



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Interim Town Clerk: Karen Howe

To: Members of the Finance and Assets Committee

Cllrs: Bleakley, Lamb, Manby-Brown, Poskitt.

You are hereby summoned to attend a meeting of the Finance and Assets Committee to be held in The Town Hall, Woodstock on Wednesday 8th March 2023 at 6.00 pm.

1.	Apologies for Absence To receive and consider for acceptance apologies for absence.
2.	Election of Chair and Deputy Chair
3.	Public Speaking and Question Time <i>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</i>
4.	To Confirm the Terms of Reference
5.	To Receive a Report on Finances from the RFO
6.	To Review Earmarked Reserves
7.	To Discuss the Process for Reviewing the Financial Regulations
8.	To Discuss Reviewing the Grants Process and to Agree any Recommendations to be put to the Full Council
9.	To Compile a list of Outstanding Issue Related to Property and Assets
10.	To Review the Council's Internet and Phone Provider and to Agree any Recommendations to be put to the Full Council
11.	Exclusion of Press and Public To consider the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 due to the confidential nature of the following business to be transacted
12.	To discuss property leases and to Agree any Recommendations to be put to the Full Council
13.	Close Meeting

Meeting Called by: Karen Howe, Interim Clerk

Signed:

Date: 3rd March 2023