



AGENDA PACK

Town Council Meeting 28th May 2024

- | | |
|----------------|--|
| Agenda Item 5 | Draft Minutes 14 th May 2024 |
| Agenda Item 9 | a) Bank Reconciliation
b) Payments for April 2024
c) Receipts for April 2024
d) Cost Centre Report for April 2024 |
| Agenda Item 10 | Church Clock Report |
| Agenda Item 11 | a) Wicksteed Quote New Road Playground
b) Wicksteed Quote Budds Close Playground |
| Agenda Item 14 | Satswana Service Details |
| Agenda Item 15 | Co-option Policy |
| Agenda Item 16 | Water Meadows Policy |
| Agenda Item 17 | Property Report – Confidential not included |



DRAFT

Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the Annual Town Council meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 14th May at 7pm

Cllrs. present: Nick Manby-Brown (Outgoing Mayor), Linda Addis, John Banbury, Julian Cooper, Ann Grant, Elizabeth Martin, Martin Nethercott, Mathew Parkinson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Karen Howe (Clerk) and OCC Cllr A Graham

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 9

24/05/01 WTC	<p>1 - Election of Town Mayor and the Signing of Declaration of Acceptance of Office</p> <p>Before the election of the new Town Mayor, the outgoing Mayor welcomed the attendees and informed them that the meeting was being recorded both visually and audio.</p> <p>He then read from an email from WODC to clarify that until the new Mayor is elected the outgoing Mayor holds the position of office until their successor is elected regardless if they stood for re-election.</p> <p>He then welcomed the new Councillors and asked if everyone at the table could introduce themselves which they duly did.</p> <p>Before requesting nominations for Mayor he said that he was proud and privileged to have been Mayor and that it had been an honor.</p> <p>The retiring Mayor called for nominations.</p> <p>Cllr Banbury was nominated by Cllr Poskitt and seconded by Cllr Copper</p> <p>Cllr Grant was nominated by Cllr Parkinson and seconded by Cllr Parnes</p> <p>The nominations were put to the vote in the order they were nominated. Cllr Banbury received 5 votes and was therefore elected as Mayor</p> <p>Cllr Banbury signed the acceptance of the Office form and addressed the Council with suggestions for how the new Council could move forward.</p>
24/05/02 WTC	<p>2 - Election of Deputy and the Signing of Declaration of Acceptance of Office</p> <p>The Mayor called for nomination for the Deputy Mayor</p> <p>Cllr Grant was nominated by Cllr Parkinson and seconded by Cllr Poskitt. There being no other nomination Cllr Grant was duly elected as Deputy Mayor.</p> <p>Cllr Grant signed the acceptance of Office form</p>
24/05/03 WTC	<p>3 - Apologies for Absence</p> <p>Apologies were received from Cllrs Burr and Spencer Churchill</p> <p>As they were not present to sign their Acceptance of Office it was proposed by Cllr Parkinson and seconded by Cllr Grant that:</p> <p>The council agrees to Cllr Burr and Spencer Churchill signing their acceptance of Office statement at the next meeting Tuesday 28th May 2024</p> <p>Decision</p> <p>This was agreed unanimously.</p>
24/05/04 WTC	<p>4 - Declarations of Interests</p> <p>Item 10 Planning –</p> <p>Cllr Cooper as he is a member of WODC Uplands Committee and also knows the applicant for item 10c</p> <p>Cllr Grant as she knows the applicant for item 10c</p> <p>Cllr Poskitt as she is a member of WODC</p>
24/05/05 WTC	<p>5 - Minutes of Previous Meetings</p> <p>To consider for approval of the Minutes of the Town Council Meeting held on 16th April 2024.</p> <p>Decision</p> <p>The minutes of the meeting held on Tuesday 16th April were agreed with one amendment and the Mayor duly signed the minutes as true and accurate record</p>

	The Mayor proposed that due to the importance of Items 9,10,11 and 12 that they be brought forward on the agenda. The was agreed unanimously
24/05/06 WTC	<p>9 – Finance</p> <p>a) To approve the renewal of the Council Insurance (Quotes to be provided) Due to quotes not being received this the item was deferred until the meeting of Tuesday 28th May 2024</p> <p>b) To approve the renewal of the annual subscription to Adobe at a cost of £238 inc VAT Decision It was agreed that the Council would renew the annual subscription to Adobe at a cost of £238 inc VAT</p>
24/05/07 WTC	<p>10 - Planning</p> <p>To consider the Council's response to the following planning applications: -</p> <p>a) App 24/00867/HHD – 88 Manor Road - Erection of a single storey rear extension It was agreed that the Council has no objections to the application</p> <p>b) App 24/00639/ADV – 34 High Street - Erection of a free standing display screen internally within the shop front</p> <ul style="list-style-type: none"> • The Council declared and interesting this application as Breckon and Breckon are their Property Agents • The Council wished to make one comment that the internal screen should have time restrictions on it is in use. <p>It was agreed that the Council has no objections to the application but would make the above comment.</p> <p>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.</p> <ul style="list-style-type: none"> • Cllr Grant took no part in this discussion • The council had no objections to this application but noted that due to the narrowness track between this property and the neighbouring property access should not be used for construction vehicles. <p>It was agreed that the Council has no objections to the application but would make the above comment regarding construction access.</p> <p>d) App 24/00987/HHD – 15 Cadogan Park - Erection of single and two storey rear extensions and new chimney It was agreed that the Council has no objections to the application</p> <p>The Mayor called for a confirmation vote that all councillors agreed with the decisions made on this item and this was agreed unanimously</p>
24/05/08 WTC	<p>11 - Motion</p> <p>To Consider the following motion by Cllr Parnes seconded by Cllr Grant <i>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.</i></p> <p>Decision It was agreed that WTC would write to WODC thanking them for their work during the elections.</p>
24/05/09 WTC	<p>12 - Town Clerk Cover</p> <p>a) To approve a temporary Proper Officer Although the Clerk has resigned from the Council she agreed to continue on a temporary basis while the recruitment process is taking place. But she would be reducing her hours to only be working on a Wednesday and this would be for between 4-6 hours and she would also cover meetings.</p> <p>Decision It was agreed to the temporary extension to the Clerk contract.</p>

