

# Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



**Monday, 20th May, 2024 at 6.00 pm**

To members of the Halls, Cemeteries & Allotments Committee - R Crouch, D Enright, J Aitman, D Edwards-Hughes, D Newcombe, J Robertshaw, R Smith and O Collins (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](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(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. Election of Vice-Chair**

To elect a Vice-Chair of the Committee for the 2024/25 Municipal Year.

### **4. Minutes (Pages 4 - 7)**

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 11 March 2024 ;

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

5. **Public Participation**

The meeting will adjourn for this item

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

6. **Finance Report** (Pages 8 - 24)

To receive and consider the report of the R.F.O concerning the financial position of items under the remit of this Committee in 2024/25

7. **Committee Objectives & Work Programme for the Municipal Year** (Pages 25 - 29)

To receive and consider the report of the Town Clerk/C.E.O concerning the priorities of this Committee during 2024/25.

**Public Halls**

8. **Public Halls Report** (Pages 30 - 34)

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

9. **Corn Exchange Business Report** (Pages 35 - 38)

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

10. **Public Halls Business Plan Review** (To Follow)

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

11. **Exclusion of Press & Public**

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

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

12. **Update on Property Matters – Leases & Assets** (Pages 39 - 40)

To receive a confidential update from the Town Clerk/CEO.



Town Clerk

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Mrs Sharon Groth FSLCC FCMI  
**Town Clerk**

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