



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Locum Town Clerk: Karen Crowhurst

To: Members of the Council

Cllrs: Bailey, Bleakley, Faulkner, Grant, Lamb, Manby-Brown, Manson, M. Parkinson, U. Parkinson, Parnes, Poskitt, Spencer-Churchill.

You are summoned to attend a meeting of the Woodstock Town Council to be held in The Town Hall, Woodstock on Tuesday 10th May 2022 at 6.30 pm.

AGENDA

- 1. Election of Town Mayor**
- 2. Election of Deputy Mayor**
- 3. Apologies for Absence**
To receive and consider for acceptance apologies for absence.
- 4. Minutes of last meeting(s)**
To consider for approval, the minutes of the Council meeting held on Tuesday 12th April 2022 (attached); To also accept the minutes of the Staffing Committee Meeting held on 13th April 2022
- 5. Declaration of Interests**
To consider the request of Councillor Ann Grant that the contents of the ruling on Declaration of Interests to be explained by the Locum Town Clerk.
- 6. Declarations of Interest**
To receive any declarations of interest in items on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct.
- 7. Public Speaking and Question Time**
This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 minutes per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed
- 8. Appointment to Committees, Working Groups and to accept any Terms of Reference**
 - (i) Finance and Town Council Assets Committee
 - (ii) Planning Committee
 - (iii) Staffing Committee – and agree delegated authority
 - (iv) Environment Committee
 - (v) Queens Jubilee Working Group

9. Appointment of Professional Bodies- To receive and consider the following appointments

- a) Solicitor – Freeth
- b) Property Agent – Breckon & Breckon
- c) Bank – Unity Trust Bank
- d) Investment- The Public Sector Deposit Fund managed by CCLA
- e) Insurance – Zurich (3-year contract agreement)
- f) Employment and H&R Advisors – Peninsula Ltd
- g) Water Meadow Management
- h) Tree Management – Boward Trees Ltd

10. Town Council Roles 2022/23

To consider the draft roles for allocation at the Annual Meeting of Council

11. County Councillor’s Report

To receive the monthly Parish report from Oxfordshire County Cllr Graham (attached)

12. District Councillor’s Report

To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (attached)

13. RFO Reports/Financial Matters

- a) to consider the reports of the RFO (to follow)
- b) To review the current cemetery fees and agree any actions

14. Audit and End of year accounts 2021-2022

- a) To approve the end of year accounts for the accounting year 2021-2022
- b) To approve the 2021 -2022 Bank reconciliation(s)

15. To accept the calendar of meetings for 2022-2023 – Previously circulated

16. Planning & Licensing

To consider response to the following applications;

22/00931HHD – 29 Oxford Road Woodstock Oxfordshire

Proposed detached double garage

22/00893/LC – 105 Manor Road Woodstock Oxfordshire

Replacement of existing windows

22/00943/HHD – 5 Hensington Close Woodstock Oxfordshire

Single and two story side and rear extension with associated works and replacement front porch

22/00999/HHD 34 Blackberry Way Woodstock Oxfordshire

Proposed Porch (part retrospective)

Consultation - Land East of Woodstock Oxford Road Woodstock

Reference No: 21/04140//FUL Reserved Matters application for the erection of a children’s nursery school and associated works

Reference No:16/01364/OUT

Outline planning application (all matters reserved except for means of access in respect of new junction arrangements) comprising up to a maximum of 300 residential dwellings, up to 110sqm of A1/A2/B1/D1 floorspace; associated infrastructure, engineering and ancillary works; provision of public open space; formation of vehicular accesses; and Full Planning Application for the development of phase 1 comprising 46 residential dwellings (46 of the 300 described above) with associated infrastructure f and engineering works.

Consultation – 3 Hedge End Woodstock Oxfordshire**Application No: 22/01049**

Demolition of existing front entrance and utility area. New front single story extension with pitched roof. Removal of existing oriel window to rear elevation and replacement with new smaller oriel window. Alterations and relocation of window openings. Replacement of existing cladding to front elevation. Replacement of existing flat roof with new insulation and roof covering, flat roof surface raised by approx. 150mm. Change of use of garage to store and utility. Reconfiguration of hard landscaping including extension of parking area,

- 17. To receive a property report from Cllr Ann Grant – Previously circulated**
- 18. To receive a report from Woodstock in Bloom – Previously circulated**
To discuss access to the Town Council Chamber for volunteers
- 19. To consider new and replacement bins – item requested by Cllr Nick Manby-Brown**
To discuss and agree any actions arising from the report presented to Council
- 20. Motions relating to Parking**
 - i. To consider a motion from Cllr Jo Lamb stating the following:
“This Council supports the OCC parking plan subject to the consultation responses being taken into account.
 - ii. Motion submitted in accordance with Standing Orders 9(a) and (b):
Proposed by Cllr S Parnes, Seconded by Cllr A Grant
Woodstock Town Council agrees not to make any decision regarding implementation of the proposal to introduce on-street parking charges by Oxfordshire County Council (OCC) in Woodstock until the outcome of the town poll is known. The Clerk will write, on behalf of the Town Council, to each OCC cabinet member to ensure they are all aware of this motion.
- 21. To receive update regarding bollards on the Town Square**
- 22. Request for Memorial Plaque for Colonel Nigel Clifford to be paid by requestee**
 - a) To consider an appropriate location.
- 23. Question(s) for the Mayor**

Question to the Mayor from Cllr S Parnes

At the Town Council meeting of 12th April 2022, Council formally RESOLVED that "in the interests of consistency, transparency, continuity and openness, the website publication of Town Council and Committee Minutes from 7th December and onward shall revert and continue to be published in a 'text' format compatible with online search functions and standard 'copy-and-paste' functionality. The Town Council also requests that

signatures be redacted and that the actual Council Tax precept amount be accurately and clearly annotated in the relevant 7th December 2021 Minute." However, since that Resolution, Town Council minutes continued to be posted online as image scans with signatures unredacted and not in a typically searchable format. As such, please can the Mayor confirm when will the Town Council begin complying with the above resolution, including with regard to conversion of the documents uploaded since?

24. To close the meeting

Signed: *K A Crowhurst*

3rd May 2022

K Crowhurst – Locum Town Clerk



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Locum Town Clerk: Samantha J Shippen

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 12th April 2022 at 19.30.