	<p>b) To agree which two Councillors will have temporary access to the Clerks email. As the Clerk was staying temporarily this item was not needed</p>
	<p>The council then returned to the rest of the Agenda starting with item 6</p>
<p>24/05/10 WTC</p>	<p>6 - Appointment of Members to Committees, Working Groups and other WTC Roles To Appointment Members to the following Groups: - Note: The recommended number of members for each committee, group etc is in brackets.</p> <p>a) Finance and Assets Working Group (5) A discussion took place and it was proposed that the Council would not to continue with a Finance and Asset Working Group and Cllr Parkinson proposed the following: -</p> <p>i) A Council Member of Finance (CMfF) be appointed ii) A Council Member for Property (CMfP) be appointed iii) The asset register as per Financial regulation be overseen by the RFO iv) The s106 provision should come under finance v) Grants to come under finance</p> <p>These proposals were put to the Council.</p> <p>Decision</p> <p>i) Cllr Poskitt put herself forward to be CMfF This was agreed unanimously</p> <p>ii) The Mayor (Cllr Banbury) proposed Cllr Grant for the position of CMfP seconded by Cllr Cooper. This was agreed unanimously</p> <p>iii) The asset register as per Financial regulation be overseen by the RFO This was agreed unanimously</p> <p>vi) The s106 provision should come under finance This was agreed unanimously</p> <p>b) S106 Working Group It was agreed that the s106 provision should be included under Finance</p> <p>c) Grants Working Group (3-4) No decision made</p> <p>d) Staffing Working Group (5) It was agreed that Cllrs Grant, Martin and Poskitt form the Staffing Working Group</p> <p>e) Environmental Working Group (5) It was agreed that Cllrs Grant, Nethercott, Parkinson and Parnes form the Environment Working Group</p> <p>f) Website, Social Media and Newsletters Working Group (2-5) It was agreed to defer this to a future date</p> <p>g) Christmas Lights Working Group (2-3) The council agreed that the Christmas Lights and the Events working Group should be amalgamated.</p> <p>h) Events Working Group (2-5) The council agreed that the Christmas Lights and the Events working Group should be amalgamated and that Cllrs Addis, Cooper and Martin form the Events Working Group.</p> <p>i) Emergency Planning & Counter Terrorism (2) It was agreed that the group would be renamed Emergency Action Group and the Mayor Cllr Banbury and the Deputy Mayor Cllr Grant form the Emergency Action Group</p> <p>j) OALC (1) It was agreed that the Mayor Cllr Banbury would be the responsible Councillor.</p> <p>k) International Connections (1) It was agreed that the Mayor Cllr Banbury would be the responsible Councillor</p> <p>As there are still vacancy on some groups it was agreed this would discussed at the next council meeting</p>

	<p>The Mayor called for a confirmation vote that all councillors agreed with the decisions made on this item.</p> <p>This was agreed unanimously</p>
<p>24/05/11 WTC</p>	<p>7 - Appointment of Members to Serve on Joint Ventures and Outside Bodies</p> <p>The recommended number of members are in brackets Joint Ventures: -</p> <ul style="list-style-type: none"> a) Traffic Advisory Working Group (3) It was agreed that Cllrs Parkinson, Parnes and Nethercott would represent the Council b) Community Development Group (3) It was confirmed that this was a 3 year projected that has now been completed Cllr Grant suggest reinstating the Town and Palace dialogue meetings. Cllr Poskitt was against this but the Mayor disagreed and announced he had an appointment with Dominic Hare of Blenheim Estate and he would investigate the possibility of reinstating such a group where the public were also involved and he would report back to council c) WODC Parish/Town Liaison (1 + Town Clerk) It was agreed that the Mayor Cllr Banbury and the Clerk would represent the Council d) Stop Botley West Group (3) Cllrs Banbury, Parnes and Spencer-Churchill It was agreed that the Mayor Cllr Banbury and Cllr Parnes would represent the Council e) Public Transport (2) It was agreed that Cllrs Parkinson and Nethercott would represent the Council f) Bloom (1) It was agreed that Cllr Poskitt would represent the Council g) A44 Group (2) Item deferred h) Relief in Need (1) It was agreed that Cllr Poskitt would represent the Council i) Exhibition Fund (1) It was agreed that Cllrs Poskitt and Martin would represent the Council j) Oxford Airport Consultant Committee (1 + authorised stand in) It was agreed that Cllrs Parnes and Spencer Churchill would represent the Council k) Village Travel Network (1) It was agreed to amalgamated this group with Traffic Advisory Group l) Other groups not listed above No other groups identified <p>The Mayor called for a confirmation vote that all councillors agreed with the decisions made on this item</p> <p>This was agreed unanimously</p>
<p>24/05/12 WTC</p>	<p>8 - Review of Professional Bodies Used by Woodstock Town Council</p> <p>To note that the professional bodies currently used by WTC are: -</p> <ul style="list-style-type: none"> a) Solicitor – Oxfordshire County Council (ongoing working is being completed by Freeth) Noted b) Property Agent – Breckon & Breckon (contract expired 23/24) Noted c) Bank – Unity Trust Bank Noted d) Investments – The Public Sector Deposit Fund managed by CCLA Noted e) Internal Audit – Mulberry and Co Noted The clerk informed the Council the internal auditor was due to visit in June f) Payroll Services - KBDR Noted g) Employment & HR Advisors – Peninsula Ltd Noted h) Fire Safety Equipment – Chubb Fire (rolling contract) Noted i) Data Protection Officer Service - Satswana Limited (annual contract renewal June 24)

