

# Witney Town Council

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Town Clerk

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Mayor of Witney



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Our Ref: A4/4

10 May 2017

To : Members of the Estates Management Committee – Cllr C Brown, Mrs B Churchill, P Dorward, H Eaglestone, J King, T Morris, D Temple and C Woodward (and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **ESTATES MANAGEMENT COMMITTEE** to be held in the Council Chamber, Town Hall, Witney on **MONDAY 15 MAY 2017** at **6pm** for the transaction of the business stated below.

## RECORDING OF MEETINGS

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography. As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

## AGENDA

All Council Meetings are open to the public and press, unless otherwise stated.

1. **APOLOGIES FOR ABSENCE** – To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Democratic Services Officer ([nicky.cayley@witney-tc.gov.uk](mailto:nicky.cayley@witney-tc.gov.uk)) **prior to the meeting**, stating the reason for absence.

***Standing Order 30(a)(v)** permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.*

2. **DECLARATIONS OF INTEREST** – Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. **ELECTION OF VICE CHAIRMAN**

4. **MINUTES**

a) To adopt and sign as a correct record the minutes of the meetings of the former Sub-Committees as follows:

- |     |   |              |
|-----|---|--------------|
| i)  | Cemeteries & Closed Churchyards Sub-Committee | 1 March 2017 |
| ii) | Public Halls Sub-Committee                    | 6 March 2017 |

b) Matters arising from the minutes

5. **PUBLIC PARTICIPATION – the meeting will adjourn for this item**

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

6. **COMMITTEE OBJECTIVES AND WORK PROGRAMME FOR THE MUNICIPAL YEAR**

To consider, discuss and agree the Committee's priorities for 2017/18 taking into consideration any financial and resource constraints

7. **OPERATIONAL REPORT – PROGRESS ON IMPROVEMENTS AND REPAIRS SINCE LAST MEETING**

To receive and consider the report of the Operations and Estates Officer (enclosed)

8. **PUBLIC HALLS – OPERATIONS AND HALL USAGE REPORT**

To receive and consider the report of the Public Halls Officer (enclosed)

9. **UPDATE ON THE GROUNDS MAINTENANCE CONTRACT**

To receive and consider the report of the Operations and Estates Officer (enclosed)

10. **FINANCIAL REPORT**

To receive and consider the report of the Responsible Financial Officer (enclosed)

11. **CLOSED CHURCHYARDS**

To receive and consider the report of the Town Clerk (enclosed)

12. **EXCLUSION OF PRESS & PUBLIC** To consider and if appropriate, to pass the following resolution

That in accordance with section 1(2) of the Public Bodies (admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

13. **PROPERTY MATTERS (UPDATE ON LEGAL MATTERS & LEASE/AGREEMENTS)**

To receive and consider the confidential report of the Town Clerk (enclosed)



Town Clerk