



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
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 16th April at 7pm.

Please be aware that all public meetings of the Town Council are recorded by the Town Council and may also be filmed/recorded by members of the public. The Town Council cannot guarantee that members of the public will not be filmed and those who do not wish to be recorded are requested to let the Chairman know and they will be offered alternative seating arrangements in an area where they cannot be recorded. The right to record, film and to broadcast meetings of the council meeting is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

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 (Minutes provided) a) Minutes of the Town Council Meeting held on 9th February 2024 b) Minutes of the Town Council Meeting held on 27 th February 2024 c) Minutes of the Town Council Meeting held on 12 th March 2024 d) Minutes of the Extraordinary Town Council Meeting held on 27 th March 2024
5.	County and District Councillor's Report To receive reports from OCC and WODC Councillors. (WODC report to be provided – OCC provided)
6.	Mayor's Report To receive an oral report from the Mayor
7.	Finance a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31 st March 2024 (Copy provided) b) To note the Payments Report for February 2024 (Copy provided) c) To note the Receipts Report for February 2024 (Copy provided) d) To note the Payments Report for March 2024 (Copy provided) e) To note the Receipts Report for March 2024 (Copy provided)
8.	VAT a) To note the outcome of a recent review of the treatment of VAT received and paid by the Council. b) To approve instructing DCK to review the VAT Partial Exemption for 2022/23 and 2023/24 at a cost of £235 + VAT for each year.
9.	Re-allocation of Expenditure To approve the re-allocation of the payment made towards the cutting of a tree in St Mary's Church from the Civic Budget to the Grass Cutting Budget
10.	Staff Gifts To discuss the gifting of vouchers to staff. (Report provided)

11.	London Oxford Airport Consultation To consider a response to the recent consultation regarding Airspace Change Proposal
12.	Cemetery Policy To approve the revised Cemetery Policy (Copy provided)
13.	Memorial Stability Testing To approve the payment of up to 30 additional hours for the RFO to carry out Memorial Stability Testing. The RFO has recently completed training which enables her to carry out memorial stability testing. To ensure the Council is up to date with its legal responsibilities regarding memorial safety additional hours are being requested.
14.	Approve Meeting Schedule for 2024/25 To approve the meeting schedule (Copy provided)
13.	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.
15.	Staffing a) To approve the ongoing temporary increase in hours of the RFO for a period of 6 months b) To note the reduced hours of the Clerk
16.	Civil Claim To receive an oral update on the ongoing Civil Claim
17.	Close Meeting

Meeting called by Karen Howe – Clerk for Woodstock Town Council

Signed:

Dated: 10th April 2024