

**COMMUNITY SERVICES COMMITTEE**

**Held on Monday 8 June 2015**

**At 6pm in the Council Chamber, Town Hall**

**Present:**

Councillor C K Woodward (Chairman)

Councillors:    H W Chirgwin                      J S King  
                      D S Enright                                C Reynolds sub for S Bartington  
                      C Holliday                                    D Temple

Non-Committee Members:    C Brown, Mrs B J Churchill

Officers:            Town Clerk                                      Democratic Services Officer  
                          Responsible Finance Officer                Communications & Events Officer

**C236    APOLOGIES FOR ABSENCE**

An apology for her absence was received from Dr S E Bartington.

**C237    DECLARATIONS OF INTEREST**

There were no declarations of interest in matters to be discussed at the meeting.

**C238    ELECTION OF VICE CHAIRMAN**

**RESOLVED:**    that Councillor D Enright be appointed Vice Chairman of this Committee for the ensuing municipal year.

**C239    PUBLIC PARTICIPATION**

There were no members of the public present.

**C240    COMMITTEE TERMS OF REFERENCE, VISION & OBJECTIVES FOR THE MUNICIPAL YEAR**

The Committee received and considered the report of the Town Clerk as circulated with the agenda. The Town Clerk explained the purpose of her report and suggested that it would be good to have some clear objectives of what the Council wished to achieve and set priorities for the 4 year term of office.

In respect of the Committee Terms of Reference a Member queried the fact that often the Council discusses other people's community events and the Councils involvement in them. He suggested that reference 'b' should be amended by replacing 'oversee' with facilitate, collaborate or duty of care. The Committee discussed this point and suggested that the Town Clerk give this more thought and bring the amendment back to the next meeting.

Turning to the Committee Vision and Objectives, the Town Clerk gave the background to the items suggested in her report namely floral displays, the Council's entry into the Thames Valley in Bloom competition, the tree survey and communications.

The Committee discussed the website and the current issues the Officers had accessing and fixing technical issues protected by passwords held by the company that designed and installed it.

The Officers highlighted that there was an RAF Freedom Parade due to take place in September, and suggested that the commemoration and celebration of local anniversaries could be an area that this committee could look at for future events.

**RECOMMENDED:**

1. that the report be noted;
2. that with regard to the Committee's Terms of Reference, the Town Clerk brings back a suitable reference expanding on reference 'b' to the next meeting;
3. that the Communications Officer liaises with Councillors Mrs Reynolds and Holliday regarding the website review;
4. that Councillors King and Holliday look into local anniversaries for ideas for future events over the next four years and bring the information back to the next Committee meeting.

**C241 FINANCIAL REPORT**

The Committee received and considered the report of the RFO as circulated with the agenda. She explained that she was in the process of redefining the cost centres to fit the new Committee Structure.

The RFO highlighted in her report the previous administrations policy on finding savings and particularly that relating to the Christmas Lights display. She had looked at the 2014 costs and mentioned that the solar trees on the lamp posts had cost £6,000 alone. At a later agenda item there was a request from the Rotary, Lions and Round Table to undertake the switch-on event, which, if the Committee were in agreement would also save the Council money and staff time. The Works Contracts Supervisor had met with the Lights Contractor and a proposal would be forthcoming shortly. This would be presented to a Christmas Lights Working Party for consideration in the next cycle of meetings.

**RECOMMENDATIONS:**

1. that the report be noted;
2. that the Council's objective to continue to make savings is acknowledged;
3. that a review of the expenditure on the provision of Christmas Lights and the associated entertainment for a switch on event be undertaken by the Christmas Lights Working Party, and that they are mindful of recommendation 2 above.

*Cllr Dean Temple arrived at 6.20*

C242 **STREET SCENE**

The Committee received and considered the report of the Facilities Manager as circulated prior to the meeting.

The committee noted the Council's general policy on the replacement of bus shelters if they were vandalised. However, one of the shelters in question had been demolished by a car, a Member said that as this was an accident he would like to see this one replaced. A discussion was had on the merits of advertising on bus shelters and possible local sponsorship.

The Chairman suggested that the maintenance team should be cleaning and maintaining the shelters on a regular basis, and once the capital projects were finished he hoped this would resume.

**RECOMMENDED:**

1. that the report be noted;
2. that 4 litter bins and 6 dog bins are provided as requested, the capital cost being funded from the rolling capital fund, and on-going revenue costs from the existing budget line;
3. that the Oxford Hill bus shelter is re-furbished and the Burwell/Abbey Road one is replaced;
4. that the maintenance programme for bus shelters be reinstated and that they are given a coat of paint and general clean up;
5. that the Facilities Manager investigates advertising bus shelters as an option for a future replacement programme.

C243 **WITNEY IN BLOOM**

The Committee received and considered the minutes of the 'Witney In Bloom' Working Party meeting held on 28 April and the report of the Communications and Event Officer, as circulated with the agenda.

**RECOMMENDED:**

1. that the minutes of the Witney In Bloom Working Party held on 28 April and the report of the Communications & Events Officer be noted;
2. that Councillors Brown, Chirgwin and the Mayor Cllr King be appointed as judges for this year's Schools in Bloom competition.

C244 **WITNEY CHRISTMAS LIGHTS SWITCH-ON EVENT 2015**

The Committee received and considered the correspondence and grant application from the Lions, Round Table and Rotary in respect of providing a Christmas lights switch-on event for the town. Having considered the financial implications earlier, Members were keen to support this proposal.

**RECOMMENDED:** that the proposal from the Lions, Round Table and Rotary in respect of providing a Christmas lights switch-on event be agreed.

*Cllr Churchill arrived at 7pm during the discussion of this item*

C245 **CIVIC EVENTS**

The Committee received and considered the list of community and civic events flyer as circulated with the agenda. The Communications and Events Officer gave Members the background to some of the events. Members welcomed the flyer and said that it should be circulated publicly.

Having discussed the Christmas events during the meeting, the Communications and Events Officer highlighted the Advent Fair which was usually run the last Sunday before advent. She stressed that given the limited staffing resources this was usually manned by family members of staff, so in order for it to run successfully it also needed Councillors attendance to help.

**RECOMMENDED:** that the list of community and civic events be noted.

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The meeting closed at 7.10pm.

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