Woodstock Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/04/2024		
	Cash in Hand 01/04/2024		342,242.34
	ADD Receipts 01/04/2024 - 30/04/2024		92,500.19
			434,742.53
	SUBTRACT Payments 01/04/2024 - 30/04/2024		23,441.64
A	Cash in Hand 30/04/2024 (per Cash Book)		411,300.89
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2024	0.00	
	Unity Trust 30/04/2024	157,026.86	
	Instant Access Account (WODC RE 30/04/2024	174,671.43	
	CCLA Public Sector Deposit Fund 30/04/2024	80,000.00	
	Lloyds Corporate Card 30/04/2024	-397.40	
			411,300.89
	Less unrepresented payments		411,300.89
	Plus unrepresented receipts		
B	Adjusted Bank Balance		411,300.89
	A = B Checks out OK		

**Woodstock Town Council
PAYMENTS LIST**

Vouche	Cost Code	Code	Date	Bank	Description	Supplier	Net	VAT	Total
2	305 4221	CC Rates	02/04/2024	Unity Trust	Rates 2024/2	West Oxfordshire I	85.11		85.11
3	101 4211	Rates	02/04/2024	Unity Trust	Rates 2023/2	West Oxfordshire I	57.38		57.38
4	101 4211	Rates	02/04/2024	Unity Trust	Rates 2023/2	West Oxfordshire I	52.48		52.48
1	201 4997	Grass Cutting	02/04/2024	Unity Trust	Football Club	Woodstock Town F	1,500.00		1,500.00
6	101 4077	HR Consultants	08/04/2024	Unity Trust	HR Support	Peninsula Business	145.20	27.42	172.62
5	301 4220	TH Rates	08/04/2024	Unity Trust	Rates 2024/2	West Oxfordshire I	1,016.50		1,016.50
18	401 4347	Staff Costs	09/04/2024	Unity Trust	Payroll Servic	KBDR Chartered A	50.00	10.00	60.00
9	101 4022	Office Equipment	09/04/2024	Unity Trust	Copier Usage	Thames Valley Cop	20.10	4.02	24.12
11	101 4022	Office Equipment	09/04/2024	Unity Trust	Fem Bins	Cherwell Packagin	340.00	68.00	408.00
19	101 4058	Professional Fees	09/04/2024	Unity Trust	Professional F	KBDR Chartered A	100.00	20.00	120.00
10	101 4070	Computer System	09/04/2024	Unity Trust	Scribe Accour	Scribe - Starboard	1,008.00	201.60	1,209.60
12	201 4460	Waste Collection	09/04/2024	Unity Trust	Waste Collect	WODC	130.00		221.00
13	201 4460	Waste Collection	09/04/2024	Unity Trust	Refuse Collec	WODC	91.00		91.00
14	201 4415	Playground Inspec	09/04/2024	Unity Trust	Playground Ir	WODC	703.66	140.73	844.39
13	201 4460	Waste Collection	09/04/2024	Unity Trust	Refuse Collec	WODC	130.00		130.00
15	201 4485	Town In Bloom	09/04/2024	Unity Trust	Woodstock Ir	Dr Edwards	70.49		70.49
17	201 4487	Church Clock	09/04/2024	Unity Trust	Clock Service	Smiths Of Derby -	286.00	57.20	343.20
16	201 4997	Grass Cutting	09/04/2024	Unity Trust	Grass Cutting	N R Prickett	58.00	11.60	475.20
35	310 4110	Fee Park Street	10/04/2024	Unity Trust	Monthly Rent	Breckon & Breckor	380.25	76.05	456.30
35	310 4110	Fee Park Street	10/04/2024	Unity Trust	Monthly Rent	Breckon & Breckor	450.00	90.00	540.00
35	310 4110	Fee Park Street	10/04/2024	Unity Trust	Monthly Rent	Breckon & Breckor	450.00	90.00	540.00
35	310 4120	Fee Market Street	10/04/2024	Unity Trust	Monthly Rent	Breckon & Breckor	867.53	173.51	1,041.04
35	310 4120	Fee Market Street	10/04/2024	Unity Trust	Monthly Rent	Breckon & Breckor	450.00	90.00	540.00
35	310 4130	Fees Town Hall	10/04/2024	Unity Trust	Monthly Rent	Breckon & Breckor	674.00	134.80	808.80
35	310 4140	Fees Community C	10/04/2024	Unity Trust	Monthly Rent	Breckon & Breckor	300.31	60.07	360.38
35	310 4215	Maintenance Park	10/04/2024	Unity Trust	Monthly Rent	Breckon & Breckor	194.25		194.25
35	310 4245	Maintenance Comi	10/04/2024	Unity Trust	Monthly Rent	Breckon & Breckor	254.74		254.74
35	310 4343	Unspecified Lease	10/04/2024	Unity Trust	Monthly Rent	Breckon & Breckor	450.00	90.00	540.00
									5,275.51
22	101 4998	Loan to 3rd Party	10/04/2024	Unity Trust	Loan for Woc	Artisan Litho	797.00		797.00
21	101 4063	Public Works Loan	15/04/2024	Unity Trust	Public Works	Public Works Loan	2,492.43		2,492.43
20	101 4077	HR Consultants	15/04/2024	Unity Trust	HR Support	Peninsula Business	129.74	24.51	154.25
23	401 4347	Staff Costs	17/04/2024	Unity Trust	Pensions	OCC Pension Fund	331.65		331.65
47	201 4460	Waste Collection	17/04/2024	Lloyds Corpora	Green Waste	WODC	100.00		100.00
24	401 4347	Staff Costs	18/04/2024	Unity Trust	PAYE	HMRC	226.70		226.70
25	401 4347	Staff Costs	18/04/2024	Unity Trust	Staff Wages	IW	663.89		663.89
26	401 4347	Staff Costs	18/04/2024	Unity Trust	Staff Wages	RP	1,152.86		1,152.86
27	401 4347	Staff Costs	18/04/2024	Unity Trust	Staff Wages	KH	769.18		769.18
28	101 4026	Memberships & St	22/04/2024	Unity Trust	OALC membe	OALC	630.96	126.19	757.15
30	101 4026	Memberships & St	22/04/2024	Unity Trust	Cemetery Me	ICCM	100.00		100.00
31	101 4070	Computer System	22/04/2024	Unity Trust	Email & Citrix	Microshade Busine	248.81	49.77	298.58
34	301 4200	TH Routine Mainte	22/04/2024	Unity Trust	Window Clea	Rob Edwards Wind	110.00		110.00
34	305 4201	CC Routine Mainte	22/04/2024	Unity Trust	Window Clea	Rob Edwards Wind	110.00		110.00
									220.00
32	305 4208	CC Gas & Electrici	22/04/2024	Unity Trust	Gas	Kent County Coun	642.87	128.57	771.44
33	301 4209	TH Gas & Electrici	22/04/2024	Unity Trust	Gas	Kent County Coun	689.54	137.91	827.45
29	201 4415	Playground Inspec	22/04/2024	Unity Trust	Playground Ir	WODC	673.22	134.64	807.86
34	201 4442	Bus Shelters	22/04/2024	Unity Trust	Window Clea	Rob Edwards Wind	40.00		40.00
36	101 4022	Office Equipment	26/04/2024	Unity Trust	Co-op Purcha	Rachel Peters	9.20		9.20
39	201 4427	OWL Maintenance	26/04/2024	Unity Trust	Repairs to OVR	Pomfret	168.00		168.00
37	503 4996	Damaged Deposit	26/04/2024	Unity Trust	Damage Dep	Woodstock Jazz	150.00		150.00
38	503 4996	Damaged Deposit	26/04/2024	Unity Trust	Damage Dep	Private Hire	150.00		150.00
									250.00
46	201 4460	Waste Collection	15/04/2024	Lloyds Corpora	Green Waste	WODC	250.00		250.00
48	201 4400	Cemeteries	22/04/2024	Lloyds Corpora	Cemetery Sig	Print 2 Media Ltd	37.00	7.40	44.40
49	101 4059	Bank Charges	26/04/2024	Lloyds Corpora	Bank Charge	Lloyds Bank Corpo	3.00		3.00
								1954.0	
							2,021.59		23,441.64