Cllrs. present:

Mathew Parkinson (Mayor)
John Bleakley
Rachel Faulkner
Ann Grant
Jo Lamb
Nick Manby-Brown
Meg Manson
Ulli Parkinson
Sharone Parnes
Elizabeth Poskitt
James Spencer-Churchill

In Attendance:

Oxfordshire County Cllr. Graham
West Oxfordshire District Cllr. Cooper
Samantha Shippen, Locum Town Clerk
23 members of the public

1/4/22

Apologies for Absence

Were received from Councillor Kate Bailey.

2/4/22

Minutes of last meeting

No notifications of suggested amendments were received in accordance with Standing Order 12a. Councillors were reminded of the requirement.

It was **RESOLVED** that the minutes of the Council meeting held Tuesday 8th March 2022 be **APPROVED** as a correct record and signed by the Mayor.

3/4/22

Declarations of Interest

Councillor Spencer-Churchill declared an interest in item 9 as President of the Youth Club; Cllr. Grant declared an interest in item 9 as Secretary of the Youth Club; Cllr. Parnes declared an interest in item 9 as his wife is Chair of the Youth Club.

Cllr. M Parkinson declared an interest in item 9 as a Trustee of Woodstock Chapel Trust. Cllr. Poskitt declared an interest in agenda item 9 as a member of Sustainable Woodstock and a volunteer for Link Up; and item 10 as a member of WODC.

4/4/22

Public Speaking and Question Time

A member of the public spoke in objection to the planning application 22/00722/HHD for 10 Blackberry Way, seeking support for the objection; another member of the public related to the applicant advised that the application is an amendment of a previous application approved in summer 2021.

Five members of the public spoke in response to item 20, two in opposition to the parking proposals by Oxfordshire County Council and three in support of proposals.

The residents were thanked for their attendance.

5/4/22 Reports from Outside Bodies & Organisations

1) Community First Oxfordshire – Woodstock Development Report

Kay Sentence, Community Coordinator outlined her work since March 2020 and the periodic report to Council.

It was **RESOLVED** that the representative be thanked for attending and the report be **NOTED**.

6/4/22 County Councillor's Report

OCC Cllr Graham highlighted his monthly Parish report and gave a verbal update on support for Ukrainian refugees; he highlighted the work of the Traffic Advisory Committee which will hear about road repairs in Hensington Road scheduled for April – June; the parking consultation which is currently underway following which an OCC Cabinet decision will be made. It was **RESOLVED** that the report be **NOTED**.

7/4/22 District Councillor's Report

Council received the monthly report from West Oxfordshire District Councillors Poskitt & Cooper. Councillor Cooper recommended that should a poll be requested at the Town Meeting, the question be clear; he also highlighted the possible effect on council tax single person reduction if a refugee is housed. Councillor Poskitt advised funding of up to £250 has been allocated by WODC for Queen's Jubilee celebrations. It was **RESOLVED** that the report be **NOTED**.

The Mayor moved agenda items 20 – 22 to this point in the meeting.

20/4/22 Parking

Council considered a proposal from Councillor Ann Grant that now that Woodstock residents and the Town Council have seen the full proposals for the Woodstock parking scheme and it is noted that thus far due process has not been adhered to by OCC.

In order to ensure that WTC are able to fairly represent the people of Woodstock, WTC calls upon OCC to halt the timeline of this scheme to facilitate further discussion with the public, in order to ensure that there is sufficient time for effective consultation and transparency. Additionally, WTC requests that the output of the consultation is made available to them prior to WTC's May meeting to enable the output to be reviewed and imbedded in WTCs representations to OCC with the undertaking from OCC that no decisions will be made until WTCs representations are received and with reassurance that they will be taken into account.

A named vote was requested:

Cllr Bleakley	Against
Cllr Faulkner	For
Cllr Grant	For
Cllr Lamb	Against
Cllr Manby-Brown	Against
Cllr Manson	Against
Cllr M Parkinson	Against
Cllr U Parkinson	For
Cllr Parnes	For
Cllr Poskitt	Against
Cllr Spencer-Churchill	For

It was therefore **RESOLVED** that the proposal falls.

County Councillor Andy Graham commented that he will strongly recommend to Oxfordshire County Council that the report on the parking consultation comes to the Town Council in May 2022.

21/4/22 Town Council Minutes

Council considered a proposal from Councillor Sharone Parnes that Woodstock Town Council resolves that in the interests of consistency, transparency, continuity and openness, the website publication of Town Council and Committee Minutes from 7th December and onward shall revert and continue to be published in a 'text' format compatible with online search functions and standard 'copy-and-paste' functionality. The Town Council also requests that signatures be redacted and that the actual Council Tax precept amount be accurately and clearly annotated in the relevant 7th December 2021 Minute.

A named vote was requested:

Cllr Bleakley	For
Cllr Faulkner	abstain
Cllr Grant	For
Cllr Lamb	abstain
Cllr Manby-Brown	For
Cllr Manson	abstain
Cllr M Parkinson	Against
Cllr U Parkinson	For
Cllr Parnes	For
Cllr Poskitt	Against
Cllr Spencer-Churchill	For

It was therefore **RESOLVED** that in the interests of consistency, transparency, continuity and openness, the website publication of Town Council and Committee Minutes from 7th December and onward shall revert and continue to be published in a 'text' format compatible with online search functions and standard 'copy-and-paste' functionality. The Town Council also requests that signatures be redacted and that the actual Council Tax precept amount be accurately and clearly annotated in the relevant 7th December 2021 Minute.

22/4/22 Question for the Mayor

A question from Councillor Sharone Parnes was put to the Mayor - Why has the Town Mayor postponed the Annual Town Meeting, why has this been done without public or internal explanation, and why was the rescheduled date determined to be one that comes after the close of the Parking Consultation?

The Mayor responded that there were two public consultations had taken place immediately before the date and with the availability of a Locum Clerk being uncertain the Mayor delayed the meeting to the nearest available date.

It was **RESOLVED** response be **NOTED**.

8/4/22 RFO Reports

March 2022 Reports: RESOLVED that the following reports be **APPROVED**.

- i. Unity Bank list of payments between 01/03/2022 – 31/03/2022;
- ii. Unity Bank Reconciliation as at 31/03/2022;
- iii. Unity Bank balance confirmation 31/03/2022;
- iv. CCLA Bank Reconciliation as at 31/03/2022;

- v. Petty cash reconciliation;
- vi. Income & Expenditure Financial Statement as at 31/03/2022.

