



4th January 2017

SUMMONS TO COUNCILLORS TO ATTEND

MEETING: TOWN COUNCIL MEETING
PLACE: MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK
DATE: **TUESDAY 10th JANUARY 2017**
TIME: 7.30pm

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
 - 2.1 To receive declarations of interest from councillors on items on the agenda
 - 2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - 2.3 To grant any requests for dispensation as appropriate a request for dispensation must be made on an individual basis
- 3 **TO APPROVE THE MINUTES OF:**

The Meeting of the Town Council held on Tuesday 13th December 2016 (to follow)
- 4 **PUBLIC PARTICIPATION SESSION**
- 5 **COUNTY AND DISTRICT COUNCILLOR UPDATES**
 - (i) To receive the January report from County Cllr I Hudspeth (previously circulated).
 - (ii) To receive the January report from District Cllrs J Cooper and E Poskitt (to follow).
- 6 **COMMUNICATIONS**

To receive such communication as the Town Mayor may wish to lay before the Council.
- 7 **QUESTIONS**

To receive any questions received under WTC Standing Order No 8.
- 8 **MOTIONS PRESENTED TO COUNCIL**

To receive a motion from Cllr Parnes (accompanying paper enclosed)

THE TOWN COUNCIL CONGRATULATES AND COMMENDS Dr Turner and Partners (Woodstock Surgery) on the Care Quality Commission (CQC) Inspection outcome as per the published CQC Report dated 12/10/2016 which indicates consistent summary findings of "Good" (Green) in all areas as well as overall practice rating of "Good"; AND, WTC instructs the Acting Town Clerk to communicate this Resolution to the Surgery's Practice Manager.

9. **PLANNING**

To receive and consider the following planning applications:

- (a) Ref: 16/03970/LBC – Woodstock Arms, 6-8 Market Street Woodstock: Internal and external alterations to include construction of external fire escape
- (b) Ref: 16/03969/FUL – Woodstock Arms, 6-8 Market Street Woodstock Alterations and construction of two external fire escapes
- (c) Ref: 16/04153/FUL – 80 Manor Road Old Woodstock: Demolish of existing outbuilding and single storey extension. Conversion and alterations of existing structure to create a pair of semi-detached houses with single storey extension, garage and associated works

10 **APPLICATION FOR VARIATION OF PREMISES LICENCE
Licensing Act 2003**

To consider an application for 38 High Street Woodstock
For further information see online WODC Public Access Portal

11 **REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – DECEMBER 2016**

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

- (i) To receive the list of payments for December 2016 (enclosed)
Recommendation that the Council resolve that the list of payments totalling xxxxxxxx made in the month of December 2016 be received and approved.
- (ii) Bank Reconciliation Statement for December 2016 (enclosed)
To receive and consider the bank reconciliation statement.
- (iii) Summary & Detailed Income & Expenditure Statements for December 2016 (enclosed). To receive and consider the summary and detailed statements.
- (iv) Audit Arrangements
To receive and consider a paper from the Finance Assistant (enclosed).

12 **JOINT COMMITTEE – TOWN PALACE DIALOGUE**

To receive a report/motion from Cllr P Jay seconded by Cllr B Yoxall (enclosed)

13 **COUNCIL TAX REFERENDUM**

Consultation period update (enclosed)

14 **WATER MEADOWS**

- (a) Review of Weir and Banks included in the Wychwood contract list under quote to be agreed (enclosed)
- (b) Information on work carried out Sept, Oct, Nov, and Invoice (enclosed)

15 **POLICE STATION SITE**

To receive an update from Cllr B Yoxall (enclosed)

16 **SUPPORT FOR WOODSTOCK CHRISTMAS MARKET EVENT**

To consider a report from Cllr S Parnes (to follow)

17 **REMOVAL OF PUBLIC PAY PHONES**

Report from Cllr S Parnes (to follow)

18 **LOCAL PLAN**

To receive a report from Cllr Parnes (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 a report from CMfP (To follow)

20 STAFF MATTER

(a) Reply from OALC re: Motion Query (enclosed)

(b) To receive a motion from Cllr F Collinwood

Woodstock Town Council resolves that:

1. A Staff Committee is formed comprising of: The Mayor, The Deputy Mayor and the Member Responsible for Finance and if this does not comprise three individuals in addition the Member Responsible for Property

2. Until the appointment of a permanent Town Clerk, the line manager of all staff is the Staff Committee.

*3. After the appointment of a Town Clerk,
a) the line manager of all other staff will be the Town Clerk.*

b) the line manager of the Town Clerk will be the Staff Committee.

4. All feedback about the Clerk's performance, capabilities or conduct should be directed through the Staff Committee, all such matters relating to other staff should be directed through their line manager. Issues so directed to either the staffing committee or an individual's line manager will be dealt with through appropriate procedures.

5. No Councillor may criticize, make or insinuate a complaint verbally, in writing or by email to a member of staff or any third party other than to that employee's line manager. It will be at the absolute discretion of the line manager whether disciplinary action should follow.

(c) Staff Vacancy

(i) To receive a paper from Bethan Osborne (to follow)

(ii) To receive a paper from Cllr F Collingwood (enclosed)

21 DATA PROTECTION INFORMATION

a) To receive/consider professional advice on Data Protection Issue (enclosed)

b) Request under freedom of information act

To receive a Report from the Mayor

Acting Town Clerk
Ann Grant