



## 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)  
Town Clerk: Karen Howe

**To: Members of the Council (Cllrs: Manby-Brown (outgoing Mayor), Addis, Banbury, Burr, Cooper, Grant, Martin, Nethercott, 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 14<sup>th</sup> May 2024 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.	<b>Election of Town Mayor and the Signing of Declaration of Acceptance of Office</b>
2.	<b>Election of Deputy and the Signing of Declaration of Acceptance of Office</b>
3.	<b>Apologies for Absence</b>
4.	<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
5.	<b>Minutes of Previous Meetings</b> To consider for approval of the Minutes of the Town Council Meeting held on 16 <sup>th</sup> April 2024
6.	<b>Appointment of Members to Committees, Working Groups and other WTC Roles</b> To Appointment Members to the following Groups: - Note: The recommended number of members for each committee, group etc is in brackets. a) Finance and Assets Working Group (5) b) S106 Working Group (3-4) c) Grants Working Group (3-4) d) Staffing Working Group (5) e) Environmental Working Group (5) f) Website, Social Media and Newsletters Working Group (2-5) g) Christmas Lights Working Group (2-3) h) Events Working Group (2-5) i) Emergency Planning & Counter Terrorism (2) j) OALC (1) k) International Connections (1)
7.	<b>Appointment of Members to Serve on Joint Ventures and Outside Bodies</b> The recommended number of members are in brackets Joint Ventures: - a) Traffic Advisory Working Group (3) b) Community Development Group (3) c) WODC Parish/Town Liaison (1 + Town Clerk) d) Stop Botley West Group (3) Outside Bodies e) Public Transport (2) f) Bloom (1) g) A44 Group (2) h) Relief in Need (1) i) Exhibition Fund (1)

	<ul style="list-style-type: none"> <li>j) Oxford Airport Consultant Committee (1 + authorised stand in)</li> <li>k) Village Travel Network (1)</li> <li>l) Other groups not listed above</li> </ul>
8.	<p><b>Review of Professional Bodies Used by Woodstock Town Council</b></p> <p>To note that the professional bodies currently used by WTC are: -</p> <ul style="list-style-type: none"> <li>a) Solicitor – Oxfordshire County Council (ongoing working is being completed by Freeth)</li> <li>b) Property Agent – Breckon &amp; Breckon (contract expired 23/24)</li> <li>c) Bank – Unity Trust Bank</li> <li>d) Investments – The Public Sector Deposit Fund managed by CCLA</li> <li>e) Internal Audit – Mulberry and Co</li> <li>f) Payroll Services - KBDR</li> <li>g) Employment &amp; HR Advisors – Peninsula Ltd</li> <li>h) Fire Safety Equipment – Chubb Fire (rolling contract)</li> <li>i) Data Protection Officer Service - Satswana Limited (annual contract renewal June 24)</li> <li>j) IT Support/Provision – Microshade (Citrix/Emails), Netwise (Website), BT (Broadband &amp; Phones)</li> <li>k) Photocopier – Thames Valley Copiers (contract for 3 years expires Nov 25)</li> <li>l) Tree Management – Boward Trees Ltd, Top Leaf Tree Services</li> <li>m) Weed Control – Complete Weed Control</li> <li>n) General Maintenance – Acorn Fencing</li> <li>o) Grass Cutting – N Prickett (contract for 3 years expires April 27)</li> <li>p) Water Meadow Management Plan – BBOWT (5 year plan expires Sept 27)</li> </ul>
9.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) To approve the renewal of the Council Insurance (Quotes to be provided)</li> <li>b) To approve the renewal of the annual subscription to Adobe at a cost of £238 inc VAT</li> </ul>
10.	<p><b>Planning</b></p> <p>To consider the Council's response to the following planning applications: -</p> <ul style="list-style-type: none"> <li>a) App 24/00867/HHD – 88 Manor Road Erection of a single storey rear extension</li> <li>b) App 24/00639/ADV – 34 High Street Erection of a free standing display screen internally within the shop front</li> <li>c) App 24/00770/HHD – 58 Banbury Road Erection of single storey rear, side and front extensions. Conversion of loft space to create additional living space, with addition of dormer to rear roof slope. Formation of vehicle access and parking area to front of property.</li> <li>d) App 24/00987/HHD – 15 Cadogan Park Erection of single and two storey rear extensions and new chimney</li> </ul>
11.	<p><b>Motion</b></p> <p>To Consider the following motion by Cllr Parnes</p> <p>Woodstock Town Council acknowledges its appreciation for the helpfulness and work of the West Oxfordshire District Council's Returning Officer and the Electoral Services team, the Democratic and Legal Services team, and the casual staff at the polling stations and election count, for their helpfulness and dedication in this month's elections and during the preceding recent weeks.</p>
12.	<p><b>Town Clerk Cover</b></p> <ul style="list-style-type: none"> <li>a) To approve a temporary Proper Officer</li> <li>b) To agree which two Councillors will have temporary access to the Clerks email.</li> </ul>

13.	<b>Exclusion of Press and Public</b> 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.
14.	<b>Staffing</b> a) To approve paying the RFO and Caretaker for leave they were unable to take during 23/24 b) To receive and update on the recruitment of a new Town Clerk and agree any actions.
15.	<b>Civil Claim</b> To receive an update and agree any actions.
10.	<b>To confirm the next meeting of Woodstock Town Council</b> Date and time of next meeting is 7pm on Tuesday 28 <sup>rd</sup> May 2023 at Woodstock Town Hall
	<b>Close Meeting</b>

Signed:

Dated: 8<sup>rd</sup> May 2023

Meeting called by Karen Howe – Town Council