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12<sup>th</sup> 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 May Extraordinary Town Council meeting to be held online via the Zoom video conferencing system on **Tuesday 19<sup>th</sup> 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.

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**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 COMMUNICATIONS**

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

**5 QUESTIONS**

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

**6 MOTIONS PRESENTED TO COUNCIL**

No motions received.

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

To receive the letters of application for co-option to the casual vacancy in office of Town Councillor.

**8 APPROVAL OF INVOICES:-**

To approve the payment of the following Invoices:-

Freeth Solicitors	-	6 Park Street Lease £2,222.40
Zurich Insurance	-	Annual Premium £7,417.69

**9 BANKING OPPORTUNITY**

To receive a report from Cllr T Redpath.

**10 WOODSTOCK DESIGNATED GREEN SPACES**

To receive a report from Cllr T Redpath.

**11 INTRODUCTION OF A POLICY & PROCEDURE DOCUMENT FOR FORMALISATION & CONSISTENCY OF COUNCIL CO-OPTIONS**

To consider a report from Cllr S Parnes.

**12 WYCHWOOD REPORT FOR PERIOD OCTOBER 2019 – MARCH 2020**

To note the report received.



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/>