



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

You are hereby summoned to attend a meeting of the Woodstock Town Council to be held in The Town Hall, Woodstock on Tuesday 14th November 2023 at 7pm.

1.	Apologies for Absence To receive and consider for acceptance apologies for absence.
2.	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
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.	Minutes of Previous Meetings To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on 18 th July 2023 b) Minutes of the Extraordinary Town Council Meeting held 8 th August 2023 c) Minutes of the Town Council Meeting held on 5 th September 2023 d) Minutes of the Extraordinary Town Council Meeting held 26 th September 2023
5.	County and District Councillor's Report To receive the monthly reports from OCC and WODC Councillors
6.	Mayor's & Clerk's Reports To receive an oral report from the Mayor and a report from Clerk. (Clerk's report to be provided)
7.	Finance a) To approve and sign the Bank Reconciliation for the period ending 30 th September 2023 (Copy provided) b) To approve and sign the Bank Reconciliation for the period ending 31 th October 2023 (Copy provided) c) To note the Payments Report for September 2023 (Copy provided) d) To note the Payments Report for October 2023 (Copy provided) e) To note the Receipts Report for September 2023 (Copy provided) f) To note the Receipts Report for October 2023 (Copy provided) g) To note the Summary Cost Centre Report as at 30 th September 2023. This report shows actuals compared to budget. (Copy provided)
8.	Woodstock in Bloom To consider the following motion proposed by Cllr Grant Seconded by Cllr Manby-Brown <u>Motion</u> Woodstock Town Council agrees to the purchase of a pair of 100 cm cubed Versailles Planters (from Taylor Made of Coventry) together with compost and Commemorative Plaques for the Coronation of King Charles III at a Total cost of £1,600 from the surplus Coronation budget allowance 23/24 of £3,887
9.	Woodstock and the Royal Park 900 Years Association To consider a request from the association for a loan of £2,450 towards the publication of their book on Woodstock Buildings which will be repaid in £500 instalments from the sale of the books. Proposed Cllr Poskitt Seconded Cllr Manby-Brown
10.	Flag Pole Maintenance To approve the quote from Flags UK for £1,616.66 plus VAT for carrying out maintenance including repainting of the flag pole at the Town Hall. Please note should the pole not require painting then the cost will be £1,416.66 plus VAT.
11.	Grants To consider the following motions proposed by Cllr Manson and Seconded by Cllr Manby-Brown

	<p>a) <u>Background</u> Grants allocated by WTC have not increased for at least 10 years ie they have remained at £3,000 per annum. For 2023/24 the appropriate sum for section 137(4)(a) of the Local Government Act 1972 for Parish and town councils in England was set at £9.93. The Census of 21/03/2021 states that Woodstock has a population of 3,521.</p> <p><u>Motion</u> The Grants Working Group recommends that the annual Grant budget be increased to a total of £10,000 which will be allocated in two tranches, each up to £5,000, across the financial year.</p> <p>b) <u>Background</u> WTC's Grants Policy and Guidance has not been reviewed since September 2013 and there has been some confusion with time frames regarding decision making and payments. Additionally, the organisations applying for grants is small in number and often the same; this would imply a lack of advertising.</p> <p><u>Motion</u> The Grants Working Group recommends a review of the application process in terms of time frame and documentation and has provided a proposed schedule, policy and application form for comment.</p>
12.	<p>Cemetery To consider the report (copy provided) and the following motion from Cllr Manby-Brown</p> <p><u>Motion</u> To request the Environment Working Group to review the 2008 Cemetery Seat Placement Policy and the 2014 Cemetery Policy, and to present their findings and new Policies to Full Council by the March 2024 meeting.</p>
13.	<p>Traffic Advisory Group To receive an oral update from Cllr Poskitt regarding the recent meeting</p>
14.	<p>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 confidential in nature.</p>
15.	<p>Property Report</p> <ul style="list-style-type: none"> a) To approve the Head of Terms for the leasing of the Cobble area b) To approve the sealing of the lease for 2 Park Street.
16.	<p>Staffing To approve appointing the Interim Clerk as the Permanent Clerk for Woodstock Town Council. (Heads of Terms of employment provided)</p>
17.	<p>Close Meeting</p>

Signed:

Dated: 9th November 2023

Meeting called by Karen Howe – Interim Clerk for Woodstock Town Council