Woodstock Town Council

20 May 2024 (2024-2025)

RECEIPTS LIST

Vouche	Cost Code	Code	Date	Bank	Receipt No			Net
1	201 1151	Cemetery Income	02/04/2024	Unity Trust	Cemetery Memorial	Reeves Memorial E	72.00	72.00
2	101 1200	Interest Received	03/04/2024	Unity Trust	Public Sector Deposit	Public Sector Dep X	355.63	355.63
3	305 1006	CC Daily/Commercial L	09/04/2024	Unity Trust	Community Centre Book	Stroke Club E	15.00	30.00
5	301 1005	TH Daily/Commercial L	09/04/2024	Unity Trust	Town Hall Booking	Blooming Well Uf E	30.00	72.00
4	401 1100	Wedding Income	09/04/2024	Unity Trust	Wedding Payment	Olivia Carter E	300.00	300.00
6	301 1005	TH Daily/Commercial L	10/04/2024	Unity Trust	Town Hall Booking	Tai Chi E	14.00	42.00
7	305 1006	CC Daily/Commercial L	10/04/2024	Unity Trust	Town Hall Booking	Pilates E	28.00	112.00
8	305 1006	CC Daily/Commercial L	10/04/2024	Unity Trust	Town Hall Booking	Yoga E	14.00	56.00
19	310 1110	Rent Park Street	10/04/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck S	1,300.00	1,560.00
19	310 1110	Rent Park Street	10/04/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck X	1,625.00	1,625.00
19	310 1120	Rent Market Street	10/04/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck X	1,050.00	1,050.00
19	310 1120	Rent Market Street	10/04/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck X	2,540.00	2,540.00
19	310 1120	Rent Market Street	10/04/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck S	1,000.00	1,200.00
19	310 1120	Rent Market Street	10/04/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck S	2,083.33	2,500.00
19	310 1140	Rent Community Centr	10/04/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck X	1,062.50	1,062.50
19	310 1140	Rent Community Centr	10/04/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck X	100.00	100.00
19	310 1140	Rent Community Centr	10/04/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck X	1,062.50	1,062.50
19	310 1140	Rent Community Centr	10/04/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck X	85.00	85.00
19	310 4320	Insurance Market Stree	10/04/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck X	300.30	300.30
19	310 4340	Insurance Community (10/04/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck X	93.76	93.76
								13,179.06
9	305 1006	CC Daily/Commercial L	11/04/2024	Unity Trust	Community Centre Book	The Oxford Schoi E	115.50	346.50
12	201 1151	Cemetery Income	12/04/2024	Unity Trust	ERB Transfer	X	40.00	40.00
10	301 1005	TH Daily/Commercial L	15/04/2024	Unity Trust	Community Centre Book	Woodstock Litera E	28.00	44.00
11	401 1100	Wedding Income	15/04/2024	Unity Trust	Wedding Payment	Private Hire E	300.00	300.00
14	305 1006	CC Daily/Commercial L	16/04/2024	Unity Trust	Community Centre Book	Woodstock Music E	28.00	154.00
15	401 1100	Wedding Income	17/04/2024	Unity Trust	Wedding Payment	Private Hire E	300.00	300.00
13	310 1130	Rent Town Hall	17/04/2024	Unity Trust	Brothertons Basserie Le	Brothertons Bras X	1,500.00	1,500.00
20	101 1275	Precept Received	18/04/2024	Unity Trust	Precept	WODC X	74,500.00	74,500.00
16	305 1006	CC Daily/Commercial L	23/04/2024	Unity Trust	Community Centre Book	Woodstock Solici E	14.00	56.00
17	305 1006	CC Daily/Commercial L	23/04/2024	Unity Trust	Community Centre Book	Woodstock Solici E	14.00	56.00
18	201 1151	Cemetery Income	23/04/2024	Unity Trust	Cemetery Memorial	Banbury Memoriz X	144.00	144.00
22	201 1151	Cemetery Income	26/04/2024	Unity Trust	Cemetery Interment	Dignity Funerals X	136.00	136.00
27	301 1005	TH Daily/Commercial L	29/04/2024	Unity Trust	Town Hall Booking	Yoga E	21.00	63.00
26	305 1006	CC Daily/Commercial L	29/04/2024	Unity Trust	Community Centre Book	Sound Bath E	42.00	42.00
21	401 1100	Wedding Income	29/04/2024	Unity Trust	Wedding Payment	Private Hire E	300.00	300.00
25	401 1100	Wedding Income	30/04/2024	Unity Trust	Wedding Payment	Private Hire E	300.00	300.00
								92,500.19

