

Witney Town Council

Mrs Sharon Groth *PSLCC ACMI*
Town Clerk

Cllr Chris Woodward
Mayor of Witney



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Our Ref: A4/4

22 January 2018

To : Members of the Community Services Committee – Cllr C Holliday, C Brown, B J Churchill, H W Chirgwin, J M Doughty, D S Enright, T J Morris, C K Woodward (and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **COMMUNITY SERVICES COMMITTEE** to be held in the Council Chamber, Town Hall, Witney on **MONDAY 29 JANUARY 2018** 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) **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. **MINUTES**
 - a) To adopt and sign as a correct record the minutes of the meeting of the Community Services Committee held on 13 November 2018 (enclosed)
 - b) Matters arising from the minutes

4. **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.

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

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

6. **PRESS COVERAGE UPDATE**

Details of press coverage for note (enclosed)

7. **COMMUNICATIONS REPORT**

To receive and consider the report of the Communications Officer (enclosed)

- a) Newsletter Distribution Options for the Budget and Annual Satisfaction Survey
- b) Information on Web Site for the NALC Local Council Award Scheme

8. **WITNEY TOWN BUS SERVICE UPDATE**

To receive and consider the report of the Administrator (enclosed)

9. **BUS STOPS, BUS SHELTERS & BINS**

To receive and consider the report of the Administrator (enclosed)

10. **BENCHES**

To receive and consider the report of the Administrator (enclosed)

11. **WINTER SNOW CLEARANCE AND PROVISION**

To receive and consider the report of the Administrator (enclosed)

12. **WITNEY & DISTRICT TWINNING ASSOCIATION**

- a) Rallaye Du Jumelage – briefing report enclosed
- b) Witney Twinning Association's Calendar of Events 2017/18 – for information (enclosed)
- c) Minutes of the meeting held on 29 November 2017 (enclosed)

13. **FOOD AND DRINK FESTIVAL**

To receive and consider a proposal from Market Square (enclosed)

14. **WITNEY MUSIC FESTIVAL**

To receive and consider Cllr Dorward's Project Plan of events and timings for this year's Witney Music Festival – following his discussions with the event organiser (enclosed)

15. **PRODUCTION OF THRUSH GREEN ON WOOD GREEN 2019**

The resolution arising from the last meeting was: that the Council agrees to the use of Wood Green for a production of Thrush Green and that the item will be a standing item on the agenda for the next 2 meetings in order to explore options for funding. Ms Saint may be invited back to a future meeting. [Minute C546 refers].

Members are requested to consider options for funding.

16. **FINANCE REPORT**

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

17. **MINUTES OF WORKING PARTIES**

To receive and consider the reports from the Working Parties since the last meeting and agree the recommendations contained therein:

- a. World War I Working Party - 8 January 2018 (enclosed)
- b. Youth Council - 17 January 2018(enclosed)

18. **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.

19. **CCTV MANAGEMENT GROUP**

To receive and consider the confidential minutes of the meeting held on 5 December 2017 (enclosed)



Town Clerk