

Witney Town Council

Mrs Sharon Groth *FSLCC ACMI*
Town Clerk

Cllr Duncan Enright
Mayor of Witney



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Our Ref: A4/4

27 May 2019

To : Members of the Halls & Green Spaces Committee – Cllrs V Gwatkin (Chair), R Bolger, D Enright, D Butterfield, M Jones, L Duncan, T Ashby and J King (and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **HALLS & GREEN SPACES COMMITTEE** to be held in the Gallery Room, Corn Exchange, Witney on **MONDAY 3 JUNE 2019** at **7pm** 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. **ELECTION OF VICE CHAIRMAN**
4. **MINUTES**

a) To adopt and sign as a correct record the minutes of the:

1. Estates Committee meeting held on 4 March 2019 (enclosed);
2. Sport & Recreation Committee meeting held on 11 March 2019 (enclosed).

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress on any item)

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, VISION & OBJECTIVES FOR THE MUNICIPAL YEAR**

To receive and consider the report of the Town Clerk (copy enclosed)

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

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

8. **PUBLIC HALLS**

To receive and consider the following Officer reports

8.1 Operational & Usage Report - Public Halls Officer (enclosed)

8.2 Corn Exchange Working Party – Office Manager (enclosed)

8.3 Langdale Hall & Madley Park Hall – Compliance – Operations & Estates Officer (enclosed)

9. **CEMETERIES & CLOSED CHURCHYARDS**

9.1 To consider correspondence concerning a memorial application for an inscription on a headstone (enclosed).

9.2 Update from Operations & Estates Officer (report enclosed)

10. **OPEN SPACES AND GROUNDS MAINTENANCE**

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

10.1 Hedge Reduction Works – (a) Thorney Leys/Curbridge Road (b) Manor Road

10.2 Parking on Burwell Community Garden/Thorney Leys

11. **SPORTS, RECREATION GROUNDS & PARKS**

To receive and consider the report of the Operations and Estates Officer

11.1 Witney Town Bowls Club based at the Leys Recreation Ground – Problem with Pressure Sewer (enclosed)

11.2 Update on Play Areas (enclosed)

11.3 Update on Sports (to follow)

11.4 Update on Recreation Grounds (to follow)

12. **LAKE & COUNTRY PARK**

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

13. **ALLOTMENTS**

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

14. **FINANCE REPORT**

To receive and consider the report of the Town Clerk (to follow)

A handwritten signature in blue ink, appearing to be "S. J. R. K.", written in a cursive style.

Town Clerk