9/4/22

Grants

Council considered the report on grant applications.

RESOLVED to **AWARD** the following grants, subject to receipt of reports relating to 2021/22 grants:

Applicant	Project for Funding	Amount
Woodstock Scout & Guide Hut	Painting & Windows	£500
Volunteer Link up	Supporting residents transport	£200
Woodstock Youth Club	Revenue Support	£500
Citizen Advice West Oxon	Advice Services	£200
Sustainable Woodstock	Community Woodland and Orchard	£300
Woodstock U16 F/ball Team	Iddor Training	£300
Old Woodstock Mock Mayor	Community event , raising money for Charity	£300
Woodstock Chapel Trust	Memorial Garden restoration	£500
Woodstock Ladies Circle	Social gathering for the elderly	£200
Total amount of Grant Budget £3,000		£3,000

It was further **RESOLVED** that in 2023, the availability of grants be advertised more widely and the procedures for awarding grants be reviewed prior to advertising.

10/4/22

Planning & Licensing

Council **RESOLVED** the response to the following applications:

Salt Cross Garden Village AAP Examination - Request for comments on additional work and note on agreed actions

no further comments be submitted on behalf of Council.

22/00388/LBC – External alterations to repair and insulate existing roof. Works to include the removal and reuse of all of the existing roof tiles and replace damaged tiles with reclaimed tiles to match - 39 Manor Road Woodstock;

No objection;

22/00722/HHD - Erection of a first floor side extension above existing garage and parking space and single storey rear extension - 10 Blackberry Way Woodstock;

Objection due to loss of light to neighbouring property, overdevelopment of the site, overbearing nature of the development. Council also recommends that WODC Planning Committee undertakes a site visit and reports the notification of absence of neighbour consultation be investigated by WODC.

22/00752/HHD - Alterations to first floor terrace to include the installation of stepped decking, replacement balustrade and erection of close boarded screening along with the replacement of kitchen window with lowered cill - Flat 42 High Street Woodstock.

No objection.

11/4/22 Reports from Committees and Working Parties

1. Staffing Committee

RESOLVED that Council

- i. **NOTE** the minutes of the meeting held 31st March 2022;
- ii. **APPROVE** the proposed amendments to the Annual Leave Policy;
- iii. **AGREE** the removal of the Flexitime for the Clerk Policy.

2. Interview Panel – Item was withdrawn.

3. Environment Working Group –

RESOLVED that Council **ACCEPT** the notes and **APPROVE** the following recommendations from the meeting held 5th April 2022:

Water Meadows

- Council obtains land registry plans for surrounding properties to establish correct boundaries;
- A quotation be obtained from Ridge and co for a surveyor to establish boundary and encroachment;
- Council to seek any information held by WODC.

Weed Control

Council does not put in place street weedspraying in 2022/23 and reviews weed spraying on its own land before a further contract is placed in 2023.

No Mow May

Council review the initiative prior to renewal of the contract.

Solar Panels at Community Centre

Councillor Mathew Parkinson work with Sustainable Woodstock to take this project forward and a report be taken to Council at a future date.

Play area inspections

- Annual risk assessments be carried out on all three play areas in 2022 with a report to Council of findings;
- A review of outstanding works be undertaken and costs obtained for works required to deal with medium risk items;
- The contract with WODC be reviewed and the Staffing Committee look at benefits of directly employing staff to undertake role.

OWL steps

- ask BBOWT to give advice on what would be best for the area and seek quotations following the advice;
- erect signs of caution for users.

Bus Shelters

Be taken back to the Environment Working Group for further consideration.

Water for Planters

To install an outside tap ASAP subject to listed building approval. Councillors Ann Grant and James Spencer-Churchill to progress.

Cemetery Fees

To be reviewed.

Cemetery Handrail

To review handrail to be placed in the grass. Councillors Ann Grant and James Spencer-Churchill to progress with the Town Clerk's Assistant.

Exterior Painting of Town Hall

To obtain quotations.

4. Queen's Jubilee Working Group

Council received a verbal update on arrangements from Councillor Meg Manson who advised on arrangements for Sunday 5th June where the Town Council is working on a family event with Woodstock Live. Risk assessments, event plans and publicity are all in progress.

Councillor James Spencer-Churchill updated Council on plans for a Town Crier and Beacon Lighting at Blenheim Palace on Thursday 2nd June 2022.

RESOLVED that the information be **NOTED**.

*It was **AGREED** that Standing Orders be set aside and the meeting extended to 10.30pm*

12/4/22 Review of Cemetery Rules, Health & Safety and Risk Assessments

RESOLVED to

1. **APPROVE** amendments to Rules for using the Cemeteries adding the policy on Grave Decorations from the April 2014 Policies document; acknowledging that the rules regarding allowing Dogs is subject to review.
2. **NOTE** the Rules & Regulations Summary without alteration;
3. **AMALGAMATE** the Cemetery Policies 2014 into the updated rules;
4. **APPROVE** the amendments to the Placement of Memorial Seats Policy;
5. **NOTE** the Agreement with Cemetery Contractors and require it to be renewed annually to ensure insurance is updated and agreement is conformed with;
6. **NOTE** the update on Health & Safety and Risk Assessment.

13/4/22 Council Meeting Starting Time

1. Council considered a proposal that Woodstock Town Council resolves to change the start time of Town Council meetings to 6:30pm.

A named vote was requested.

Cllr Bleakley	For
Cllr Faulkner	For
Cllr Grant	Against
Cllr Lamb	For
Cllr Manby-Brown	For
Cllr Manson	For
Cllr M Parkinson	For
Cllr U Parkinson	For
Cllr Parnes	Against
Cllr Poskitt	abstain
Cllr Spencer-Churchill	abstain

It was therefore **RESOLVED** to change the start time of Town Council meetings to 6:30pm.

2. Council considered a proposal that Meetings revert to the Mayor's Parlour from the Annual Meeting of Council in May 2022.

A named vote was requested.

Cllr Bleakley	abstain
Cllr Faulkner	For
Cllr Grant	Against
Cllr Lamb	Against
Cllr Manby-Brown	For
Cllr Manson	abstain

Cllr M Parkinson	abstain
Cllr U Parkinson	Against
Cllr Parnes	Against
Cllr Poskitt	For
Cllr Spencer-Churchill	Against

It was therefore **RESOLVED** that the motion fall.

