Halls, Cemeteries & Allotments
Committee Meeting of Witney Town Council

Monday, 9th November, 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 **HCA Committee 03.11.2026**

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 Cle 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 ha 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 - 8)

Date of Publication 3 November 2026

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Committee held on 14 September.

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 pub participation, in line with Standing Order 25. Matters raised shall relate to the following items on t agenda.

5. **Finance Report: Revised Revenue Budget 2026/27 and Draft Base Revenue Budget for 2027/28** (Pages 9 - 25)

To receive and consider the report of the Responsible Financial Officer (RFO) and the Draft Revised Revenue Budget for 2026/27 and Draft Budget for 2027/28.

6. **Revenue Growth Items, Special Revenue Projects, and Capital Projects** (Pages 26 - 29)

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 2027/28 and beyond.

7. **Schedule of Proposed Fees & Charges 2026/27** (Pages 30 - 33)

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 FOLLOW**

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

9. **Corn Exchange Business Report - TO FOLLOW**

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

10. **Public Halls Business Plan Review - TO FOLLOW**

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

Cemeteries & Closed Churchyards

11. **Closed Churchyards Update** (Pages 34 - 37)

To receive and consider the report of the Head of Estates & Operations.

Town Clerk

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Mrs Sharon Groth FSLCC FCMI Assoc.CIPD
Town Clerk

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