



## 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: Valentin Lavdakov

**To: Members of the Council (Cllrs: Addis, Banbury (Mayor), Burr, Cooper, Grant, Martin, Nethercott, Lancaster, Parnes, Poskitt, Spencer-Churchill and Williams)**

**You are hereby summoned to attend a TOWN COUNCIL MONTHLY meeting of the Woodstock Town Council to be held in The Town Hall, Woodstock on Tuesday 15<sup>th</sup> October 2024 at 7:00 pm**

**Please be aware** that the Town Council records all public meetings and that members of the public may film/record them as well. Members of the public must understand that if they do not want to be recorded, they should not attend the meeting because the Chairman cannot supply alternative seats and ensure that members of the public will not 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>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 from Previous Meetings</b> To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on 10 <sup>th</sup> September 2024. (Copy provided) b) Report from the meeting held on 26 <sup>th</sup> September – not quorate (Copy provided)
5.	<b>Mayor and Clerks Reports (verbal report)</b> a) To receive a report from the Mayor b) To receive a report from the Clerk
6.	<b>County and District Councillor's Report (reports to follow)</b> To receive reports from a) OCC Cllr Andy Graham (Copy provided) b) WODC Councillors. (D Cllr Cooper and D Cllr Poskitt – Copy provided)
7.	<b>Planning</b> To consider the Council's response to the following applications: a) <b>App Ref:</b> 24/02255/HHD <b>Location:</b> 77 Manor Road Woodstock, Woodstock <b>Description:</b> Rebuilding of dormer windows on the rear roof slope of main dwelling b) <b>App Ref:</b> 24/02256/LBC <b>Location:</b> 77 Manor Road Woodstock, Woodstock <b>Description:</b> Internal and external alterations to include the replacement of existing roof tiles on the existing single storey extension with Spanish style slate tiles and the rebuilding of dormer windows on the rear roof slope of main dwelling c) <b>App Ref:</b> 24/02509/HHD <b>Location:</b> 22 Flemings Road, Woodstock <b>Description:</b> Removal of 1.825m fence at northern highway boundary, and replacement with 1.5m fence, with landscape proposals
8.	<b>Urgent Planning Committee (Copy provided)</b> a) WTC acknowledge the current Urgent Planning Committee is still in place b) To elect other members of this Council to join this Committee

9.	<p><b>Finance.</b> To approve and sign the following:</p> <ul style="list-style-type: none"> <li>a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31<sup>st</sup> August 2024 (Copy provided)</li> <li>b) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30<sup>th</sup> of September (Copy provided)</li> <li>c) To note the Payments Report for August 2024 (Copy provided)</li> <li>d) To note the Receipts Report for August 2024 (Copy provided)</li> <li>e) To note the Payments Report for September 2024 (Copy provided)</li> <li>f) To note the Receipts Report for September 2024 (Copy provided)</li> <li>g) To note the Cost Centre Report for September 2024 (Copy provided)</li> <li>h) To review and approve the hire charges of rooms at Town Hall and Community Centre</li> <li>i) To receive the annual tree survey (Copy provided) <ul style="list-style-type: none"> <li>1. To approve the high priority tree works quote from Dowdeswell excluding tree1805 (Copy provided)</li> <li>2. To approve the medium priority tree works quote from Dowdeswell (Copy provided)</li> </ul> </li> <li>j) To note the Conclusion of Audit</li> <li>k) To receive the external Audit Report (Copy provided)</li> <li>l) To receive the Interim Internal Audit Report (Copy provided)</li> </ul>
10.	<p><b>Grants</b></p> <ul style="list-style-type: none"> <li>a) To approve the expenditure, contain from the report from Cllr Grant (Copy provided)</li> <li>b) To approve to carry forward amount from the report from Cllr Grant (Copy provided)</li> </ul>
11.	<p><b>Budget decisions</b></p> <ul style="list-style-type: none"> <li>a) To agree the allocations of reserves for 23/24 (Copy provided)</li> <li>b) To discuss the new NALC model Financial Regulations with amendments for the Town Council (Copy provided)</li> <li>c) To agree a quote provided for the Town Hall Boiler and cost to be funded from the reserves (Copy provided)</li> <li>d) To discuss and agree a budget for upgrading the Alarm Security System in the Town Hall</li> </ul>
12.	To receive suggested bids for the draft budget for 25/26
13.	To approve the Notice Board Policy (to follow)
14.	<p><b>Parking Survey:</b></p> <ul style="list-style-type: none"> <li>a) To consider a response to OCC Parking changes consultation</li> <li>b) Council to receive an update of the Town Council Parking Survey</li> <li>c) Council to agree for the Clerk to pass on the results to OCC</li> </ul>
15.	<p><b>Working Groups</b></p> <p>To receive the report from the Dr Surgery Working Group (Copy provided)</p>
17.	<p><b>Christmas Lights:</b></p> <p>The Council to discuss the situation and agree any actions (See the Clerk's report - point 5)</p>
18.	<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>
19.	<p><b>Confidential: Property report (Copy provided)</b></p> <p>To consider recommendations on the report</p>
20.	<p><b>Confidential: Staffing (Copy provided)</b></p> <p>To consider recommendations on the report</p>
21.	<b>Close Meeting</b>

Meeting called by Valentin Lavdakov – Clerk for Woodstock Town Council

Signed: 9<sup>th</sup> October 2024