- 14/4/22 New Finance and Assets Committee for 2022/23 Municipal Year**
It was **RESOLVED** that the matter be **DEFERRED** to the Annual Meeting of Council in May 2022.
- 15/4/22 Town Council Roles 2022/23**
It was **RESOLVED** that the matter be **DEFERRED** to the Annual Meeting of Council in May 2022. The Mayor requested that any changes be emailed in advance to the Town Clerk and Mayor.
- 16/4/22 Social Media Policy**
RESOLVED that Council **ADOPTS** the Social Media Policy.
- 17/4/22 NALC Smaller Councils Committee**
It was **RESOLVED** that no response be made.
- 18/4/22 Provision of a Grit Bin at Kerwood Close**
RESOLVED that Council **APPROVE** to pay OCC £250 plus VAT for a new grit bin located at the top of Kerwood Close.
- 19/4/22 Declaration of Interests**
It was **RESOLVED** that the matter be **DEFERRED** to the Annual Meeting of Council in May 2022.
- 23/4/22 Property Reports**
It was **RESOLVED** that the reports be **APPROVED** to cover the storm damage at Park Street block of £400 and general maintenance redecoration at 4a Market Street to be included in 2023/24 budget.

The meeting concluded at 10.30pm

Mayor

Date



Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov
Locum Town Clerk: Samantha Shippen

Minutes of the meeting of the Staffing Committee held in The Town Hall, Woodstock on Wednesday 13th April 2022 at 3.00pm.

Present:

Councillors Faulkner (Chairperson), Lamb and Spencer-Churchill.

In attendance:

S Shippen – Locum Town Clerk

SC/224/1 Apologies for Absence

Apologies for absence were received from Councillor Kate Bailey and Ulli Parkinson.

SC/224/2 Declarations of Interest

No declarations were made.

SC/224/3 Public Speaking and Question Time

No members of the public were present.

SC/224/4 Minutes of previous meeting

RESOLVED that the minutes of the Staffing Committee held 30th March 2022 be **APPROVED** as a correct record and signed by the Chairperson.

SC/224/5 Exclusion of Press & Public

It was **RESOLVED** that the press and public be excluded from the meeting in accordance with the Press & Public (Admissions to Meetings) Act 1960 as the matters to be discussed relate to staff matters.

SC/224/6 Recruitment of Town Clerk

The Locum Town Clerk presented a summary of recruitment and advised that the shortlisted applicant did not attend for interview.

She further updated on the new Locum Town Clerk contract with LGRC.

It was **RESOLVED** that

1. The Locum Town Clerk be requested to work from the office, which will incur travel and subsistence charges; this will be reviewed by the Staffing Committee at the end of May 2022;
2. Recruitment be re-started after the end of May 2022.

The meeting concluded at 4.50pm.

Chairperson..... Date

WOODSTOCK TOWN COUNCIL ROLES –

WTC ROLES –

Urgent Planning & Licensing Committee – up to 11 members

Finance & Assets Committee - recommended 7 members

Staffing Committee – recommended 5 members

Environment Working Group – recommended 5 members

Christmas Lights Working Group – recommended 5 members

Queen’s Jubilee Working Group (task & finish) – recommend 3 members

Queen’s Green Canopy Working Group (task & finish) – recommend 2 members

News Editors – recommended 1-2 members

OALC – Mayor

Emergency Planning & Counter Terrorism – recommended 2 members

JOINT VENTURE ROLES –

Traffic Advisory Working Group – recommended 3 members

Woodstock & Blenheim Dialogue Group – recommended 3 members

Community Development Group – 3 members

WODC Parish/Town Liaison – recommend 1 member + Town Clerk

OUTSIDE BODIES –

Public Transport -2 members

Woodstock Youth Club – 1 member

Bloom – 1 member

A44A group – 2 members

Relief in Need Charity – 1 member

Exhibition Fund – 1 member

Oxford Airport Consultant Committee – 1 member plus 1 authorised stand in

Village Travel Network – 1 member

Report of District Councillors for Bladon, Blenheim and Woodstock to Woodstock Town Council Tuesday May 10th 2022

Revised Constitution for WODC.

The full Council on April 27th had little business apart from consideration of the revised WODC Constitution – a very long detailed document. Together with the Constitution itself, there is a revised Members' Code of Conduct. This is the Oxfordshire Code of Conduct and other Districts had already approved it. Town and Parish Councils have usually adopted the District Code of Conduct for Members for their own Councils. It may be appropriate for WTC to review this Oxfordshire, now WODC approved, document with this in mind.

One significant change in the revised Constitution will be replacing the process of reproducing minutes of all the Committee meetings with a more general Members' Question time when Members can ask questions of the Chair, Cabinet Members and/or Committee Chairs about any matter that they wish to raise and not just those items referenced in previous Committee minutes. We are somewhat concerned about how this will work out. Firstly, asking about points in Committee minutes can be helpful for members who do not serve on those Committees by keeping them abreast of ideas and concerns raised there. Secondly, the changes seem to have the potential for creating a questioning 'free for all' event. However, the matter should be given a try as it does provide opportunity for Members to raise matters not on the Council agenda.

The Audit & General Purposes Committee meeting last week reviewed and approved a draft Whistle Blowing Policy for Council which will probably be included as an attachment with the Constitution papers. In the revised Constitution, the Audit & General Committee will be renamed the Audit and Governance Committee as this title seemed to fit the Committee's roles more specifically. (*What's in a name? That which we call a rose by any other name would smell as sweet.*) The revised Constitution has also removed all gender references. To the relief of at least one of us, those drawing up the Constitution seem to have managed to avoid using 'their' as a third person *singular* possessive.

Council Administration.

It is of some concern that administration at WODC appears to have difficulty getting minutes of Committee meetings published in time to be included in the papers for full Council meetings where they have been considered and noted by the whole Council. With the constitutional changes this will no longer be so essential but minutes coming out reasonably soon after meetings have taken place is useful. This recent Council meeting had a backlog of past Committee minutes to consider and some of these were only circulated a few days before the meeting. Staffing has been stressed by a lot of sick leave (frequently covid associated). Further, dealing with grants to businesses etc. in relation to covid recovery, has probably diverted staff from their usual work. Now preparations for the arrival of Ukrainian refugees and supporting those already here create other unanticipated activities which will divert some staff time from routine duties. Currently it appears that WODC/OCC are somewhat frustrated in their endeavours to help Ukrainians by the lack of

clear directives and guidance coming from the government. Please let us or the County Councillor know of any specific problems relating to Ukrainians here or coming into the country, so WODC/OCC can do their best to resolve difficulties.

