

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

2 January 2019

To: Members of the Estates Management Committee – Cllrs Mrs B Churchill, A D Harvey, C Brown, H Eaglestone, J King, J M Doughty, P Dorward, 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 7 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. **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 held on 5 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 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 BOOKINGS AND EVENTS**

To receive and consider the joint report of the Office Manager, Public Halls Officer and Communications Officer (enclosed)

8. **LOAN OF THE COUNCIL'S STAGE FOR EVENTS HELD IN LANGDALE HALL**

The following motion was referred to this committee by full Council at the meeting held on 10 December 2018: *Witney Town Council agrees that the stage it owns can be used for any events in Langdale Hall.*

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

9. **HEALTH & SAFETY: CORN EXCHANGE OCCUPANCY RATES**

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

10. **CORN EXCHANGE PHASE TWO REFURBISHMENT & VISION**

To receive and consider the joint report of the Office Manager, Public Halls Officer and Operations and Estates Officer (enclosed)

11. **REQUEST FOR FOOTPATH FROM BUTTERCROSS LANE ONTO THE LEYS RECREATION GROUND**

Correspondence from resident (enclosed)



Town Clerk