

## **STRONGER COMMUNITIES COMMITTEE**

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**Date:** Monday, 30 May 2022

**Title:** Town Hall Window – Community Use

**Contact Officer:** Deputy Town Clerk - Adam Clapton

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### **Background**

As part of the Town Council's restructure in 2021, its administrative function extended into 51 Market Square fronting Market Square/High Street, due to an increased number of staff and to provide an accessible, effective service to residents.

The windows of the former opticians, which can be seen in Appendix A, are due for repair imminently and so far, have only been scantily used as a functioning space.

### **Current Situation**

It has long been desirable to use this window space to advertise the services of the Town Council and the Corn Exchange. The first is waiting on the new logo design of the Council, which is reaching completion, and the second is waiting completion of the Corn Exchange refurbishment so events can be planned and advertised. Officers also hope to use the community piano, reconstituted as a planter in this space. Currently one of the windows is advertising a programme of events for the Platinum Jubilee.

The above two advertising spaces aside, there does remain a further window which could be utilised as a space for community groups and organisations to promote their services. One group has already enquired about this space for such use.

Should this committee agree to use this space in this way, there should be a policy agreed on whom and how this can be accomplished, for example:

- It is for free community use only, open to charities, groups or community organisations operating in Witney for the promotion of free services. Advertising for paid services would not be permitted
- It is let for one month at a time on a first-come, first-serve basis
- It is booked through the Council's bookings office
- Groups are responsible for setting up and clearing the space
- Any display must adhere to health and safety rules, i.e., no lighting etc.

If members are in favour, a policy can be prepared by officers for consideration at the Policy, Governance & Finance meeting on 6<sup>th</sup> June.

The alternative for the space would be to extend the advertising scope of the Corn Exchange and Town Council.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind 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**

Described here or as stated in the report above.

### **Recommendations**

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

1. Community use of the Town Hall Reception window.