



3rd May 2017

SUMMONS TO COUNCILLORS TO ATTEND

MEETING: TOWN COUNCIL MEETING
PLACE: MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK
DATE: **TUESDAY 9th MAY 2017**
TIME: 7.30pm

AGENDA

ANNUAL MEETING

- 1 **ELECTION OF TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**
- 2 **ELECTION OF DEPUTY MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**
- 3 **ELECTION OF COUNCILLORS FOR SPECIFIC ROLES**
- 4 **APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES**
To appoint Members to serve on Outside Bodies
- 5 **TO RECEIVE DECLARATIONS OF INTEREST**
- 6 **APPOINTMENT OF PROFESSIONAL BODIES**
To receive and consider the following appointments
 - (a) Solicitor - for discussion
 - (b) Property Agent – Carter Jonas
 - (c) Banks - Unity Bank & Barclays Bank
 - (d) Insurers – Zurich
 - (e) Internal Auditor – Mrs Trish Ingram
 - (f) Employment and H&R Advisors – Ellis Whittham

(g) Planning Advisor – Kemp & Kemp

8 STANDING ORDERS AND FINANCIAL REGULATIONS

To confirm the use of WTC Standing Order and Financial Regulations

9 ASSET REGISTER AND RISK ASSESSMENT FOR 2016/17

To note that asset register and risk assessment have been reviewed and updated

10 CALENDAR OF MEETINGS

To confirm the calendar of meetings 2017/18

MAY MONTHLY TOWN COUNCIL MEETING

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

To receive declarations of interest from councillors on items on the agenda

3 TO APPROVE THE MINUTES OF:

(i) The Meeting of the Town Council held on 11th April 2017 (enclosed)

(ii) The Extraordinary Meeting of the Town Council held only 25th April 2017 (enclosed)

4 PUBLIC PARTICIPATION SESSION

5 COUNTY AND DISTRICT COUNCILLORS UPDATE

(i) To receive the May report from the County Councillor

(ii) To receive the May report from District Cllrs J Cooper & E Poskitt (to follow)

6 COMMUNICATIONS

To receive such communications as The Mayor may wish to lay before the Council

7 QUESTIONS

To receive any questions received under WTC Standing Orders 8

8 MOTIONS PRESENTED TO COUNCIL

9 CO-OPTION FOR VACANCY ON TOWN COUNCIL

To receive letters of interest for co-option to serve on Woodstock Town Council

10 PLANNING

To receive and consider the following planning applications

- a) Ref: APPLICATION NO: 17/01063/HHD 9 Oxford Road Woodstock
Replacement double garage with clay tiled roof, first floor rear extension, Velux roof windows to kitchen and bathroom.
- b) Ref: APPLICATION NO: 17/01295/HHD 30 Blackberry Way Woodstock
Single storey side conservatory and alterations to garden access

- c) Ref: APPLICATION NO: 17/00972/HHD 61 Oxford Street Woodstock
Replacement rear outbuilding ancillary to the dwelling at 61 Oxford Street
- d) Ref: APPLICATION NO: 16/02788/FUL 61 Oxford Street Woodstock
Erection of replacement dwelling.
- e) Ref: APPLICATION NO: 17/01084/HHD 126 Oxford Street Woodstock
Single storey rear extension and alterations to dwelling

11 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

To receive and consider the report of the Responsible Financial Officer.

- (i) To receive the list of payments for April (enclosed)
Recommendation
That the Council resolve that the list of payments totalling £14,717.03 made in the month of April 2017 be received and approved.
- (ii) Bank Reconciliation Statements (enclosed)
To receive and consider the bank reconciliation statements for April 2017
- (iii) Summary and Detailed Income & Expenditure Statements (enclosed).
To receive and consider the summary and detailed income & expenditure statements for April 2017
- iv) Budget Carry Forwards from 2016/17 (enclosed)
To receive and consider any expenditure to carry forward into 2017/18
- (iv) Annual Statement of Accounts Report, Annual Statement of Accounts for 2016/17, Copy of Annual Return, Internal Auditor Report and Slippage Report (enclosed)

Recommended that Council:

- a. **Approve the Annual Governance Statement for the year ended 31 March 2017**
- b. **Approve the statement of accounts for the year ended 31 March 2017**
- c. **Approve the annual return for the year ended 31 March 2017**
- d. **Receive and note the internal auditor's report for the year ended 31 March 2017**
- e. **Receive and note the slippage report for the year ended 31 March 2017**
- f. **Receive and note the internal auditor's letter stating that she will be unavailable to perform the internal audit in future years.**

12 OALC POLICY PROCEDURE DOCUMENTS

To receive and consider the following documents

- (a) Dispute Resolution - A Guide for Oxfordshire Councils
- (b) Member: Officer Protocol
- (c) Terms of reference for the Staffing Committee
- (d) Grievance and Procedure Policy
- (e) Dignity at Work Policy
- (f) To consider 3 named Cllrs for Personnel Matters

- 13 **REVIEW OF CONDITIONS OF BANK AND STRUCTURES AT THE WATER MEADOWS**
To receive and consider the review of the Water meadows Banks and Structures undertaken by the Wychwood Project
- 14 **JCTPD AGENDA**
To receive and discuss the Agenda for the meeting of the Joint Committee
(Town/Palace Dialogue)
- 15 **USE BY BUSES OF VERMONT DRIVE/ ROSAMUND DRIVE OLD WOODSTOCK**
(i) To receive a report from OCC on the assessment of safety of the use of buses of Vermont Drive/Rosamund Drive Old Woodstock.
(ii) Letter from resident concerning traffic congestion and Buses turning in the Town
- 16 **INTERNAL AUDIT 2016/2017**
To receive a report from the Internal Auditor for 2016/2017
- 17 **TRAFFIC ADVISORY COMMITTEE**
To receive the minutes of the Traffic Advisory Committee held on 12th April 2017
- 18 **FENCING AT THE MARLBOROUGH SCHOOL**
To receive an update from the Mayor Cllr E Poskitt (email previously circulated)
- 19 **W&B NEWS SALES BOXES**
To receive a and discuss letter from Mr Stan Scott
- 20 **PROPERTY MATTERS**
To receive a report from Carter Jonas on assignment of lease
- EXCLUSION OF THE PUBLIC AND PRESS**
That in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).
- 21 **STAFF MATTERS**
To receive a report from Cllr E Poskitt (to follow)



Acting Town Clerk