



1st May 2018

SUMMONS TO COUNCILLORS TO ATTEND

MEETING: TOWN COUNCIL MEETINGS

PLACE: MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK

DATE: TUESDAY 8th MAY 2018

TIME: 7.30pm

ANNUAL MEETING AGENDA

- 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 (enclosed)**
- 4 **APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES (enclosed)**
- 5 **TO RECEIVE DISCLOSURES OF INTEREST**
- 6 **APPOINTMENT OF PROFESSIONAL BODIES**
To receive and consider the following appointments
 - (a) Solicitor - Freeth
 - (b) Property Agent – Breckon & Breckon
 - (c) Banks - Unity Bank & Barclays Bank
 - (d) Insurers – Zurich
 - (e) Internal Auditor – Arrow Accounting
 - (f) Employment and H&R Advisors – Ellis Whittham
 - (g) Water Meadow Management – Wychwood Project
 - (h) Planning Advisor –
- 8 **STANDING ORDERS AND FINANCIAL REGULATIONS**
To confirm the use of WTC Standing Order and Financial Regulations
- 9 **ASSET REGISTER AND RISK ASSESSMENT FOR 2018/19**
To note that asset register and risk assessment have been reviewed and updated
- 10 **CALENDAR OF MEETINGS**
To confirm the calendar of meetings 2018/19 (enclosed)

MAY MONTHLY TOWN COUNCIL MEETING

1 **APOLOGIES FOR ABSENCE**

2 **DISCLOSURES OF INTEREST**

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

3 **TO APPROVE THE MINUTES OF:**

The Meeting of the Town Council held on Tuesday 10th April 2018 (enclosed)

4 **PUBLIC PARTICIPATION SESSION**

5 **REPORT FROM THE TOWN CLERK**

To receive a written report on progress of agenda items not resolved and issues arising since last meeting (to follow)

6 **COUNTY AND DISTRICT COUNCILLORS UPDATE**

(i) To receive the monthly Parish report from the Cllr Ian Hudspeth (enclosed)

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

7 **COMMUNICATIONS**

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

8 **QUESTIONS**

To receive any questions received under WTC Standing Order 8

9 **MOTIONS PRESENTED TO COUNCIL**

10 **REPORT OF THE RESPONSIBLE FINANCIAL OFFICER - April 2018**

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 £ £27,019.73 made in the month of April 2018 be received and approved.

(ii) Bank Reconciliation Statements (enclosed)

To receive and consider the bank reconciliation statements for April 2018.

(iii) Summary and Detailed Income & Expenditure Statements (enclosed).

To receive and consider the summary and detailed income & expenditure statements for April 2018.

(iv) Budget Carry Forwards from 2017/18 (enclosed)

To receive and consider any expenditure to carry forward into 2018/19

(iv) National Salary Award 2018-2019 (enclosed)

To receive and implement the recommendation from NALC

11 **110 LEGACY**

To receive an email and proposals presented by Cllr J Cooper (enclosed)

- 12** **CONTINGENCY PLAN**
To receive a report from the working party. (enclosed)
- 13** **RESPONSIBILITY FOR INDIVIDUAL SPENDING BUDGETS**
To receive a report from the working party. (enclosed)
- 14** **CHERWELL LOCAL PLAN**
To receive an update from Cllr T Redpath
- 15** **WOODSTOCK CHRISTMAS MARKET, WOODSTOCK CHRISTMAS FAYRE AND CHRISTMAS LIGHTS**
(i) To receive a report from Cllr T Redpath. (enclosed)
(ii) To receive a report from Cllr S Parnes (to follow)
- 16** **TOWN COUNCIL EMAIL ADDRESSES FOR COUNCILLORS**
To consider a report from Cllr S Parnes (to follow)
- 17** **TRAFFIC ADVISORY COMMITTEE**
To receive and note the minutes of the Traffic Advisory Committee held on 12th April 2018
- 18** **COMMUNITY PLAN**
To discuss further the prospect of a Community Plan (enclosed)

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).

- 19** **PROPERTY MATTERS**
To receive the monthly report from Cllr A Grant (enclosed)



Janine Saxton
Town Clerk