

Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



Monday, 8th June, 2026 at 6.00 pm

To members of the Halls, Cemeteries & Allotments Committee - R Crouch, J Robertshaw, O Collins, G Doughty, J Treloar, R Smith, J Doughty and D Enright (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

In accordance with the Openness of Local Government Bodies Regulations 2014, public meetings may be filmed, audio-recorded, or photographed. Anyone intending to record the proceedings is asked, as a courtesy, to inform the Committee Clerk before the meeting begins.

This meeting will be broadcast live via Microsoft Teams and recorded; by attending or participating, you consent to the recording and public sharing of audio and video, which may be made available for later viewing. For details on how personal data is handled, please see the [Privacy Notice](#)

To view the meeting please follow this link [HCA Committee Meeting 08.06.2026](#)

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 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 2026/27 Municipal Year.

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

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Committee held on 16 March 2026.

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 25. Matters raised shall relate to the following items on the agenda.

6. **Committee Terms of Reference** (Pages 8 - 9)

To receive and consider the report of the Deputy Town Clerk.

7. **Finance Report** (Pages 10 - 24)

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

8. **Annual Resident's Survey** (Pages 25 - 30)

Public Halls

9. **Public Halls Report** (Pages 31 - 39)

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

10. **Corn Exchange Business Report** (Pages 40 - 47)

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

11. **Public Halls Business Plan Review** (Pages 48 - 78)

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

Cemeteries & Closed Churchyards

12. **Commemorative Plaque Request - Corporal John S. Christiansen** (Pages 79 - 81)

To receive and consider the report of the Administrative Assistant – Facilities.

13. **Cemetery Regulations Review** (Pages 82 - 99)

To receive the report of the Senior Administration Officer.

14. **BRAMM Cemetery of the Year Awards 2026** (Pages 100 - 102)

Consider entry into the BRAMM Cemetery of the Year Awards 2026 for the Council managed Tower Hill and Windrush cemeteries.



Town Clerk

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