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/04/2024)

101 General & Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
325	Civic Chain							(N/A)
1200	Interest Received		355.63	355.63				355.63 (N/A)
1275	Precept Received	149,073.00	74,500.00	-74,573.00				-74,573.00 (-50%)
1276	Election Expenses							(N/A)
4000	Staff Costs				77,660.00	3,194.28	74,465.72	74,465.72 (95%)
4007	Travel (clerk & Councillors)				100.00		100.00	100.00 (100%)
4008	Training				1,800.00		1,800.00	1,800.00 (100%)
4020	Telephone				2,000.00		2,000.00	2,000.00 (100%)
4021	Postage							(N/A)
4022	Office Equipment & Stationery				2,400.00	369.30	2,030.70	2,030.70 (84%)
4023	Archiving				3,000.00		3,000.00	3,000.00 (100%)
4025	Insurance				10,100.00		10,100.00	10,100.00 (100%)
4026	Memberships & Subscriptions				1,200.00	730.96	469.04	469.04 (39%)
4027	Misc Expenditure							(N/A)
4030	Staff Recruitment				500.00		500.00	500.00 (100%)
4031	Staff Advertising				500.00		500.00	500.00 (100%)
4056	Legal Fees							(N/A)
4057	Audit				2,000.00		2,000.00	2,000.00 (100%)
4058	Professional Fees				2,000.00	100.00	1,900.00	1,900.00 (95%)
4059	Bank Charges				250.00	3.00	247.00	247.00 (98%)
4060	Civic				1,000.00		1,000.00	1,000.00 (100%)
4061	Elections							(N/A)
4062	PWLB Loan Interest				875.00		875.00	875.00 (100%)
4063	Public Works Loan Repayment				4,500.00	2,492.43	2,007.57	2,007.57 (44%)
4070	Computer System & IT Support				8,000.00	1,256.81	6,743.19	6,743.19 (84%)
4077	HR Consultants				3,250.00	274.94	2,975.06	2,975.06 (91%)
4079	Neighbourhood Planning							(N/A)
4096	Public Engagement				1,000.00		1,000.00	1,000.00 (100%)
4275	Staff Phone				150.00		150.00	150.00 (100%)
4991	Damage Deposit							(N/A)
4993	Public Sector Deposit							(N/A)
4994	VAT Repayment							(N/A)
4995	Misc Income							(N/A)
4998	Loan to 3rd Party					797.00	-797.00	-797.00 (N/A)
SUB TOTAL		149,073.00	74,855.63	-74,217.37	122,285.00	9,218.72	113,066.28	38,848.91 (14%)

120 S137

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4402	Churchyard							(N/A)
4485	Town In Bloom					70.49	-70.49	-70.49 (N/A)
4500	Grants Issued				9,550.00		9,550.00	9,550.00 (100%)
SUB TOTAL					9,550.00	70.49	9,479.51	9,479.51 (99%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/04/2024)

201 Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
509	Donation wildlife surveillance						(N/A)	
1151	Cemetery Income		392.00	392.00			392.00 (N/A)	
4400	Cemeteries				4,000.00	37.00	3,963.00 (99%)	
4401	Lawn Cemetery						(N/A)	
4410	Play areas				9,000.00		9,000.00 (100%)	
4411	Play Area - Old Woodstock						(N/A)	
4412	Play Area - Budds Close						(N/A)	
4415	Playground Inspections (WODC)				5,000.00	1,376.88	3,623.12 (72%)	
4420	Watermeadows Maintenance				8,000.00		8,000.00 (100%)	
4421	Legal Fees						(N/A)	
4427	OWL Maintenance				2,000.00	168.00	1,832.00 (91%)	
4442	Bus Shelters				250.00	40.00	210.00 (84%)	
4445	War Memorial				1,000.00		1,000.00 (100%)	
4455	Allotments						(N/A)	
4460	Waste Collection				5,000.00	792.00	4,208.00 (84%)	
4470	ROSPA Report				2,200.00		2,200.00 (100%)	
4471	Weed Clearance				1,500.00		1,500.00 (100%)	
4472	Winter Maintenance				200.00		200.00 (100%)	
4475	Tree Works				8,000.00		8,000.00 (100%)	
4480	Christmas Lights				10,000.00		10,000.00 (100%)	
4487	Church Clock					286.00	-286.00 (N/A)	
4992	Rates				1,405.00	109.86	1,295.14 (92%)	
4997	Grass Cutting				9,000.00	1,896.00	7,104.00 (78%)	
SUB TOTAL			392.00	392.00	66,555.00	4,705.74	61,849.26 (93%)	

301 Town Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1005	TH Daily/Commercial Lettings	2,795.00	221.00	-2,574.00			-2,574.00 (-92%)	
4001	Staff Wages						(N/A)	
4200	TH Routine Maintenance				4,000.00	110.00	3,890.00 (97%)	
4202	Gutter Maintenance				300.00		300.00 (100%)	
4203	TH Alarm (Fire, Security)				1,500.00		1,500.00 (100%)	
4209	TH Gas & Electricity				13,000.00	689.54	12,310.46 (94%)	
4210	TH Operating Costs (Cleaning S				1,500.00		1,500.00 (100%)	
4212	TH Insurance				15,000.00		15,000.00 (100%)	
4220	TH Rates				10,000.00	1,016.50	8,983.50 (89%)	
SUB TOTAL		2,795.00	221.00	-2,574.00	45,300.00	1,816.04	43,483.96 (85%)	

