

# 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

14 January 2019

To : Members of the Community Services Committee – A K Beames, C Brown, B J Churchill, H W Chirgwin, H B Eaglestone, D S T Enright, A D Harvey and J S King (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 21 JANUARY 2019** 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. ELECTION OF CHAIRMAN

#### 1a. 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 19 November 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 SINCE LAST MEETING**

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

6. **COMMUNICATIONS REPORT**

- a) Annual Survey/Newsletter - To receive and consider the report of the Communications Officer (enclosed)
- b) Press Coverage Update - Details of press coverage for note (enclosed)

7. **ARBORICULTURE AND GROUNDS MAINTENANCE**

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

- a) Weed Control
- b) Trees

8. **INFRASTRUCTURE**

- a) Request for seats at Oxlease Park - To receive and consider the request from a resident (enclosed)
- b) Bus Shelter Update - To receive and consider the report of the Office Manager (enclosed)

9. **VANDALISM**

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

10. **BLUE PLAQUE COMMEMORATING PATRICK STEPTOE GYNAECOLOGIST, PIONEER OF IVF – REQUEST FOR FINANCIAL CONTRIBUTION**

Correspondence enclosed

11. **CONSULTATION ON PROTECTING AND ENHANCING ENGLAND’S TREES AND WOODLANDS**

To consider a response to the government consultation enclosed

12. **FUTURE OF THE CHRISTMAS LIGHTS WORKING PARTY AND ITS REMIT**

To receive and consider the report of the Office Manager (enclosed)

13. **MINUTES OF WORKING PARTIES**

To receive and consider the reports from the Working Parties since the last meeting and agree the recommendations contained therein:

In Bloom Working Party - verbal of the meeting held earlier this evening

14. **EXCLUSION OF PRESS AND 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.

15. **DRAFT MINUTES OF THE CCTV MEETING HELD IN DECEMBER 2018**

To receive and consider the confidential draft minutes of the CCTV meeting held in December 2018 (enclosed)

A handwritten signature in blue ink, appearing to be 'S. J. ...', is positioned above the printed title 'Town Clerk'.

Town Clerk