

# Witney Town Council

Mrs Sharon Groth FSLCC ACMI  
Town Clerk

Cllr Mrs Brenda Churchill  
Mayor of Witney



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Our Ref: A4/4

29 October 2018

To: Members of the Estates Management Committee – Cllrs Mrs B Churchill, A D Harvey, C Brown, H Eaglestone, J King, P Dorward, C Holliday, 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 5 NOVEMBER 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](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 held on 3 September 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 and Estates Officer (enclosed)

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

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

7. **CORN EXCHANGE TAPESTRY**

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

8. **CEMETERIES**

- a) Request from the Friends of the Cemeteries - To receive and consider the report of the Operations and Estates Officer (enclosed)
- b) Memorial Application – Operations and Estates Officer’s report enclosed

9. **ST MARY’S CHURCH BOUNDARY WALL**

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

10. **GROUND MAINTENANCE**

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

11. **FINANCE REPORT: BUDGET MONITORING COMMITTEE INCOME & EXPENDITURE TO 30 SEPTEMBER 2018**

To receive and consider the report of the Town Clerk (TO FOLLOW)

12. **REVENUE BUDGET & CAPITAL/SPECIAL PROJECTS PROGRAMME: REVISED REVENUE BUDGET 2018/19 AND ESTIMATES 2019/20**

- a) Revised revenue budget 2018/19 and base revenue budget for 2019/20 – Town Clerk’s report (TO FOLLOW)
- b) Schedule of proposed burial fees and charges 2019/20 (TO FOLLOW)
- c) Schedule of proposed hall hire fees and charges 2019/20 (TO FOLLOW)
- d) Revised Capital & Special Revenue projects programme 2018/19 (TO FOLLOW)
- e) Revenue growth items and Capital/Special projects programme 2019/20 (TO FOLLOW)

13. **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.

14. **LEGAL UPDATE ON PROPERTY MATTERS**

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



Town Clerk