Local Elections

The lack of business to discuss at the recent Council meeting probably reflects the proximity of the Local Council elections. By the time of the WTC meeting for which this report is written happens, the results of those election will be clear. At this point however it may be of interest that sixteen wards have candidates up for election to the District Council. The total number of wards in the District is nineteen but most of these have two or three Councillors with different terms of service. We do not have Town Council elections this year (but Bladon does although the six places on their Parish Council are uncontested). One of us (JC) is standing for re-election as District Councillor and thanks all Woodstock for the rewarding years he has devoted to improving our community and supporting its residents and very much hopes he will be able to continue doing this.

WODC Cllrs Julian Cooper & Elizabeth Poskitt



LAWN CEMETERY AND HENSINGTON ROAD CEMETERY
TABLE OF FEES AND PAYMENTS - EFFECTIVE FROM 1ST SEPTEMBER 2020

The fees, payments and sums set out below apply where the person to be interred, or in respect of the exclusive right of burial granted is, or immediately before death was, an inhabitant of the Town of Woodstock. In the case of a still-born child where one of the parents is, or at the time of interment was, an inhabitant or parishioner.

In all other cases the fees, payments and sums will be doubled, except where an Exclusive Right to Burial has been previously acquired at a single fee.

Fees, payments and sums fixed and settled under Section 34 of the Burial Act 1952 and the 1972 Local Government Act, confirmed by Woodstock Town Council.

Purchase of Exclusive Right

Purchase of Exclusive Right of Burial in earthen graves
 (For the exclusive right of burial a reservation to such right for 75 years, or such extended period as may sometimes be approved) £315.00

Purchase of Exclusive Right for the interment of cremated remains
 in a section of the cemetery reserved for such purpose £125.00

Cancellation/amendment fee for reserved plots £50.00

Interment

For the interment of the body of a person whose age at the time of death exceeded 12 years: £260.00

For the interment of the body of a person whose age at the time of death did not exceed 12 years or for the interment of the body of a still-born child, or of a child whose age at the time of death did not exceed one month. No fee

For the interment of ashes in the section of the cemetery reserved for such purposes, or (subject to the agreement of relatives and the committee) in an existing family grave for which the Exclusive Rights has previously been purchased. £120.00

Memorial Stones - all at single rate

The right to erect or place on a grave a Memorial Headstone in respect of a plot for which the Exclusive Right of Burial has been purchased. £140.00

For each inscription after the first £65.00

Family history search £25.00

Cancellation/amendment for reserved plots admin fee £45.00

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
101 General & Administration						
1200 Interest Received	53	300	247			
1275 Precept Received	122,800	122,800	0			
1277 S106 Money	638	0	(638)			
1400 Grants Received	7,000	0	(7,000)			
General & Administration :- Income	130,490	123,100	(7,390)			0
4000 Staff Costs	44,472	43,000	(1,472)		(1,472)	
4001 Pension Costs	7,382	9,100	1,718		1,718	
4002 Temporary Holiday cover	0	100	100		100	
4003 Working from home allowance	145	156	11		11	
4004 Locum Staff	10,844	0	(10,844)		(10,844)	
4007 Travel (Clerk & Councillors)	0	100	100		100	
4008 Training	783	1,000	217		217	
4020 Telephone	1,273	1,600	327		327	
4021 Postage	18	400	382		382	
4022 Office equipment + Stationery	2,067	3,000	933		933	
4025 Insurance	2,294	2,600	306		306	
4026 Memberships / Subscriptions	929	1,200	271		271	
4027 Misc Expenditure	304	0	(304)		(304)	
4030 Staff recruitment	215	0	(215)		(215)	
4056 Legal Fees	995	2,000	1,005		1,005	
4057 Audit	1,389	1,200	(189)		(189)	
4059 Bank Charges	188	300	112		112	
4060 Civic	183	1,000	817		817	
4061 Elections	2,465	100	(2,365)		(2,365)	
4062 PWLB Loan Interest	448	875	427		427	
4063 Public Works Loan Repayt	4,537	4,110	(427)		(427)	
4065 Licence for Marriage	2,250	750	(1,500)		(1,500)	
4066 Town Pictorial Maps+plan +Feas	0	5,500	5,500		5,500	
4067 Civic - Chain engraving	0	1,800	1,800		1,800	
4070 Computer System/IT Support	6,564	11,500	4,936		4,936	
4077 HR Consultants	2,043	0	(2,043)		(2,043)	
4079 Neighbourhood Planning	2,365	0	(2,365)		(2,365)	
4091 Covid -19 Support	468	0	(468)		(468)	
4496 Communications	326	1,000	674		674	
General & Administration :- Indirect Expenditure	94,948	92,391	(2,557)	0	(2,557)	0
Net Income over Expenditure	35,542	30,709	(4,833)			
6001 less Transfer to Reserves	13,205					
Movement to/(from) Gen Reserve	22,337					

