

# 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 May 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 4 JUNE 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. **ELECTION OF VICE CHAIRMAN**
4. **MINUTES**
  - a) To adopt and sign as a correct record the minutes of the meeting of the Community Services Committee held on 26 March 2018 (enclosed)
  - b) Matters arising from the minutes

5. **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.

6. **COMMITTEE TERMS OF REFERENCE, OBJECTIVES AND WORK PROGRAMME FOR THE MUNICIPAL YEAR**

To consider, discuss and agree the Committee's priorities for 2018/19 taking into consideration any financial and resource constraints

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

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

8. **REQUEST TO REMOVE A TREE**

To receive and consider correspondence from a resident and the report of the Operations & Estates Officer (enclosed)

9. **COMMUNITY INFRASTRUCTURE**

To receive and consider the correspondence enclosed:

- a) Request for a memorial bench (enclosed)
- b) Request for dog waste bins (enclosed)

10. **BUS SHELTER ART PROJECT**

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

11. **PRESS COVERAGE UPDATE**

Details of press coverage for note (enclosed)

12. **COMMUNICATIONS REPORT**

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

13. **COMMUNITY PAYBACK SCHEME**

To consider if the Council has any projects to put forward to the Thames Valley Community Rehabilitation Company – further details have been requested but Members may wish to look at the following link: <http://www.thamesvalleycrc.org.uk/>

14. **COMMUNITY RESILIENCE ACTION GROUP**

To receive an update on the new Neighbourhood Watch Programme (enclosed)

15. **BLUE PLAQUE HERITAGE TRAIL**

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

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

To consider members proposals for funding

17. **WITNEY & DISTRICT TWINNING ASSOCIATION**

To receive and note the minutes of the meeting held on 26 April 2018 and the agenda for the first vintage car rally from Le Touquet (enclosed)

18. **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. In Bloom - 16 May 2018 (enclosed)
- b. Youth Council - 2 May 2018 (enclosed)
- c. Christmas Lights - 29 May 2018 (to follow)



Town Clerk