



5th May, 2020

Follow the passing of the Coronavirus Act 2020 (c. 7), Councils are unable to meet in person during the COVID emergency.

Councillors are hereby summons to attend the April Town Council meeting to be held online via the Zoom video conferencing system on **Tuesday 12th May, 2020 at 7.30pm.**

INFORMATION FOR THE PUBLIC

Members of the public are encouraged and welcome to attend the meeting either virtually or by telephone.

Please contact the Clerk to request the login details and instructions on how to access the meeting.

Members of the public have no right to participate in the general proceedings of the Council meeting, with the exception of the Public Participation Session. Requests to address Council should be submitted to the Clerk at least 48 hours prior to the meeting with a written copy of what they wish to say.

AGENDA

1 APOLOGIES FOR ABSENCE

To receive and accept any apologies received prior to the meeting.

2 DISCLOSURES OF INTEREST

To receive disclosures of interest from councillors for any items on the agenda.

3 PUBLIC PARTICIPATION SESSION

Members of the public may make only one address to the council of no more than five minutes' duration.

4 TO APPROVE THE MINUTES OF

the April meeting of the Town Council held on Tuesday 21st April, 2020.

5 REPORT FROM THE TOWN CLERK

To consider the Town Clerk's report and **approve** any requests within it as required.

6 COUNTY AND DISTRICT COUNCILLORS UPDATE

- (i) To receive the monthly Parish report from Cllr I Hudspeth.
- (ii) To receive the monthly report from District Cllrs J Cooper & E Poskitt.

7 **COMMUNICATIONS**

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

8 **QUESTIONS**

To receive any questions on Council business submitted to the Clerk within the specified timescale.

9 **MOTIONS PRESENTED TO COUNCIL**

No motions received.

10 **CO-OPTION TO CASUAL VACANCY IN OFFICE OF TOWN COUNCILLOR**

To receive the letters for considers for co-option.

11 **PLANNING**

To **agree** comments to be submitted to West Oxfordshire District Council in respect of the following planning applications:-

- a) Ref: APPLICATION NO: 20/00897/FUL 2 High Street, Woodstock
Conversion of part of shop to residential to serve existing dwelling, erection of rear extension and alterations to garage.

- b) Ref: APPLICATION NO: 20/00966/LBC 62 Oxford Street, Woodstock
Replacement of mortar to south elevation.

12 **REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – MAY 2020**

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

- (i) To receive the list of payments for April 2020
Recommendation
That the Council resolve that the list of payments totalling £31,342.94 made in the month of April 2020 be received and **approved**.

- (ii) Bank Reconciliation Statement
To receive and **approve** the bank reconciliation statements for April 2020

- (iii) Summary and Detailed Income & Expenditure Statements
To receive and consider the summary and detailed income & expenditure statements for April 2020

- (iv) Slippage report for year ended 31 March 2020
To receive a report on financial year end Budget v Actual income and expenditure and the yearend income and expenditure statements.

- (v) Budget Carry Forwards
To receive a report on suggested Carry forwards from 2019/20 budget

- (vi) Changes To Minutes
To receive the report from Cllr A Grant

- (vi) Project Monitoring Spreadsheet (attached).
To receive and note the monthly update of the spreadsheet for information.

13 CLIMATE CHANGE

To receive an update from Cllr E Poskitt or Cllr M Parkinson

14 COVID-19 SUPPORT FOR LOCAL VOLUNTARY HELP GROUPS

To receive the report from Cllr A Grant.

15 TOWN PALACE DIALOGUE VIRTUAL MEETING ON MAY 7TH

To receive a résumé of the meeting from Cllr E Poskitt.

16 WTC PROPERTY PORTFOLIO

To receive the Property Portfolio report from Cllr A Grant.



Janine Saxton
Town Clerk

In accordance with The Local Authorities And Police And Crime Panels (Coronavirus) (Flexibility Of Local Authority And Police And Crime Panel Meetings) (England And Wales) Regulations 2020 all reports and papers relating to the meeting will be published on the Council website <http://www.woodstock-tc.gov.uk/>