305 Community Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1006	CC Daily/Commercial Lettings	3,000.00	852.50	-2,147.50			-2,147.50 (-71%)	
1051	CC Service Charges						(N/A)	
1052	CC Office Insurance						(N/A)	

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/04/2024)

4002 Staff Wages							(N/A)
4201 CC Routine Maintenance	3,000.00			110.00	2,890.00		2,890.00 (96%)
4204 CC Alarm (Fire, Security)	1,500.00				1,500.00		1,500.00 (100%)
4208 CC Gas & Electricity	11,000.00			642.87	10,357.13		10,357.13 (94%)
4213 CC Operating Cost (Cleaning Su	1,500.00				1,500.00		1,500.00 (100%)
4214 CC Insurance	1,000.00				1,000.00		1,000.00 (100%)
4221 CC Rates	1,055.00			85.11	969.89		969.89 (91%)
SUB TOTAL	3,000.00	852.50	-2,147.50	19,055.00	837.98	18,217.02	16,069.52 (72%)

310 Corporate Property

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1110 Rent Park Street	67,000.00	2,925.00	-64,075.00				-64,075.00 (-95%)
1120 Rent Market Street	46,500.00	6,673.33	-39,826.67				-39,826.67 (-85%)
1130 Rent Town Hall	11,500.00	1,500.00	-10,000.00				-10,000.00 (-86%)
1140 Rent Community Centre	22,400.00	2,310.00	-20,090.00				-20,090.00 (-89%)
1150 Rent Bowls & Tennis Club	1,900.00		-1,900.00				-1,900.00 (-100%)
4110 Fee Park Street				10,500.00	1,280.25	9,219.75	9,219.75 (87%)
4120 Fee Market Street				7,500.00	1,317.53	6,182.47	6,182.47 (82%)
4130 Fees Town Hall				2,000.00	674.00	1,326.00	1,326.00 (66%)
4140 Fees Community Centre				3,500.00	300.31	3,199.69	3,199.69 (91%)
4150 Fees Bowls & Tennis Club				300.00		300.00	300.00 (100%)
4215 Maintenance Park Street					194.25	-194.25	-194.25 (N/A)
4225 Maintenance Market Street							(N/A)
4235 Maintenance Town Hall							(N/A)
4245 Maintenance Community Centre					254.74	-254.74	-254.74 (N/A)
4255 Maintenance Bowls & Tennis Cl.							(N/A)
4310 Insurance Park Street				1,200.00		1,200.00	1,200.00 (100%)
4320 Insurance Market Street		300.30	300.30	400.00		400.00	700.30 (175%)
4325 Insurance 8 Park Street							(N/A)
4330 Insurance Town Hall							(N/A)
4334 Provision for Zero Tenancy							(N/A)
4340 Insurance Community Centre		93.76	93.76	300.00		300.00	393.76 (131%)
4342 Unspecified Property Repairs				6,000.00		6,000.00	6,000.00 (100%)
4343 Unspecified Lease Fees				8,000.00	450.00	7,550.00	7,550.00 (94%)
4345 Breckon & Breckon Corporate M							(N/A)
4346 CP Fixed Wiring Checks				900.00		900.00	900.00 (100%)
4350 Insurance Bowls & Tennis Club							(N/A)
SUB TOTAL	149,300.00	13,802.39	-135,497.61	40,600.00	4,471.08	36,128.92	-99,368.69 (-52%)

401 Weddings

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1100 Wedding Income		1,500.00	1,500.00				1,500.00 (N/A)
4347 Staff Costs							(N/A)
4348 Licence For Marriage				750.00		750.00	750.00 (100%)
SUB TOTAL		1,500.00	1,500.00	750.00		750.00	2,250.00 (300%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/04/2024)

503 Damage Deposit

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4996	Damaged Deposit					300.00	-300.00	-300.00 (N/A)
SUB TOTAL						300.00	-300.00	-300.00 (N/A)

601 Capital Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4900	Town Hall							(N/A)
4925	Community Centre Painting							(N/A)
4931	Car Park CC							(N/A)
4942	2 Park Street - Exterior Paint							(N/A)
4973	Town Hall - External Decoration							(N/A)
4974	Town Hall - Internal Decoration							(N/A)
4990	Coronation							(N/A)
SUB TOTAL								(N/A)

Summary

NET TOTAL	304,168.00	91,623.52	-212,544.48	304,095.00	21,420.05	282,674.95	70,130.47 (11%)
V.A.T.		876.67			2,021.59		
GROSS TOTAL		92,500.19			23,441.64		

Clock Repair Request

The Town Council has received the following request: -

The Town clock situated in the Tower of St Mary Magdalene's Church currently gains about a minute a day and if not reset after about a week it starts to gain 2 or 3 minutes a day

You arranged for Smiths of Derby to service the Clock last month and we unlocked the tower for them.

During the servicing of the clock, we were told that there is a component that ensures the clock keeps time which needs replacing

We have a copy of that quote which is attached

The Church has received several complaints that it is not accurate

Someone now has to go up the tower and adjust the clock every week or more frequently to correct the time manually. They set it about 5 minutes slow so that in a weeks time it is about 5 minutes fast therefore the time is almost never accurate

Could the town council please arrange the repair of this? This will then keep the Town Clock in perfect time without intervention

If you require any further detail then please just ask

Many thanks

Woodstock: St Mary Magdalene Church – PAR Actuator Replacement

Our engineer Aaran completed the following report on their recent visit to site –

"When on site I found that the PAR actuator is no longer working – it moves out twice and then stops, with the magnet no longer working. I investigated the issues, and the magnet wires are broken."

Proposals

The proposed work will be completed over the course of one visit, prior to our visit we will assemble and thoroughly test a new PAR actuator; once we are satisfied that it is up to our high standards, it will be securely packaged and collected by one of our engineers for installation.

Our engineer will attend site, access the clock room and check all is safe and well. The old actuator will be removed and replaced with new. A plethora of tests will be completed to ensure that the unit functions flawlessly, prior to leaving site in good working order.

