



22nd July, 2021

Councillors are hereby summons to attend the Extraordinary **JULY** Town Council meeting to be in The Town Hall on Wednesday **28th July, 2021 at 7.30pm.**

The meeting is also available for the members of the public to join via Zoom, details are:

Link: <https://us02web.zoom.us/j/81355074498?pwd=TFE4eVBld2VUNWtvc09mSVM4VmJ1UT09>

Meeting ID: 813 5507 4498

Passcode: **748248**

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

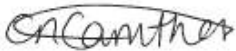
1. **APOLOGIES FOR ABSENCE:** To receive and accept any apologies received prior to the meeting.
2. **DISCLOSURES OF INTEREST:** To receive disclosures of interest from councillors for any items on the agenda.
3. **PUBLIC PARTICIPATION SESSION:** Members of the public may make only one address to the council of no more than five minutes' duration.
4. **TO CONSIDER THE RECOMMENDATIONS OF THE STAFFING PANEL:**
 - (i) To confirm the status of the Staffing Panel
 - (ii) To appoint the recommended candidate for the vacancy for Town Clerk and give authority to the Staffing Panel to follow up references and arrange induction
 - (iii) To increase the hours for the new Clerk to 30 hours per week
 - (iv) To consider proposed correspondence to the former Clerk
 - (v) To agree that 2/3 members of the Staffing Panel will conduct Exit Interview with current Clerk
5. **MOTIONS TO THE COUNCIL:**
 - (i) Policies & Procedures Working Group.
6. **PARTIAL REVIEW OF VENUE HIRE CHARGES:** To receive a report on recommendation.
7. **PLANNING & LICENCING:**

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

 - (i) **APPLICATION:** 21/02401/S73 - Land East Of Woodstock Oxford Road Woodstock
Variation of condition 1 of planning permission 18/02574/RES to amend house types

and design within Phase 4-6 to include minor reconfiguration and building footprint updates.

- (ii) APPLICATION: 21/02461/HHD– 24 Park Street Woodstock Oxfordshire
Demolition of existing garage, construction of new outbuilding, insertion of new vehicle gates, extension of parking hardstanding
- (iii) APPLICATION: 21/02462/LBC– 24 Park Street Woodstock Oxfordshire
Demolition of existing garage, construction of new outbuilding, insertion of new vehicle gates, extension of parking hardstanding
- (iv) APPLICATION: 21/02454/HHD– 11 Vanbrugh Close Woodstock Oxfordshire
Proposed front porch and associated works, construction of two dormer windows, alterations to existing dormer facades
- (v) APPLICATION: 21/02459/LBC& 21/02458/HHD– 24 Park Street Woodstock Oxfordshire
Single storey rear extension, internal alterations to provide ensuite.
- (vi) APPLICATION: 21/02469/HHD– 10 Blackberry Way Woodstock Oxfordshire
Erection of a first floor side extension above existing garage and parking space.



Cherie Carruthers
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/>

Policies & Procedures Working Group –

Proposer: N Namby –Brown Seconded: M Parkinson

“WTC resolves that a group be formed to aid the clerk with reviewing and updating the council procedures and policies”.

Please can Full Council to approve a small working group, NMB and one other to make a list of all the Policies and find out how many require updating.

We would then prepare a report for the September Council meeting, with the aim of allocating Policies to the correct people for Councillor responsibility, with an aim of completing the updating by the end of the year.

Partial Review of Hiring Charges for Council Venues

The Government Covid restrictions are lifted; though we are being asked to please act cautiously as the Pandemic is not over yet.

Bookings enquires for venues has been encouraging with people wish to get back to as normal a life as possible. To accommodate this enthusiasm and being aware of timescale for September bookings onwards our charges need urgently reviewing to ensure we are not running at a loss.

Having discussed this with our Admin Assistance, who is responsible for taking bookings and being aware of the restrained timescale as a decision is needed for September onwards booking, we came to the conclusion that a partial review of charges would solve the difficulties at the moment, this to be followed by a full review later in the year.

Please note we run a system with our Caretakers for separate payment for locking and unlocking on top of there normal salary, £3 for unlocking and £3 for locking up, doubling if unsociable hour.

Wedding charges were reviewed in Feb 2020 and were increased from £250 to £300. This new fee was implemented 1st April 2020 with Weddings already booked and deposit paid being honoured at the lower price
A member of staff is on duty for each wedding and paid £30 per Wedding they attend.

Recommendation

a) *WTC agrees that:*

From immediate effect hiring charges are increased as follows:

Weekday: current charge £12 per hour be increased to £14 per hour

Weekends: current charge £13 per hour be increased to £20 per hour

b) *With a complete review of all charges ready to be put in place at the start of the next financial year (April 2022)*