

Woodstock Town Council

Town Clerk: Marzia Sellitti



The Town Clerk's Office
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8th September, 2021

To: Members of Woodstock Town Council

You are summoned to attend a meeting of Full council to be held **in The Town Hall, Woodstock on Tuesday 14th September, 2021 at 7.30pm. Press and Public are invited to attend.**

Members of the Public who wish to attend the meeting must wear a face mask at all times and have a negative lateral flow test result at least 48 hours prior to the meeting.

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

<https://us02web.zoom.us/j/82157910686?pwd=dU9sbkhqbXg2U0J2TFdVNExFLORJUT0>

[9](#) Meeting ID: 821 5791 0686 Passcode: 017262

AGENDA

1. **APOLOGIES FOR ABSENCE:**

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

2. **DISCLOSURE OF INTEREST AND REQUEST FOR DISPENSATION:**

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

3. **PUBLIC PARTICIPATION SESSION:**

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. This period of time designated for public participation in accordance with standing order 3(f) shall not exceed 5 mins each.

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.

4. **TO APPROVE THE MINUTES OF:**

- i. 22nd June 2021 & 13th July 2021 Council meeting
- II. 28th July 2021 Extraordinary Town Council meeting
- III. 20th August Urgent Planning Committee meeting
- IV. 31st August 2021 Extraordinary Town Council meeting

5. **REPORT FROM THE TOWN CLERK:**

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

6. **COUNTY AND DISTRICT COUNCILLORS UPDATE:**

- (i) To receive the monthly Parish report from C/Cllr Graham.
- (ii) To receive the monthly report from D/ Cllrs Poskitt & Cooper.

7. **COMMUNICATIONS:**

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

- 8. QUESTIONS:** To receive questions
- 9. MOTIONS PRESENTED TO COUNCIL:**
- (i) To receive and consider a proposal to separate the role of mayor into two
 - (ii) To discuss the forming of an environment working party
 - (iii) To discuss the review of the staffing panel
 - (iv) To receive and consider the enrolment of councillors on action counters terrorism (act) e-learning course
 - (v) To receive and consider a report from Cllr. Parnes on supporting afghan refugees
 - (vi) To receive and consider a report from Cllr. Parnes on WODC grants to alleviate Woodstock parking expenditures
 - (vii) To consider the New/Renewal Pavement Licenses for Woodstock businesses - Woodstock Town Council to be part of the consultation process for both new and renewed pavement license applications.
- 10. QUEENS PLATINUM JUBILEE:**
To consider ideas and budget for local celebrations and discuss arrangements for the Green Canopy.
- 11. TWINNING UPDATE:**
To receive a verbal update from Cllr Parkinson
- 12. COUNCILLORS AND THE CLERK ROLES AND RESPONSIBILITIES:** To review the list of roles and responsibilities
- 13. PLANNING & LICENCING:**
To receive and consider the following WODC application awaiting comment from the Town Council:
a) [21/02844/HHD](#) - 7 The Covert, Woodstock
Demolition of existing garage/rear ground floor bay/rear first floor bay. Erection of two storey side extension and single storey rear extension. Replacement windows and doors throughout and fascia and guttering throughout. Replacement cladding to front and cladding detail to existing front gable.
- 14. CHRISTMAS LIGHTS:**
To receive and consider quotation for Christmas Lights installation
- 15. REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – September 2021** To receive and consider the report of the Responsible Financial Officer.
- (i) To receive and consider the list of payments for July and August (enclosed) Recommendation:
That the Council resolve that the list of payments totalling £42,397.96 made in the month of July 2021 be RECEIVED and APPROVED.
That the Council resolve that the list of payments totalling £44,796.31 made in the month of August 2021 be RECEIVED and APPROVED
That the Council resolve that the list of payments made to Breckon & Breckon, made on the Charge card and in Petty cash during July and August 2021 be received and approved
 - (ii) Bank Reconciliation Statements (enclosed)
To receive and consider the bank reconciliation statements for August 2021
 - (iii) Summary and Detailed Income & Expenditure Statements (enclosed).
To receive and consider the summary and detailed income & expenditure statements for August 2021

- (iv) Budget Review 2021 (enclosed)
To RECEIVE and APPROVE the Budget review report and spreadsheet
- (v) Budget Monitoring Spreadsheet (enclosed)

16. WTC PROPERTY PORTFOLIO

To receive a Property Portfolio report from Cllr. Grant (enclosed)

17. Woodstock Community Development Project

TO NOTE a project update – September 2021

The following item will be discussed in CONFIDENTIAL SESSION. Members of the public and press will be excluded from the meeting to allow private discussion about staff matters.

18. Staffing Panel Report

- I. To receive and note a personnel report from the Staffing Panel
- II. To receive and consider a recommendation from the Staffing Panel to appoint a Responsible Financial Officer at Woodstock Town Council on a fixed term contract from Monday 20th September to Friday 31 December on the same terms as the previous RFO.

19. To NOTE an Information Rights Concern letter from a Councillor (to follow)

Marzia Sellitti

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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/>