



## 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)  
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 12<sup>th</sup> December 2023 at 7pm.

1.	<b>Apologies for Absence</b> To receive and consider for acceptance apologies for absence.
2.	<b>Declarations of Interests</b> To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct
3.	<b>Public Speaking and Question Time</b> <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.	<b>Minutes of Previous Meetings</b> To consider for approval the following Minutes of the Town Council (Minutes to be circulated) a) Minutes of the Town Council Meeting held on 10 <sup>th</sup> October 2023 b) Minutes of the Extraordinary Town Council Meeting held on 24 <sup>th</sup> October 2023 c) Minutes of the Town Council Meeting held on 14 <sup>h</sup> November 2023 d) Minutes of the Town Council Meeting held on 28 <sup>th</sup> November 2023
5.	<b>County and District Councillor's Report</b> To receive the monthly reports from OCC and WODC Councillors. (WODC report provided)
6.	<b>Mayor's &amp; Clerk's Reports</b> To receive an oral report from the Mayor and from the Clerk
7.	<b>Planning</b> To consider the following applications: - a) 23/02890/FUL - 1 Upper Brook Hill - Construction of a dwelling together with associated works Please note this is to consider if the Council objection still stands due to the Conservation Officer response now being available. b) 23/03048/HHD - Vine Cottage 125 Manor Road - Conversion of part of garage to create studio/gym c) 23/02970/HHD – Beau Bay 5 Taylors Close - Conversion of loft to create additional living space, to include insertion of two front dormer windows
8.	<b>Finance</b> a) To approve and sign the Bank Reconciliation for the period ending 30 <sup>th</sup> November 2023 (Copy provided) b) To note the Payments Report for November 2023 (Copy provided) c) To note the Receipts Report for November 2023 (Copy provided) d) To note the Summary Cost Centre Report as at 30 <sup>th</sup> November 2023. This report shows actuals compared to budget. (Copy provided)
9.	<b>Budget 2024/25</b> a) To approve the Budget for 2024/25 (Copy of Budget provided) b) To approve the Precept for 2024/25
10.	<b>Standing Orders</b> <u>Background</u> In accordance with Standing Order 28b at a previous meeting of the Council 8 Councillor's put forwarded to amend the Standing Orders as detailed below. As required by the Standing Orders this request was set aside and is now being brought back for consideration. <u>Motion</u> To approve the deletion of paragraphs 9a & 9b and for them to be replaced with the following paragraph:

	The deadline for requesting an item to be put on the agenda, together with motion and reports is 12 noon, 5 working days prior to the meeting date. (as our meetings are usually on a Tuesday this would result in the Tuesday before)
11.	<p><b>Grants</b></p> <p><u>Background</u></p> <p>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></p> <p>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. (Documents provided)</p>
12.	<p><b>Christmas Opening Hours</b></p> <p>To agree to the closing of the Town Hall office for the Christmas break. It is proposed to close the office from 12 noon on Friday 22<sup>nd</sup> December and to re-open at 9am on Wednesday 3<sup>rd</sup> January.</p>
13.	<p><b>Exclusion of Press and Public</b></p> <p>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>
14.	<p><b>Civil Claim</b></p> <p>To receive an oral update on the ongoing Civil Claim</p>
15.	<b>Close Meeting</b>

Signed:

Meeting called by Karen Howe – Clerk for Woodstock Town Council

Dated: 6<sup>th</sup> December 2023