Committee on 20 November 2023, *'That, the Annual Investment Strategy 2023/24 be formally approved by the Committee, and subsequently Full Council on 4 December 2023 subject to the inclusion of sustainability.'*

12. **Civic Announcements** (Pages 59 - 60)

To receive the report of the Mayor & Mayor's Secretary.

13. **Vandalism and Health & Safety** (Page 61)

To receive an update on Health and Safety items (if applicable) and a spreadsheet showing the latest vandalism to Council property.

14. **Compliments & Complaints**

To consider the report of the Deputy Town Clerk (to follow).

15. **Parish Boundary Review** (Pages 62 - 63)

To receive and consider correspondence received from the office of Electoral Services at West Oxfordshire District Council.

16. **Communication from the Leader**

To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with.

17. **Correspondence**

To receive any correspondence received (if applicable).

18. **Questions to the Leader of the Council**

Questions to the Leader of the Council concerning the business of the Council in accordance with Standing Order 15.

19. **Sealing of Documents**

To receive details of documents sealed by the Council (If applicable).



Town Clerk