

**HALLS, CEMETERIES & ALLOTMENTS COMMITTEE MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Monday, 10 July 2023**

**At 6.00 pm in the Gallery Room, The Corn Exchange, Witney**

**Present:**

Councillor R Crouch (Chair)

Councillors:	D Enright O Collins J Aitman	D Edwards-Hughes J Treloar R Smith
Officers:	Adam Clapton Sharon Groth Mark Lewis Derek Mackenzie	Deputy Town Clerk Town Clerk Head of Estates & Operations Senior Administrative Officer & Committee Clerk
Others:	2 members of the public.	

**H377 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor D Newcombe.

**H378 DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or Officers.

**H379 MINUTES**

The minutes of the Halls, Cemeteries & Allotments Committee meeting held on 10 July 2023 were received.

H275 - The Operations Manager was due to speak with the Diocese of Oxford regarding the possibility of installing cycle racks in St Mary's Churchyard.

H282 – It was confirmed there was a war grave at Holy Trinity Church and the Commonwealth War Graves Commission would be providing a sign for the entrance.

H283 – The Head of Estates had yet to speak with the Probation Service concerning how they might be able to assist in Council projects, however he would do so and report back to this committee at the next meeting on 11 September 2023.

**Resolved:**

That, the minutes of Halls, Cemeteries & Allotments Committee meeting held on 10 July 2023 be approved as a correct record of the meeting and be signed by the Chair.

H380 **PUBLIC PARTICIPATION**

*The Committee adjourned for this item.*

The committee received representations from a resident of Burwell Meadow concerning Agenda Item 6 who spoke passionately about the poor state of Burwell Hall and the surrounding area.

*The Committee reconvened.*

H381 **FINANCE REPORT**

The Committee received and considered the financial report of the Responsible Financial Officer (RFO).

Members thanked the RFO for such an explanatory report and had no further questions.

**Resolved:**

That, the report be noted.

H382 **PUBLIC HALLS REPORT**

The Committee received and considered the report of the Venue & Events Officer.

Members welcomed the proposed Cool Spaces initiative which would provide residents a space to stop in the heat and have access to water at the Corn Exchange. The Committee was also in favour of purchasing a floor fan as opposed to an air conditioning unit due to the practicalities of use.

Members were pleased to see an extensive programme of events in the Main Hall and looked forward to seeing this continue.

The Head of Estates & Operations (HOE&O) gave a verbal update on Burwell Hall, including responses to the points raised by the resident earlier in the meeting. A programme of repairs would take place at the end of August, new blinds would be installed, the hot water boiler would be fixed, and general maintenance of the hall would take place. This would complement the weeding of the area around the Hall which was taking place that week. He also mentioned that improvements in the changing rooms for sports users were in the pipeline for implementation.

The HOE&O also advised a report would be produced to illustrate the success of events in the Corn Exchange, this would include attendance and financial details and would be shared at the next meeting of the Committee on 11 September 2023.

**Resolved:**

That, the report and verbal update be noted.

H383 **LAKESIDE ALLOTMENT GATE REQUEST**

The Committee received and considered the report of the Operations Manager regarding a request for a new gate at Lakeside allotments.

A Member had visited the site prior to the meeting and was confused to find no issues were present with the operation of the gate. Members were concerned the gate request was very expensive and potentially an unnecessary expense.

The Committee agreed to defer any decision on the issue to allow the Operations Manager to review further.

**Resolved:**

1. That, the report be noted and,
2. That, the replacement gate request is investigated further by the Operations Manager.

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The meeting closed at: 6.27 pm

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Chair