

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

12 November 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 (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 19 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) **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 10 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. **PRESS COVERAGE UPDATE**

Details of press coverage for note (enclosed)

6. **COMMUNICATIONS REPORT**

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

7. **EVENTS**

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

8. **TREES**

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

9. **VANDALISM REPORT**

To receive and consider the updated schedule of vandalism (enclosed)

10. **SEAT IN NEWLAND BUS SHELTER**

To receive and consider correspondence concerning the seat in Newland Bus Shelter (enclosed)

11. **WITNEY FEAST – DRAFT AGREEMENT WITH BOB WILSON FUNFAIRS LTD**

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

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

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

13. **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) Revised Capital & Special Revenue projects programme 2018/19 AND Revenue growth items and Capital/Special projects programme 2019/20 (TO FOLLOW)

14. **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) World War One Working Party – 9 and 30 October 2018

b) Christmas Lights Working Party – 5 November 2018



Town Clerk