

Witney Town Council

Mrs Sharon Groth FSLCC ACMI
Town Clerk

Cllr Mrs Brenda Churchill
Mayor of Witney



Town Hall, Market Square
Witney, Oxon
OX28 6AG
Tel: 01993 704379
Fax: 01993 771893
E-mail: townclerk@witney-tc.gov.uk
www.witney-tc.gov.uk

Our Ref: A4/4

09 July 2018

To : Members of the Community Services Committee – Cllr C Holliday, A K Beames, C Brown, B J Churchill, H W Chirgwin, D S T Enright, A D Harvey, D Temple (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 16 JULY 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 4 June 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. **PRESENTATION FROM OXFORDSHIRE ADULT LEARNING**

To receive and consider a presentation on the benefits of community based learning hubs across the county

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

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

7. **PRESS COVERAGE UPDATE**

Details of press coverage for note (enclosed)

8. **COMMUNICATIONS REPORT**

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

9. **REQUEST FOR WILDFLOWER PLANTING ON ESTATES**

To receive and consider request from resident as referred by Full Council on 25 June (enclosed)

10. **TREES & TREE SURVEY**

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

11. **WEST OXFORDSHIRE COMMUNITY TRANSPORT PUBLICITY**

To receive and consider the report of the P.A to the Town Clerk (enclosed)

12. **BUS SHELTER ARTWORK PROJECT**

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

13. **ARMED FORCES DAY 2019**

To consider facilitating events to celebrate Armed Forces Day on 29 June 2019 in the town – and extending the remit of the WW1 WP

14. **COMPLAINT ABOUT STREET SCENE FROM A RESIDENT**

To receive and consider correspondence from a resident about street scene in the town (enclosed)

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

To receive an update from Cllr Toby Morris further to his meeting with them

16. **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. WW1 Working Party - 11 June 2018 (enclosed) and 10 July 2018 (to follow)
- b. Events Working Party - 14 June 2018 (enclosed)



Town Clerk