

**MINUTES OF THE ANNUAL MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 5th MAY 2020
AT 7.30pm
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

**Cllr A Grant (Mayor)
Cllr J Bleakley
Cllr P Jay
Cllr E Poskitt
Cllr P Redpath**

**Cllr M Parkinson (Deputy Mayor)
Cllr J Cooper
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath**

ALSO IN ATTENDANCE: The Clerk, Mrs Janine Saxton, CCllr I Hudspeth, one member of the public and Kate Begley as she will be writing a summary of the meeting for the Woodstock and Bladon News.

The Mayor asked members of the Council to join her in a one minute silence in remembrance of those who had sadly lost their lives to the COVID-19 pandemic.

WTC1/20 APOLOGIES FOR ABSENCE: Cllr S Parnes.

WTC2/20 ELECTION OF TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE:

The retiring Mayor proposed Cllr M Parkinson for the position Mayor 2020/21, seconded by Cllr J Cooper. There being no other nominations Cllr M Parkinson was duly elected as Mayor. Due to meeting having to be held virtually the Acceptance of Office will be signed retrospectively.

WTC3/20 ELECTION OF DEPUTY MAYOR:

Cllr P Redpath nominated Cllr A Grant for the position of Deputy Mayor 2020/21, seconded by Cllr E Poskitt. There being no other nominations Cllr A Grant was duly elected as Deputy Mayor. Due to meeting having to be held virtually the Acceptance of Office will be signed retrospectively

WTC4/20 ELECTION OF COUNCILLORS FOR SPECIFIC ROLES:

The following Councillors were nominated and elected for the specific roles as shown below:-

Cllr P Jay	-	Council Member for Finance
Cllr A Grant	-	Council Member for Property
Cllr P Redpath	-	Liaison Councillor for Environment (supported by Cllr J Bleakley)
Cllr J Bleakley	-	Council Member for Winter Weather (supported by Cllr M Parkinson)

The Council agreed that Councillors would remain appointed to the internal working groups and panel as shown in Appendix 1 to these minutes with the changes shown below:-

Christmas Lights Working Group:	Cllr A Grant replaced Cllr D Davies on this group due to him no longer being on the Council.
Green Spaces - Neighbourhood Working Group:	Cllrs T Redpath, A Grant and E Poskitt
Urgent Planning Committee:	Cllrs J Bleakley, J Cooper, A Grant, M Parkinson, U Parkinson, S Rasch & T Redpath
Emergency Planning & Action Counter Terrorism:	Cllr S Parnes (removed as he had not agreed to serve on this group.

WTC5/20 APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES:

It was agreed that Councillors would continue to serve on the outside bodies as shown in Appendix 1 to these minutes with the changes shown below:-

Carnival Committee & Countryfile	Removed from list as no longer running,
Oxford Airport Consultative Committee:	Cllr E Poskitt added (as she had been missed off the previous list)
Public Transport:	Cllr S Parnes (removed as he had not agreed to serve on this group)
Woodstock Relief In Need Charity:	Cllr J Cooper replaced Cllr D Davies on this group due to him no longer being on the Council.

WTC6/20 DISCLOSURES OF INTEREST:

The Deputy Mayor, Cllr A Grant	-	Secretary of Woodstock Youth Club.
The Mayor, Cllr M Parkinson	-	Treasurer of Woodstock Youth Club.

WTC7/20 APPOINTMENT OF PROFESSIONAL BODIES:

It was brought to the attention of the Council that the new Management Plan currently being drawn up by the Wychwood Project will be discussed at a future meeting.

It was agreed that the Clerk should commence the tender process at the end of the year for the Water Meadows Management contract which is due for renewal in 2021.

The Council **resolved** to continue with the appointment of the following professional bodies for the forthcoming year:

- Council's Solicitors – Freeth.
- Property Agent – Breckon & Breckon
- Banks – Unity Bank
- Investments – The Public Sector Deposit Fund managed by CCLA
- Insurers – Zurich

- Employment and H&R Advisors – OALC
- Water Meadow Management – Wychwood Project
- Employment and H&R Advisors – OALC

Internal Auditor

It was noted that the appointment of the Internal Auditor will not be brought to Council until after the audit report has been received and quotes have been sought to ensure WTC are getting best value.

WTC8/20 STANDING ORDERS AND FINANCIAL REGULATIONS:

The Council **resolved** to continue using the Standing Orders and Financial Regulations in their current format.

Cllr E Poskitt confirmed that some slight amendments were required particularly in relation to Committees that are currently in abeyance. The suggested amendments will be brought to Council at a future meeting for approval.

WTC9/20 FIXED ASSET REGISTER AND RISK ASSESSMENT FOR 2020:

It was noted that the Fixed Asset Register and Risk Assessment had been approved for 2020 at Council meetings earlier in the year.

WTC10/19 CALENDAR OF MEETINGS:

The dates of meetings and events for the coming year were agreed as shown in Appendix 2 to these minutes.

The meeting closed at 20.02hrs