Quotation

Item	Price	Notes
Attend site and install new PAR actuator; Once installed, commission and leave site in good working order.	£1,187	Prices are net + VAT. Please note that in the event of any further unexpected work being identified, this will form a separate quotation and the work will not be undertaken without approval. Please see 'Important Notes' below, which should be read in conjunction with this proposal.

Payment Terms

Our payment terms will be 30 days net from date of invoice.

Quoted works for:

Customer: Woodstock Town Council

Inspection date: 20 May 2024

Site: Budds Close Play Area, Banbury Road, Woodstock, Oxfordshire, OX20 1LT

Inspector: Chris Newell

Wicksteed Leisure Ltd

Digby Street, Kettering

Northants NN16 8YJ

Tel: 01536 517028

Customerservices@wicksteed.co.uk

Item ID	Item	Manufacturer	Finding ID	Finding Details	Remedial Action	Risk Factor	Finding Photo	Item Photo	Qty	Code	Description	Unit Price	Total Price
1079441	1 Bay 1 Seat (Cradle) - Type 1	Wicksteed Playgrounds	58468409	The seat has minor damage or wear	Monitor for any further deterioration and replace as required	6	Yes	Yes	1	5901-204	*Cradle Seat For Standard Wicksteed Chains* Wicksteed Cradle Seat (Rubber Bbseat Curve Black)	£137.50	£137.50
											Labour cost carry out all work as detailed above if ordered at the same time as work quoted for at New Road		£50.00
											Total cost, excluding carriage & VAT		£187.50

Important notes

Wicksteed have only quoted for the items shown above. There may be other areas that require attention so it is important that you fully read through the main Inspection Report and address all other findings as recommended.

If your quotation includes for cutting back wet pour which is shrinking from the edges then please be aware that due to climatic change we are unable to offer any guarantees on the longevity of the infilling; this also applies to any infilling of gaps in rubber tiles. The shade of colour of any wet pour repairs may differ to existing.

The specification for any painting that is included is to rub down as necessary and for 1 coat of primer and 1 coat of gloss to be applied.

As inspections are visual non-dismantling inspections it is not always apparent until work commences on site that other parts may be required; if this is the case an additional quotation will be provided.

POA = Price on application

E&o.e.

Quoted works for:

Customer: Woodstock Town Council

Inspection date: 20 May 2024

Site: New Road Play Area, Cadogen Park, Woodstock, Oxfordshire, OX20 1UW

Inspector: Chris Newell

Wicksteed Leisure Ltd
Digby Street, Kettering
Northants NN16 8YJ
Tel: 01536 517028



Customerservices@wicksteed.co.uk

Item ID	Item	Manufacturer	Finding ID	Finding Details	Remedial Action	Risk Factor	Finding Photo	Item Photo	Qty	Code	Description	Unit Price	Total Price
953303	Cable Runway	Wicksteed Playgrounds	58468352	The nylon inserts are missing at the point the cable enters the traveller	Replace missing inserts as required	5	Yes	Yes	2	2900-107	Cableway Trolley Finger Plate	£19.97	£39.94
953303	Cable Runway	Wicksteed Playgrounds	58468353	Traveller brakes are worn	Consider replacing the brake components	6	Yes	Yes	1	2903-027	Brake Spring (Cableway)	£81.19	£81.19
									2	2903-028	Brake Block (Cableway)	£19.97	£39.94
									1	2903-002	Trolley Assembly for Wildcat Cableway	£482.79	£482.79
<p>Note:- as a precaution we have also quoted for a new trolley as the existing might not be repairable, If repairable, the cost of new trolley will be refunded, if not repairable the new trolley will be fitted and cost of the spring and blocks will be refunded</p>													
953303	Cable Runway	Wicksteed Playgrounds	58468354	One grass mat has been removed from the start section	Replace missing matting section	8	Yes	Yes	1	6130-GRASS	Wicksteed Safety Grass - (1.5m X 1m X 23mm Thick)	£51.91	£51.91
									5	2490-032	Pin for Wicksteed Grass Mats	£1.33	£6.65
									20	2490-033	Tie For Wicksteed Grass Mats	£0.36	£7.20
<p><i>Pins should only be used on edges where tucked under turf surface</i></p>													
Labour cost carry out all work as detailed above												£600.00	
Total cost, excluding carriage & VAT												£1,309.62	

Important notes

Wicksteed have only quoted for the items shown above. There may be other areas that require attention so it is important that you fully read through the main Inspection Report and address all other findings as recommended.

If your quotation includes for cutting back wet pour which is shrinking from the edges then please be aware that due to climatic change we are unable to offer any guarantees on the longevity of the infilling; this also applies to any infilling of gaps in rubber tiles. The shade of colour of any wet pour repairs may differ to existing.

The specification for any painting that is included is to rub down as necessary and for 1 coat of primer and 1 coat of gloss to be applied.

As inspections are visual non-dismantling inspections it is not always apparent until work commences on site that other parts may be required; if this is the case an additional quotation will be provided.

POA = Price on application

E&o.e.

Satswana Contract Details

The details below have been taken from the client agreement letter from June 2022

Whereas Satswana is to provide an online fractional Data Protection Officer Service to comply with the requirements of the General Data Protection Regulation (2016) or Data Protection Act (2018) by providing a suitable template for the completion of an Impact Assessment.

The services provided are

- 1 To satisfy the regulatory requirement for the organisation to have a nominated DPO.
- 2 To deal with all matters arising from that role, especially ensuring that the privacy of the data of natural persons is being protected.
- 3 To update clients online with any change in interpretation, guidance or case law.
- 4 To promote and maintain advice online regarding the currency of a plan to deal with any breach situation.
- 5 To be specifically available to deal with any breach concerns, and to ensure that any arising problems are managed.
- 6 To assist clients online to answer and manage subject access requests.
- 7 To make available an email response service as a problem resolver.
- 8 To provide a reporting conduit to the ICO in the event of a breach.
- 9 To manage discussions with the ICO on behalf of their client.
- 10 To provide an interface with data subjects regarding their rights.
- 11 To support customers with draft policy templates for consideration.

