Climate Action Working Party
Meeting of Witney Town Council

Wednesday, 11th November, 2026 at 3.30 pm

To members of the Climate Action Working Party Committee - S Simpson, J Aitman, D Edwards-Hughes, D Enright and J Robertshaw (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.

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 30(d)(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. **Minutes** (Pages 3 - 8)

   a) To adopt and sign as a correct record the minutes of the Climate Action Working Party meeting he on 11 June 2026.

   b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on t progress of any item).

Date of Publication 5 November 2026

3. **Carbon Reduction Plan** (Pages 9 - 18)

To receive and consider the report of the Administrative Support Assistant – Communities, Environment & Planning.



Town Clerk

Town Hall, Market Square
Witney
Oxon
OX28 6AG

Mrs Sharon Groth FSLCC FCMI Assoc.CIPD
Town Clerk

T: 01993 704379
E: info@witney-tc.gov.uk

w: www.witney-tc.gov.uk