16:47

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
120 Donations and Grants						
4500 Grant-Sustainable Woodstock	200	200	0		0	
4501 Grant-Old Woodstock Mock Mayor	500	500	0		0	
4502 Grant-Ladies Circle	200	200	0		0	
4503 Grant-Citizens Advice	200	200	0		0	
4525 Grant-Youth Club	800	800	0		0	
4526 Grant-Woodstock Town FC	300	300	0		0	
4536 Woodstock Guide/Scout Hut	600	600	0		0	
4537 Volunteer Link-Up	200	200	0		0	
Donations and Grants :- Indirect Expenditure	3,000	3,000	0	0	0	0
Net Expenditure	(3,000)	(3,000)	0			
201 Environment						
1151 Cemetery Income	15,445	6,000	(9,445)			
1160 WB & T Club Rent	1,894	1,913	19			
1400 Grants Received	160	0	(160)			
1501 P.Richardson Legacy	435	0	(435)			
Environment :- Income	17,934	7,913	(10,021)			0
4000 Staff Costs	1,350	1,000	(350)		(350)	
4400 Hensington Rd Cemetery	4,401	3,000	(1,401)		(1,401)	
4401 Lawn Cemetery	3,617	4,000	383		383	
4402 Churchyard	1,055	1,224	169		169	
4403 Lawn Cemetery - Extension	0	4,400	4,400		4,400	
4409 Old Wdstk Twn FC Grass Cut	750	750	0		0	
4410 Recreation Ground-New Road	2,765	4,500	1,735		1,735	
4411 Recreation Ground-OW	905	3,500	2,595		2,595	
4412 Recreation Ground-Budds Close	1,435	4,000	2,565		2,565	
4415 Playground Inspections (WODC)	3,789	0	(3,789)		(3,789)	
4420 Watermeadows Maintenance	7,206	20,500	13,294		13,294	
4427 OWL Maintenance	292	1,000	708		708	
4440 Street Furniture	0	200	200		200	
4442 Bus Shelters	0	200	200		200	
4445 War Memorial	824	1,000	176		176	
4460 Waste collection	1,132	1,400	268		268	
4470 ROSPA report	0	5,000	5,000		5,000	
4471 Weed Clearance	906	1,275	369		369	
4472 Winter Maintenance	0	200	200		200	
4473 Green Spaces Grant Expenditure	0	2,645	2,645		2,645	
4475 Tree Works	12,000	10,000	(2,000)		(2,000)	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4480 Christmas Lights	8,529	10,300	1,771		1,771	
4485 Town in Bloom	1,126	2,500	1,374		1,374	
4487 Church Clock	362	250	(112)		(112)	
4495 Noticeboards	0	1,850	1,850		1,850	
Environment :- Indirect Expenditure	52,446	84,694	32,248	0	32,248	0
Net Income over Expenditure	(34,512)	(76,781)	(42,269)			
6001 less Transfer to Reserves	15,050					
Movement to/(from) Gen Reserve	(49,562)					
<u>301 Town Hall</u>						
1005 Daily/Commercial Lettings	1,347	6,000	4,653			
1010 Rent 24 Market Place	12,424	10,846	(1,578)			
Town Hall :- Income	13,771	16,846	3,075			0
4000 Staff Costs	9,310	10,200	890		890	
4001 Pension Costs	802	2,100	1,298		1,298	
4200 Routine Maintenance	3,106	4,000	894		894	
4202 Gutter Maintenance	0	650	650		650	
4203 Alarm (Fire,Security BT)	420	1,000	580		580	
4210 Operating Costs	6,769	7,300	531		531	
4211 Insurance and Rates	12,719	13,200	481		481	
4220 Caretakers' Telephone	0	75	75		75	
4344 Breckon & Breckon CP Mgt	1,200	0	(1,200)		(1,200)	
Town Hall :- Indirect Expenditure	34,326	38,525	4,199	0	4,199	0
Net Income over Expenditure	(20,555)	(21,679)	(1,124)			
<u>305 Community Centre</u>						
1005 Daily/Commercial Lettings	8,028	9,000	972			
1050 Commercial Office Rents	14,196	21,130	6,934			
1051 CC Service Charges	961	1,900	939			
1052 CC Office Insurance	0	226	226			
1502 Blenheim Legacy	500	0	(500)			
1504 CC bequeath receipt	4,820	0	(4,820)			
Community Centre :- Income	28,505	32,256	3,751			0
4000 Staff Costs	5,630	11,000	5,370		5,370	
4001 Pension Costs	802	2,200	1,398		1,398	
4200 Routine Maintenance	5,286	5,000	(286)		(286)	
4203 Alarm (Fire,Security BT)	361	1,000	639		639	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4210 Operating Costs	3,842	6,000	2,158		2,158	
4211 Insurance and Rates	1,554	4,000	2,446		2,446	
4220 Caretakers' Telephone	0	75	75		75	
4256 Fees Commercial Lease	416	3,000	2,584		2,584	
4290 CC Carpark resurfacing	4,820	0	(4,820)		(4,820)	
Community Centre :- Indirect Expenditure	22,710	32,275	9,565	0	9,565	0
Net Income over Expenditure	5,795	(19)	(5,814)			
<u>310 Corporate Property</u>						
1100 Rent 2 Market Street	22,972	24,752	1,780			
1105 Rent 4 Market Street	17,639	17,328	(311)			
1110 Rent 2 Park Street	20,216	21,574	1,358			
1115 Rent 4 Park Street	9,150	15,000	5,850			
1120 Rent 6 Park Street	12,833	14,136	1,303			
1125 Rent 8 Park Street	10,700	12,000	1,300			
1135 La Galleria: Cobbles	750	750	0			
Corporate Property :- Income	94,260	105,540	11,280			0
4300 Insurance 2 Market Street	135	153	18		18	
4301 Maintenance 2 Market Street	1,806	0	(1,806)		(1,806)	
4305 Insurance 4 Market Street	135	153	18		18	
4306 Maintenance 4 Market Street	652	0	(652)		(652)	
4310 Insurance 2 Park Street	509	574	65		65	
4311 Maintenance 2 Park Street	40	0	(40)		(40)	
4315 Insurance 4 Park Street	200	225	25		25	
4316 Maintenance 4 Park Street	480	0	(480)		(480)	
4317 Fees 4 Park Street	201	0	(201)		(201)	
4320 Insurance 6 Park Street	120	135	15		15	
4321 Maintenance 6 Park Street	135	0	(135)		(135)	
4325 Insurance 8 Park Street	170	192	22		22	
4326 Maintenance 8 Park Street	2,385	0	(2,385)		(2,385)	
4334 Provision for Zero Tenancy	0	1,300	1,300		1,300	
4335 24 Market Place insurance	41	46	5		5	
4342 Unspecified Property Repairs	0	4,000	4,000		4,000	
4343 Unspecified Lease Fees	1,809	4,000	2,191		2,191	
4344 Breckon & Breckon CP Mgt	20,360	17,000	(3,360)		(3,360)	
4346 CP Fixed wiring checks	0	900	900		900	
4350 VAT Unrecovered	0	12,800	12,800		12,800	
Corporate Property :- Indirect Expenditure	29,177	41,478	12,301	0	12,301	0
Net Income over Expenditure	65,083	64,062	(1,021)			

