

**Agenda Item:** Community Display Window  
**Meeting Date:** 23<sup>rd</sup> September 2024  
**Contact Officer:** Reception & Bookings Administrator

The purpose of this report is to provide Members with an update regarding the Community Window in the Administration Office. The window provides charities and/or local organisations with a display area for the purpose of raising awareness and for the potential benefit of the community.

**Background**

Starting in 2022, bookings for the window were for the period of one month. However, as part of the 2023 review it was resolved to change to a 2-weekly rotation in order to allow more charities/organisations the opportunity to raise awareness for their cause.

**Current Situation**

The opportunity to use this space has proven to be very popular, with the window diary currently fully booked until February 2025. Some examples of past organisations and charities include, The Yellow Submarine, The Wychwood Forest Trust, Black History Month, Witney in Pink, The Witney Shed, Witney Food Bank, Witney Pride, Baby Bank, The Witney Bell Ringers, and many more.

Some visual examples of past displays can be found below:

**Wychwood Forest Trust**



**Witney Pride**





## Witney Bell Ringers



The Community windows has been supplemented by displays in an adjacent window organised by Officers to highlight other important dates, historical events of significance or seasonal changes. Such as:

## Olympics



## D-Day



The dimensions of the window and guidelines for usage, have been written and attached to this report.

## **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

Equality – The Window provides the opportunity for promotion of diverse and minority communities to promote their events and cultures.

## **Risk**

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability. Such as the display of valuable items or displays of a controversial nature.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates. The Community Window displays should benefit Witney's community adding value for the young, elderly, disadvantaged and vulnerable people within the town and hopefully enhance their lives.

## **Financial implications**

Officers ask that consideration be given to setting a budget of £500 to provide display materials to assist community organisations in enhancing their displays and also to be used between community group display periods. These would be 'tagged' to ensure they are retained at the end of the hire period.

## **Recommendations**

Members are invited to note the report and

1. Consider setting a £500 budget for display materials.
2. Consider the Community Window Guidance Document