



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

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Interim Town Clerk: Karen Howe

To: Members of the Council

CLRs: Addis, Bailey, Bleakley, Grant, Lamb, Manby-Brown, Manson, M Parkinson, U Parkinson, Parnes, Poskitt, and Spencer-Churchill.

You are hereby summoned to attend the Annual Town Council meeting of the Woodstock Town Council to be held in The Town Hall, Woodstock on 9th May 2023 at 7pm.

1.	Election of Town Mayor and the Signing of Declaration of Acceptance of Office
2.	Election of Deputy and the Signing of Declaration of Acceptance of Office
3.	Apologies for Absence
4.	Declarations of Interests To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct
5.	Appointment of Members to Committees, Working Groups and other WTC Roles The recommended number of members for each committee, group etc is in brackets. a.) To approve that the Finance and Asset Committee is disbanded and becomes a working group b.) If it is not approved to disband the Finance and Asset Committee then to appoint members to the Finance and Asset committee (5) c.) To approve that the Staffing Committee is disbanded and becomes working group. d.) If it is not approved to disband the Staffing Committee then to appoint members to the Staffing Committee (5) e.) To Appointment Members to the following: - 1.) Finance and Assets Working Group (5) 2.) S106 Working Group (3-4) 3.) Grants Working Group (3-4) 4.) Staffing Working Group (5) 5.) Environmental Working Group (5) 6.) Website, Social Media and Newsletters Working Group (2-5) (note this was previously known under roles as the News Editors) 7.) Christmas Lights Working Group (2-3) 8.) Events Working Group (2-5) 9.) Emergency Planning & Counter Terrorism (2) 10.) OALC (1) 11.) International Connections (1) The terms of references for the above groups will be presented as soon as possible for approval at a future meeting of the full council.
6.	Appointment of Members to Serve on Joint Ventures and Outside Bodies The recommended number of members are in brackets Joint Ventures: - 1.) Traffic Advisory Working Group (3) 2.) Community Development Group (3) 3.) WODC Parish/Town Liaison (1 + Town Clerk)

	<p>4.) Stop Botley West Group (3)</p> <p>Outside Bodies</p> <p>5.) Public Transport (2)</p> <p>6.) Bloom (1)</p> <p>7.) A44 Group (2)</p> <p>8.) Relief in Need (1)</p> <p>9.) Exhibition Fund (1)</p> <p>10.)Oxford Airport Consultant Committee (1 + authorised stand in)</p> <p>11.) Village Travel Network (1)</p>
7.	<p>Review of Professional Bodies Used by Woodstock Town Council</p> <p>To note that the professional bodies currently used by WTC are: -</p> <p>1.) Solicitor – Oxfordshire County Council (ongoing working is being completed by Freeth)</p> <p>2.) Property Agent – Breckon & Breckon (contract expires 23/24)</p> <p>3.) Bank – Unity Trust Bank</p> <p>4.) Investments – The Public Sector Deposit Fund managed by CCLA</p> <p>5.) Internal Audit – Mulberry and Co</p> <p>6.) Payroll Services - KBDR</p> <p>7.) Insurance – Zurich (contract until 31st May 2024)</p> <p>8.) Employment & HR Advisors – Peninsula Ltd</p> <p>9.) Fire Safety Equipment – Chubb Fire (rolling contract)</p> <p>10.) Data Protection Officer Service - Satswana Limited (annual contract renewal June 23)</p> <p>11.) IT Support/Provision – Microshade (Citrix/Emails), Netwise (Website), BT (Broadband & Phones), Martin Edwards (Local/Onsite IT Support)</p> <p>12.) Photocopier – Thames Valley Copiers (contract for 3 years expires Nov 25)</p> <p>13.) Tree Management – Boward Trees Ltd</p> <p>14.) Weed Control (Not Streets) – Complete Weed Control (contract for 3 years expires Feb 25)</p> <p>15.) Grass Cutting – N Prickett (contract for 1 year expires Feb 24)</p> <p>16.) Water Meadow Management Plan – BBOWT (5 year plan expires Sept 27)</p>
8.	<p>To Note the Schedule of Meetings of the Town Council for 2023-2024</p> <p>To note the schedule of meetings for 2023-24 which was approved at the meeting of the Town Council on 25th April 2023. (Copy Circulated)</p>
9.	<p>To confirm the next meeting of Woodstock Town Council</p> <p>Date and time of next meeting is 7pm on Tuesday 23rd May 2023 at Woodstock Town Hall</p>
10.	<p>Close Meeting</p>

Signed:

Dated: 3rd May 2023

Meeting called by Karen Howe – Interim Town Council