

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



**Monday, 8th July, 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 replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

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

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

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

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 20 May 2024;

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress 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. **Resident's Satisfaction Survey Results** (Pages 8 - 10)

To receive and consider the report of the Deputy Town Clerk concerning the results of the 2024 annual resident's satisfaction survey for this Committee.

**Public Halls**

6. **Café/Bar 1863**

For discussion by Chair:

- a) Daily newspapers
- b) Fairtrade tea and coffee

7. **Public Halls Report** (Pages 11 - 15)

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

8. **Corn Exchange Business Report** (Pages 16 - 19)

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

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

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

10. **Madley Park Hall - Partition Doors** (Pages 20 - 21)

To receive and consider the report of the Projects Officer.

11. **County Council EV Microhubs Pilot Scheme - Burwell Hall** (Page 22)

To receive correspondence from Oxfordshire Country Council.

**Cemeteries & Closed Churchyards**

12. **Windrush Cemetery - Mapping** (Pages 23 - 24)

To receive and consider the report of the Operations Manager.

13. **Windrush Cemetery - Children's Memorial Garden** (Pages 25 - 26)

To receive and consider the report of the Project Officer.

14. **Windrush Cemetery - Relocation of Memorial Tree** (Pages 27 - 30)

To receive and consider the report of the Operations Manager.

15. **Tower Hill Cemetery - Nuisance Behaviour** (Page 31)

To receive correspondence regarding nuisance behaviour at Tower Hill Cemetery.

16. **St Mary's Churchyard - Public Right of Way** (Pages 32 - 34)

To receive correspondence from residents of Fernleigh, Buttercross Lane, regarding the maintenance of this footway.

17. **Witney Town Council Guide to Burials - Draft Publication** (Pages 35 - 54)

To review and approve the Councils guide to Burials & Cemeteries.

**Allotments**

18. **Newland and Hailey Road Allotments fencing** (Pages 55 - 59)

To receive and consider the report of the Operations Manager.



Town Clerk