

# Witney Town Council

Mrs Sharon Groth PSLCC  
Town Clerk

Cllr Chris Woodward  
Mayor of Witney



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Our Ref: A4/4

6 November 2017

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 13 NOVEMBER 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. **MINUTES**
  - a) To adopt and sign as a correct record the minutes of the meeting of the Community Services Committee held on 18 September 2017 (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)

8. **COMMUNITY FIRST OXFORDSHIRE TRANSPORT SURVEY 2017**

To receive and consider the survey from Community First Oxfordshire (enclosed)

9. **REVISED BUDGET 2017/18 & ESTIMATES FOR 2018/19, FEES & CHARGES FOR 2018/19, CAPITAL & SPECIAL REVENUE PROJECTS FOR 2018/19 AND PREPARATION POOL 2019/20**

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

10. **EVENTS**

To receive and consider the enclosed Officer reports as follows:

- A) Review of Terms & Conditions of Hire for Events
- B) Update on Community Events and Requests for 2018
- C) Civic & Council Events Programme 2018

11. **MINUTES OF WORKING PARTIES**

To receive and consider the minutes of the working parties held since the last Community Services meeting:

Christmas Lights – 2 October 2017  
Youth Council – 9 October 2017  
World War 1 – 6 November 2017 – to follow



Town Clerk