

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 5 June 2023

Title: Committee Terms of Reference

Contact Officer: Deputy Town Clerk - Adam Clapton

Purpose of the Report

To resolve whether the current terms of reference for this town council committee should remain as they are or be updated.

Background

The terms of reference set out the remit of the Committee and are closely tied to its visions and objectives. They are reviewed annually in May (or at any other point as requested) and help structure the Council's democratic process regarding day-to-day matters which require a Council resolution or longer-term projects and aspirations.

Current Situation

The current terms of reference for the Halls, Cemeteries & Allotments Committee are:

- a) To operate, maintain and control the Corn Exchange, Burwell Hall, Langdale Hall and Madley Park Hall in all matters relative to their use as public halls be it through direct management or via trusteeships;
- b) The operation of such other buildings as the Council may from time to time acquire if so instructed;
- c) To operate and maintain the Cemeteries, burial responsibilities and associated duties, consequential to Statutory or Council requirements, together with the War Memorials;
- d) To carry out the Council's obligations with regard to the Closed Churchyards of St Mary's and Holy Trinity.
- e) To maintain and supervise the Park Road Allotments and oversee the management of Hailey Road, Lakeside, Newland and Windrush Place Allotments whilst leased to the Witney Allotment Association;
- f) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and the Leader of the Council ex officio with voting rights;
- g) The quorum of the Committee shall be 4 Members.

It should be noted that any Sub-Committees or Working Parties which may be created and are responsible to this Committee will have their own terms of reference presented at their first meeting.

New Councillors may like to refer to the Committee Structure provided in their induction packs for information relating to this and the other Committees of the Council.

Members should note the town council no longer leases allotments at Park Road and therefore this item should be moved from reference (e).

Environmental impact

Having declared a Climate Change Emergency, Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Financial implications

There are no financial implications pertaining to the report. The budgets for each of the areas listed in the terms are covered in cost codes and centres in the accompanying report of the Responsible Financial Officer (RFO).

Recommendations

Members are invited to note the report and consider the following:

1. The removal of Park Road allotments from reference (e) and;
2. To agree or amend the remaining Committee Terms of Reference.