

Halls, Cemeteries & Allotments

Committee Meeting of Witney Town Council



Monday, 10th November, 2025 at 6.00 pm

To members of the Halls, Cemeteries & Allotments Committee - R Crouch, J Robertshaw, R Smith, O Collins, A Bailey, G Doughty, D Temple 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.

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 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 8(e)(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 been 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 adopt and sign as a correct record the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 8 September 2025.
- 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 25. Matters raised shall relate to the following items on the agenda.

5. **Finance Report: Revised Revenue Budget 2025/26 and Draft Base Revenue Budget for 2026/27**

To receive and consider the report of the Responsible Financial Officer (RFO) and the Draft Revised Revenue Budget for 2025/26 and Draft Budget for 2026/27. **(Report to Follow)**

6. **Revenue Growth Items, Special Revenue Projects, and Capital Projects**

To receive and consider the report of the Responsible Financial Officer (RFO) with an update on the current year's work programme relating to Capital and Special Revenue Projects; as well as projects identified during the course of the year for inclusion as Revenue Growth Items or Special Revenue Projects in the Council's Revenue Budget or Capital Projects for 2026/27 and beyond. **(Report to Follow)**

7. **Schedule of Proposed Fees & Charges 2026/27** (Pages 8 - 9)

During the Budget Setting Cycle the Council reviews its Fees and Charges for various facilities and services it operates.

Included is the schedule of charges in respect of the assets and services which fall under the responsibility of this Committee, and the Committee is requested to review and approve or amend, as necessary.

Public Halls

8. **Public Halls Report**

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

9. **Corn Exchange Business Report**

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

10. **Public Halls Business Plan Review**

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

Cemeteries & Closed Churchyards

11. **Windrush Cemetery - New Ashes Section**

To receive and consider the report of the Operations Manager. **(Report to Follow)**



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