

Halls, Cemeteries & Allotments

Committee Meeting of Witney Town Council



Monday, 14th September, 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.

Any member of the public wishing to attend the meeting should contact the Committee Clerk derek.mackenzie@witney-tc.gov.uk in advance. Priority will be given to those who have registered to speak on an item on the agenda.

Commitment to Civility and Respect

This meeting will be conducted in accordance with Witney Town Council's commitment to the Civility and Respect Pledge. Councillors, officers and members of the public are expected to treat one another with courtesy, dignity, and respect, ensuring that debate remains professional, objective and focused on the business being discussed. Personal criticism, intimidation, or behaviour that could undermine the wellbeing of those present is inconsistent with the standards expected of the Council.

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 [**Halls Cemeteries & Allotments Committee 14.09.2026**](#)

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 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 - 10)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Committee held on 8 June 2026.

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

5. **Finance Report** (Pages 11 - 21)

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

Public Halls

6. **Public Halls Report** (Pages 22 - 29)

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

7. **Public Halls Business Report** (Pages 30 - 39)

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

8. **Public Halls Business Plan Review** (Pages 40 - 71)

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

Cemeteries & Closed Churchyards

9. **Cemetery Regulations Review** (Pages 72 - 93)

To receive and consider updated regulations for the Council's cemeteries and burials service and recommend to the Policy, Governance & Finance Committee on their adoption.

Allotments

10. **Allotments - Proposed Separation of Witney Allotment Association** (Pages 94 - 103)

To receive correspondence from the Lakeside Co-Chair of Witney Allotment Association, together with a draft motion and Instrument of Dissolution, concerning the possible dissolution of the Association and the establishment of two successor associations: one managing Lakeside and the other managing Hailey Road, Newland and Windrush Place.

Representatives of Witney Allotment Association have been invited to attend the meeting to present the proposal and answer questions.

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The Committee is requested to consider the proposal and determine whether it supports the proposed separation in principle, subject to the necessary membership approval and the establishment of suitably constituted successor associations.

The documents have been provided by the WAA as a third party and contain information that is not intended for wider circulation at this stage. The documents have therefore been restricted from the published agenda pending consideration.



Town Clerk