This service is priced at £150 plus VAT for a year payable in advance. This service will be automatically renewed on an annual basis unless you cancel. Prices may be subject to review, the terms to be agreed between the parties.



Woodstock Town Council Co-option Policy

1. Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to the Town Council. The Co-option procedure is entirely managed by the Town Council and this policy will ensure that a fair and equitable process is carried out.

2. Co-option

The Co-option of a Town Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called. A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

Public Notice for by-election

The vacancy has been the subject of a public notice and not less than 10 registered electors have requested a by-election by a deadline date specified by the District Returning Officer.

Cooption

If after the deadline to call a by election one has not been called the Parish Councils are permitted to exercise the power to co-opt a person on to the Council to fill a casual vacancy when the requirements to hold an election have not been met

Timescale for by-election to be called

The people of the parish have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the electoral officer will advise the clerk of the closing date.

If ten (10) residents do not request a ballot within fourteen (14) days of the vacancy notice being posted, as advised by the District Council Electoral Service Office, the Town Council is able to co-opt.

Candidates

If more than one (1) candidate is then nominated a by-election takes place but if only one (1) candidate is put forward they are duly elected without a ballot

By-election called

If a by-election is called, a polling station will be set up by the District Council and the electorate of the parish will be invited to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. The Town Council may incur costs for a by-election.

3. Confirmation of co-option and process

On receipt, of written confirmation, from the District Council Electoral Services Office the casual vacancy can be filled by means of Co-option,.

The Town Clerk will:

- Advertise the vacancy for 21 days on the Council notice boards and website (this does not include the date of the notice and excludes Saturdays and Sundays)
- Advise the council at their next meeting that the Co-option Policy has been instigated Woodstock Town Council is not obliged to fill any vacancy. Even if the Council invites applications for co option, it is not obliged to select anyone from the candidates who apply.

However, it is not desirable that electors in a parish be left partially or full underrepresented for a significant length of time, neither does it contribute to the effective and efficient working of the Council if there are insufficient councillors to share the workload; equitably; to provide a broad cross-section of skills and interests; or the achieve meeting quorums without difficulty. Councillors elected by Co-option are full members of Woodstock Town Council.

4. Eligibility of Candidates

The Town Council is able to consider any person to fill a vacancy provided that:

- They are an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land in the parish; or
- had his/her principal place of work in the parish; or • has lived within three miles (direct) of the parish.

There are certain disqualification's for election, of which the main are (see 5. 80 of the Local Government Act 1972):

- holding a paid office under the local authority;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election;
- being disqualified under any enactment relating to corrupt or illegal practices.

5. Applications

Members may point out the vacancies and the process to any qualifying candidate(s). Although there are no statutory requirements, candidates will be requested to:

- Submit information about themselves, by way of completing a short application form Appendix A

Confirm their eligibility for the position of Councillor within the statutory rules. Appendix B

The next Step

Following receipt of applications, the next suitable council meeting will have an agenda item

'To receive written applications for the office of Town councillor and to Co-opt a candidate to fill the existing vacancy'.

Copies of the candidates applications will be circulated to all Councillors by the Clerk at least 3 clear days prior to the meeting of the full Council, when the Co-option will be considered.

All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential.

The Process

6.. The process will be carried out in the public session and there will be no private discussions between Members prior to a vote being taken.

However where the Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial and the Council should resolve to exclude the members of the press and public.

The Vote

1. A vote by a show of hands will then take place. The vote will be recorded so as to show whether each Councillor present has voted.
2. A recorded vote may be requested under Standing Orders so as to show whether each Councillor present has voted
3. The option for a signed ballot may be requested

In order for a candidate to be elected to the Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chairman of the meeting has a second of casting vote.

After the votes have been concluded, the Chairman will declare the successful candidate duly elected and after signing their declaration of acceptance of office, they may take their seat immediately.

The Clerk will notify Electoral Services of the new Councillor appointment.

The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring Officer.

If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.



WOODSTOCK TOWN COUNCIL

POLICY FOR THE CONTROL AND UPKEEP OF THE WATER MEADOWS

History

The Water Meadows are a unique feature in the heart of the town and gifted to Woodstock by Henry VI providing a valuable habitat for birds, small mammals, and plants from small aquatic species to mature trees.

It covers 5.5 hectares of land on the flood plain of the river Glyme and is easily accessible to the public as an area of quiet tranquillity. It is bounded on the north by the mill stream which, these days, carries most of the water through and under the main A44 road and in to the Blenheim Lake by the seven arches bridge.

On the south side it is bounded by the more modest flows of the residual river Glyme. The Water Meadows are frequently flooded in winter although drier areas have been set aside for managed grazing. The area is home to a large number of trees of many species

Woodstock Town Council are the custodians of the Water Meadows and responsible for the management which is contracted out to a specialist company.

Designated Nature Reserve

The Council agreed to make the Water Meadows a designated Nature Reserve

Danger

Though an area of natural beauty to enjoy, it also holds danger to health and safety and caution must be observed.

Objective

To keep this a fauna and flora area with minimum interference in keeping with the worldwide conservation and climate change policy,

Protection

WTC will not allow any intrusion onto these Water meadows including any access construction over the river, building of pathways and cycleway with the aim of keeping this an area of natural beauty and hope to register it as a Nature reserve.

Benefits

This area is a pocket of fresh air and is nature at its best for people to enjoy away from the hustle bustle of everyday life soothing away in a very natural environment the woes and worry of life.

Conclusion

- 1. Woodstock Town Council strives to keep this area as natural as possible with minimum of management as necessary for the safety aspect.**
- 2. Permission will not be given for any construction on the Water Meadows by request of surrounding land owners nor sell any part of the land known as The Water Meadows**
- 3. A letter will be sent out every annually to residents whose boundary abuts the Water Meadows reminding them encroachment will not be tolerated.**