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
401 Weddings						
1000 Wedding Income	16,588	7,200	(9,388)			
	<u>16,588</u>	<u>7,200</u>	<u>(9,388)</u>			<u>0</u>
Weddings :- Income						
4000 Staff Costs	1,170	720	(450)		(450)	
	<u>1,170</u>	<u>720</u>	<u>(450)</u>	<u>0</u>	<u>(450)</u>	<u>0</u>
Weddings :- Indirect Expenditure						
Net Income over Expenditure	<u>15,418</u>	<u>6,480</u>	<u>(8,938)</u>			
601 Capital Projects						
4929 PA - Outdoor events	0	300	300		300	
4931 Car Park CC	12,598	12,000	(598)		(598)	
4942 2 Park Street - Exterior paint	0	2,000	2,000		2,000	
4953 CC - Internal Painting	0	4,000	4,000		4,000	
4970 T/H & C/C Marketing	0	400	400		400	
4977 New Boiler at TH	0	0	0		0	(5,000)
4980 TH - Disabled Access + Toilets	29,900	26,500	(3,400)		(3,400)	
4981 Website Upgrade	0	800	800		800	
	<u>42,498</u>	<u>46,000</u>	<u>3,502</u>	<u>0</u>	<u>3,502</u>	<u>(5,000)</u>
Capital Projects :- Indirect Expenditure						
Net Expenditure	<u>(42,498)</u>	<u>(46,000)</u>	<u>(3,502)</u>			
6000 plus Transfer From Reserves	(5,000)					
Movement to/(from) Gen Reserve	<u>(47,498)</u>					
Grand Totals:- Income	301,549	292,855	(8,694)			
Expenditure	280,275	339,083	58,808	0	58,808	
Net Income over Expenditure	<u>21,274</u>	<u>(46,228)</u>	<u>(67,502)</u>			
plus Transfer From Reserves	(5,000)					
less Transfer to Reserves	28,255					
Movement to/(from) Gen Reserve	<u>(11,981)</u>					

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
315 Legacy Fund Reserve	232.64		232.64
320 Legal Fees	0.00	1,005.00	1,005.00
321 Budds Graves Reserve	461.96		461.96
322 Wallhangings Reserve	1,513.31		1,513.31
323 Town Map	0.00	5,500.00	5,500.00
325 Civic Chain	0.00	1,800.00	1,800.00
326 Computer & IT	0.00	4,900.00	4,900.00
327 Watermeadows Maintenance	0.00	13,200.00	13,200.00
328 Noticeboards	0.00	1,850.00	1,850.00
329 New Boiler at TH Reserve	0.00	5,000.00	5,000.00
330 Planned Reserves	50,000.00		50,000.00
	<u>52,207.91</u>	<u>33,255.00</u>	<u>85,462.91</u>

31st March 2021

31st March 2022

31st March 2021		31st March 2022	
Current Assets			
11,828	Debtors	15,366	
11,968	VAT Control Account	9,771	
2,308	Prepayments	0	
52,859	Unity Trust Bank	58,875	
80,000	CCLA Public sector deposit fun	80,000	
27	Petty cash	73	
19,935	Rent deposits held with WODC	24,097	
178,925			188,181
178,925	Total Assets		188,181
Current Liabilities			
20,329	Creditors	14,865	
2,400	Damage Deposits	500	
1,000	Donation - wildlife surveillan	1,000	
3,992	Accruals	2,060	
15,821	Receipts in Advance	9,586	
19,061	Rent Deposits	22,573	
62,603			50,584
116,323	Total Assets Less Current Liabilities		137,597
Long Term Liabilities			
0			0
116,323	Total Assets Less Long Term Liabilities		137,597
Represented By			
64,115	General Reserve		52,134
233	Legacy Fund Reserve		233
0	Legal Fees		1,005
462	Budds Graves Reserve		462
1,513	Wallhangings Reserve		1,513
0	Town Map		5,500
0	Civic Chain		1,800
0	Computer & IT		4,900
0	Watermeadows Maintenance		13,200
0	Noticeboards		1,850

05/05/2022

Woodstock Town Council 2021/22

16:47

Balance Sheet as at 31st March 2021

31st March 2021

31st March 2022

0 New Boiler at TH Reserve	5,000
50,000 Planned Reserves	50,000
<u>116,323</u>	<u>137,597</u>

The above statement represents fairly the financial position of the authority as at 31st March 2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Woodstock Town Council 2021/22

Bank - Cash and Investment Reconciliation as at 31 March 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2015	Bus Reserve A/C	0.00
28/08/2019	Bus Current A/C	0.00
30/11/2009	WTC - Xmas Lights	0.00
31/03/2022	Unity Trust Bank	58,874.85
31/03/2022	Lloyds bank CC	0.00
31/03/2022	Breckon & Breckon	0.00
31/03/2022	CCLA Public Sector deposit Fun	80,000.00
31/03/2022	Petty Cash Box	72.69

138,947.54

Other Cash & Bank Balances

24,096.85

163,044.39

Unpresented Payments

0.00

Closing Balance

163,044.39

All Cash & Bank Accounts

1	Barclays Current/BPA	0.00
2	Xmas lights	0.00
3	Unity Trust Bank	58,874.85
4	Lloyds bank CC	0.00
5	Breckon & Breckon	0.00
6	CCLA Public sector deposit fun	80,000.00
7	Petty cash	72.69

Other Cash & Bank Balances **24,096.85**

Total Cash & Bank Balances **163,044.39**



Meeting Schedule 2022 – 2023

All Meetings now commence at 6.30pm

Tuesday 17 th May 2022	Extraordinary Meeting (If required)
Tuesday 14 th June 2022	Town Council Meeting
Tuesday 12 th July 2022	Town Council Meeting
Tuesday 13 th September 2022	Town Council Meeting
Tuesday 11 th October 2022	Town Council Meeting
Tuesday 8 th November 2022	Town Council Meeting
Tuesday 13 th December 2022	Town Council Meeting
Tuesday 10 th January 2023	Town Council Meeting
Tuesday 14 th February 2023	Town Council Meeting
Tuesday 14 th March 2023	Town Council Meeting
Tuesday 11 th April 2023	Town Council Meeting
Tuesday 18 th April 2023	Annual Parish Meeting
Tuesday 9 th May 2023	Town Council Meeting

Please note, additional meetings may be called to allow for the transaction of Council Business. Please refer to the website or notice board for additional meetings.

