

Witney Town Council

Mrs Sharon Groth PSLCC
Town Clerk

Cllr Chris Woodward
Mayor of Witney



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Our Ref: A4/4

27 November 2017

To : To All Members of Witney Town Council

You are hereby summonsed to a Meeting of the **TOWN COUNCIL** to be held in the Council Chamber, Town Hall, Witney on **MONDAY 4 DECEMBER 2017 at 7pm** 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**

To approve and adopt the minutes of the Council Meeting held on 9 October 2017 (copy enclosed), in accordance with Standing Order 18 including questions on the minutes as to the progress of any item.

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. **WITNEY COMMUNITY POLICING ISSUES**

To receive an update from the Witney Neighbourhood Police Team.

6. **AN UPDATE FROM WITNEY OXFORDSHIRE COUNTY COUNCILLORS AND WEST OXFORDSHIRE DISTRICT COUNCILLORS**

To receive an update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors.

7. **MINUTES OF COMMITTEES AND SUB-COMMITTEES/WORKING PARTIES**

To receive and consider the minutes of the meetings held between 9 October and 4 December 2017, and agree the RECOMMENDATIONS contained therein:

a)	PLANNING & DEVELOPMENT COMMITTEE	24 OCTOBER & 14 NOVEMBER 2017 (ENCLOSED)
b)	ESTATES MANAGEMENT COMMITTEE	30 OCTOBER 2017 (ENCLOSED)
c)	SPORT AND RECREATION COMMITTEE	6 NOVEMBER 2017 (ENCLOSED)
d)	COMMUNITY SERVICES COMMITTEE	13 NOVEMBER 2017 (ENCLOSED)
e)	POLICY AND RESOURCES COMMITTEE	20 NOVEMBER 2017(ENCLOSED)
f)	YOUTH COUNCIL WORKING PARTY	27 NOVEMBER 2017 (TO FOLLOW)

8. **CIVIC ANNOUNCEMENTS**

To receive the Mayors report.

9. **CARPET BEDDING FOR 2018**

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

10. **REVIEW OF COUNCIL POLICIES**

To review, adopt or amend the following Council policies:

- a) Tree Policy
- b) Complaints Procedure
- c) Training & Development Policy

11. **NALC LOCAL COUNCIL AWARD SCHEME**

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

12. **FUTURE OF THE CORN EXCHANGE**

To receive communication from the Witney Corn Exchange Trust (enclosed)

13. **APPOINTMENTS TO OUTSIDE BODIES**

To appoint a nominee to the replace Cllr Jane Doughty on the Witney Town Charity until June 2020.

14. **COMMUNICATION FROM THE LEADER**

To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with.

15. **CORRESPONDENCE**

To receive correspondence for information

- Letter from Police and Crime Commissioner – Mr Anthony Stansfield

16. **QUESTIONS TO THE LEADER OF THE COUNCIL**

Questions to the Leader of the Council concerning the business of the Council in accordance with Standing Order 15.

17. **SEALING OF DOCUMENTS**



Town Clerk