



## **Woodstock Town Council**

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: [www.woodstock-tc.gov.uk](http://www.woodstock-tc.gov.uk)

Locum Town Clerk: Karen Crowhurst

**To: Members of the Council**

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

**You are hereby summoned to attend a meeting of the Woodstock Town Council to be held in The Town Hall, Woodstock on 9<sup>th</sup> August, 2022 at 6.30 pm.**

**1. Apologies for Absence**

To receive and consider for acceptance apologies for absence.

**2. Minutes of last meeting**

To consider for approval, the minutes of the Town Council meetings held on Tuesday 14<sup>th</sup> June, Friday 22<sup>nd</sup> July and Tuesday 26<sup>th</sup> July 2022 (previously circulated)

**3. Declarations of Interests**

To receive any declarations of interests on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct

**4. Public Speaking and Question Time**

*This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins 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*

**5. Reports from Outside Bodies & Organisations – No written reports received**

**6. County Councillor's Report**

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

**7. District Councillor's Report**

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

**8. Amendment to Standing Orders relating Non Members attending confidential sessions in Committee Meetings.**

**Recommendation:** *'A Councillor is entitled to attend all meetings and committee meetings of the Council, regardless of that Councillor's membership of a particular Committee. A Councillor is not however, entitled to remain in a meeting where a Motion has been passed to exclude the Public and Press for the purposes of discussing confidential or prejudicial information, unless that Councillor can demonstrate that remaining in the meeting is essential to the performance of their duties.'*

9. **To appoint a Working Group to review Council's Standing Orders and Financial Regulations** *NB – Anything that is highlighted in bold in the original Standing Orders or Financial Regulations are statutory requirements. No additional items to be included can be in highlighted in bold as they are not statutory requirements.*

10. **To consider forming a Finance Committee – 5 Members**

For the purpose of;

- 1) supporting the RFO at peak times of the financial year,
- 2) To attend meetings to discuss the budget and make recommendations. And explain any amendments,
- 3) To look at Audit documents after the interim audit and main audit to identify actions which need to be taken,
- 4) To ensure the budget is on track and ensure the reserves are at the adequate level previously agreed by Council.

11. **To appoint an internal control panel**

The Internal Control Panel will meet with the RFO and Clerk quarterly to do some internal control tests. The panel will comprise of 3 non-bank signatory Members.

The tests will include:

- a) Checking a few payments in that quarter against the invoice to see if it has been signed, entered correctly and shows on the bank statement
- b) Check the amount held in petty cash
- c) Other things may come to mind during the process
- d) To report back any findings good or bad to Council

12. **RFO Reports**

1. To discuss the cost of the recent Poll and Election costs noting that if there is a shared election with the District Council the Town Council shares these costs.
2. To add internal control measures;
  - I. All invoices will require a wet signature of the Members authorising them, the folder will be held in the office,
  - II. The Mayor signs the Payments and Receipts list and bank reconciliations at each Town Council meeting,
  - III. The Cost Centre report be approved at each meeting, the purpose of this is Council will note the amounts against the budget and identify any areas of concern. If there are any concerns these can be discussed at the meeting,
  - IV. Payments list with redacted payments for salaries and names will be added to the documents on the website.

13. **Motions** – To consider written motions raised by Council Members

#### **AGENDA/ REPORTS DEADLINE**

**Motion proposed by Cllr Grant seconded by Cllr M Parkinson**

*WTC resolves that the deadline for requesting an item be put on the agenda is 12 noon on the Tuesday a week before the scheduled meeting*

*The deadline for submission of accompanying papers/reports for an agenda item is 11am 4 working days prior to the meeting date. (as our meetings are usually held on a Tuesday this would result in the Wednesday before).*

*This paper must include a recommendation or a proposal unless just for noting. If a paper/report **has not** been submitted to accompany an agenda item by this deadline then the item is to be removed from the agenda before it is circulated and posted in the public arena.*

*Any additional information relating to an agenda item must be circulated by the (Councillor/Clerk) providing the additional information (this may be done by email) by 5pm on the day before the meeting allowing over 24 hours to be considered. **This must be additional information only and not a full paper***

**Motion** by Cllr S Parnes:

Woodstock Town Council requests that the Town Hall staff prioritise - via sourcing and instruction of a suitable provider of IT support services - the reformatting and republication of all Council minutes published on the website since the meeting chaired by the Deputy Mayor on December 7th, and ensure Minutes published (without prior Council agreement or consideration) in non-searchable scanned image versions will be converted and republished as searchable text documents as per practice before the unnotified change in format; this, for enhanced accessibility and transparency.

**14. Planning & Licensing**

To consider response to the following applications: -

**22/01815/HHD 40 Westland Way Woodstock Oxfordshire**

Rebuild existing garage structure with a parapet flat roof and converting this space into part of the main house. First floor extension and increasing the sliding doors at the rear.

**15. Stench Permeating Woodstock – Report from Cllr Grant**

**16. Exclusion of Press and Public**

To **resolve** the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as legal privilege.

- 17.
1. **To consider whether to object to the Notice of application for registration of a person in adverse possession Land adjoining 8 Glyme Close Woodstock (OX20 1LB by noon on 12<sup>th</sup> August 2022**
  2. **To note the extension granted by HM Land Registry to respond by noon on 5<sup>th</sup> September 2022**

**18. Close the meeting**

Signed: *K.A. Crowhurst*

Date: 3rd August 2022

Meeting called by Karen Crowhurst - Locum Town Clerk