Property Report May 2022

Woodstock Town Hall

Breckon & Breckon were asked to investigate the possibility of installing a tap on the outside of the Town Hall to aid Woodstock in Bloom. The site was surveyed with a plumber and the only suitable water source was found to be from the ground floor toilet. The estimated quote was in excess of £1,000 without taking into account any further requirements specified by the planning officer due to the listed building status. As there is an existing internal tap in the toilets which allows manual use or hose connection, Breckon and Breckon were asked not to pursue this any further.

24 Market Street

This commercial unit was inspected in advance of the expiry of the current lease at the end of July this year. The business was not adversely affected by the pandemic and the current tenant wishes to renew. Breckon & Breckon are currently in negotiations on new lease terms and will seek instructions in due course.

4a Market Street

A small amount of redecoration and minor repair works were carried out during the two week period between tenancies. The new 12 month tenancy commenced on 11th April at an increased rent of £995 per month, and deposit deductions have been agreed with the outgoing tenant.

Community Centre

The new carpet was installed by our contractors as scheduled on 13th April. This was inspected shortly after, and while of a generally good standard, a few areas of snagging were identified. The contractors have returned to address these and the works are now complete, resulting in a considerable improvement to the main foyer of centre.

4 Park Street:

The roof works for number 4 have recently been inspected. It is evident from the new mortar along the ridge that the hip tiles were re-bedded as instructed and the slipped tiles have been replaced. Unfortunately, the tenant of no. 4 had Covid, and so minor works internally were delayed but have recently been completed. The tenant had also suffered a fall and damaged a floorboard, which was repaired at the same time at his expense. The tenant is happy at the property and expects to stay long term.

8 Park Street:

Breckon & Breckon have been in contact with the existing tenants whose tenancy terminates at the end of June. The tenants have decided not to renew and have requested to end the tenancy a month early. This has been agreed subject to new tenants being found and the existing tenants covering the checkout costs. The property is being re-marketed at an increased rent of £1,200 pcm (current rent £1,100 pcm).

Nothing further to report on all other properties

AG 03.05.22

Keys/Tap

I understand there may be an Agenda item regarding Keys and outside tap, if there is then I would like the following to be considered.

Water access for Bloom re: first item on Property report

The water needed for Bloom can still be accessed from the downstairs Toilet via the tap under the wash basins. For many years the Bloom volunteers have been given a key each to gain entry via the Green doors Market Street forming trust between Council and volunteers that work very hard to keep Woodstock colourful.

Woodstock Council has not resolved that this had to stop and I do not know under whose delegated power this was withdrawn.

To keep within the insurance requirement a list of key holders is all that is required.

To the best of my knowledge all areas in the Town Hall with either treasure of confidential papers are alarmed meaning all items or documents are inaccessible to any person with just a key to the Green door.

Please note the quote in excess of £1000 is a lot of money and will no doubt balloon.

The piping to bring the water across the cellar to the grating (where the electricity points are sited) may not need listed building permission but will need a large amount of copper piping around the Cellar that will have to be very well lagged due to frost, is expensive. Should the pipes burst there will be a lot of damage to the cellar any contents.

The other option is to fit a tap to the outside wall of eth Town Hall through the wall to access water from the toilet. **This will need Listed Building Consent, which takes forever to get.**

We need a solution now and to revert to the keys for volunteers is the easiest and cheapest way plus makes for good relations and trust with the Bloom Volunteers.

Woodstock Town Council agrees that:

3 keys for the Green doors Market Street be given to Dr Robert Edwards who will be solely responsible for them and present a list of users to the council for insurance records, returning the keys to the Town Clerk as the end of the summer season

This paper is to assist with the agreed use of eth Town Hall/Mayors Parlour and to ensure full insurance over is valid

Keys for other groups who wish with the permission of the Mayor for use to the Mayor Parlour in conjunction with events held on the Town Square.

The Council needs to consider the

Insurance requirements

Due to the values of items and member of the council or staff must be present in the Parlour at all times. This is costly if a member of staff as they have to be paid.

Woodstock Live have on previous years hired their own security people and information of this sent to the Council insurers.

Agreement of Terms for users

- Name of responsible key holder to be registered with the Clerk
- The Persian carpet that is no longer used in the Assembly room will be used to protect the wooden floor, which the Clerk/Caretaker will oversee on the Friday evening together with the arrangement of the furniture to suit the event.
- Great care will be taken not to damage any paintwork, walls and furnishings and the cushions will be removed and safely stored.
- There will be **no food** and drink allowed in the Parlour.
- The voluntary staff will use the kitchen to eat their lunches.
- If a private security company used the Clerk must be informed of all details of this company
- No items must be left in any area of the Town Hall when the event is over.
- The Council takes no responsibility for personal or other belonging left on the premises
- The media as usual will take photos from the Assembly room.
- The user contacts the Caretaker at the end of the event for inspection and security check.

AG 03.05.22

Minutes of Woodstock in Bloom Annual Meeting 29th April 2022

Apologies. Ruth Sutherland, Jane Carlin, Ian and Leoni Leslie, Phil Keeley, Spencer Hughes.

Elections. Chairperson: Elizabeth Poskitt, Vice Chairperson: Ruth Sutherland. Secretary: Robert Edwards.

Review of 2021/22. The Annuals had been watered to a very high standard by Spencer Hughes, Brian Jennings, Stephen Pix, Sue Galpin, David Carrington, Ian Leslie, Jane Carlin, Elizabeth Poskitt, Ruth Sutherland and John Taylor.

Nick and Liz Hiscock managed the Oxford Street rose bed, Gareth Gwilt and Ruth Sutherland the Community Centre garden and Phil Keeley both the War Memorial rose spraying and the area at the bottom of Brown's lane

The bluebells in the Community Woodland became more established in spite of depredation by quadrupeds.

The Perennial bed at the top of Old Woodstock was replanted by Sue Galpin and Robert Edwards after a substantial repair of the timbers by Stan Scott.

John Banbury reported on his extensive renovation at the Memorial Garden in Hensington Road.

We recorded our thanks to Hilary Wood, the Head Gardener at Blenheim Palace for her strong support and encouragement over many years.

Plan for the Summer of 2022: There will be yellow, blue and magenta petunias in the three tier towers in Market Place. All the other plant holders will be yellow and blue for Ukraine.

All the watering volunteers have very kindly agreed to continue their hard work in 2022