

Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



Monday, 9th November, 2020 at 6.00 pm

To members of the Halls, Cemeteries & Allotments Committee - M Jones, J Aitman, L Ashbourne, T Ashby, O Collins, L Duncan, V Gwatkin and J King (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Admission to this meeting will be online by virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

Zoom login details of this meeting will be published on the Council's website prior to the meeting.

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

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 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

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.

3. Minutes (Pages 5 - 10)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 14 September 2020;

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

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** (Pages 11 - 12)

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

6. **Public Halls Report** (Pages 13 - 16)

To receive and consider the report of the Venue Manager.

7. **Request to run a Cinema in the Corn Exchange** (Pages 17 - 20)

To receive and consider the report of the Venue Manager.

8. **Cemeteries & Closed Churchyards** (Pages 21 - 28)

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

9. **Review of the Council's Cemetery Regulations** (Pages 29 - 44)

To receive and consider the Regulations relating to the management and operation of the Council's Tower Hill and Windrush Cemeteries.

10. **Allotments** (Pages 45 - 48)

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

11. **Financial Report**

Members are referred to appendix b of agenda item 11a where the actual expenditure to date (1 April to 30 September) against budget can be reviewed.

a) **Revised revenue budget 2020/21 and base revenue budget for 2021/22** (Pages 49 - 56)

To receive and consider the report of the Town Clerk/RFO (TO FOLLOW) and the Draft Revised Revenue Budget for 2020/21 and Draft Budget for 2021/22 (ENCLOSED).

b) **Schedule of proposed Fees and Charges 2021/22** (Pages 57 - 60)

During Budget Setting Cycle the Council reviews its Fees and Charges for the various facilities and services it operates.

Attached is the schedule of charges in respect of the assets and services which fall under the responsibility of this Committee. As agreed by Full Council on 12 October 2020 increases have been limited to 1½% (and rounded accordingly).

The Committee is RECOMMENDED to approve (or amend as necessary) the:

- i. Burials Fees & Charges
- ii. Public Halls Fees & Charges

c) **Revised Capital and Special Revenue Projects Programme 2020/21** (Pages 61 - 62)

To receive and consider the report of the Town Clerk/RFO relating to an update on the Capital & Special Revenue Projects Programme for 2020/21

d) **Revenue Growth Items and Capital/Special Revenue Projects Programme 2021/22 and beyond**

To receive and consider the report of the Town Clerk/RFO relating to items identified during the course of the year for inclusion as Revenue Growth Items in the Council's Revenue Budget as well as items for the Capital/Special Revenue Projects Programme 2021/22 and beyond – TO FOLLOW.

12. **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.

13. **Request to Sub-Let Langdale Hall** (Pages 63 - 64)

To receive and consider the request from the Council's tenant to sublet the top floor of the Langdale Hall and carry out the necessary works in order to make it accessible, in conjunction with the Officer's confidential verbal report.



Town Clerk