

Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



Monday, 22nd January, 2024 at 6.00 pm

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

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

Admission to Meetings

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

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting 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 Town Clerk or Democratic Services Officer 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 3 - 8)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Committees held on 6 November 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. **Finance Report** (Pages 9 - 24)

To receive and consider the report of the Responsible Financial Officer (R.F.O).

Public Halls

6. **Public Halls Report**

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

7. **Public Halls Events Report** (Pages 25 - 27)

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

8. **Corn Exchange Business Plan** (Pages 28 - 50)

To receive an updated draft Business Plan for the Corn Exchange, Witney.

Cemeteries & Closed Churchyards

9. **Children's Memorial Garden** (Pages 51 - 52)

To receive and consider the report of the Project Officer.

10. **Cemetery Mapping** (To Follow)

To receive and consider the report of the Operations Manager.



Town Clerk