



**Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL**

**Town Clerk: Valentin Lavdakov**

**Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall,  
Woodstock on Tuesday 13<sup>th</sup> May 2025**

**Cllrs. Present:** Cllrs Grant (Mayor), Williams (Deputy Mayor), Banbury, Melliss, Cooper, Parnes, Poskitt, Spencer-Churchill, Szabados and Wheatley

**In Attendance: Town Clerk:** Valentin Lavdakov

**Chair of the Meeting:** Cllr Grant

Members of the Public 8

<b>25/05/11 WTC</b>	<b>1. Election of Town Mayor</b> <ul style="list-style-type: none"><li>a) Nomination of Councillors for Town Mayor<ul style="list-style-type: none"><li>- Cllr Grant called for nomination for Mayor</li></ul></li><li>b) Vote on Nominated Candidates<ul style="list-style-type: none"><li>- Cllr Spencer Churchill nominated Cllr Grant Seconded by Cllr Poskitt</li></ul></li><li>c) Signing of Declaration of Acceptance<ul style="list-style-type: none"><li>- <b>There being no other nomination Cllr Grant was declared Mayor and duly signed acceptance of Office</b></li></ul></li></ul>
<b>25/05/12 WTC</b>	<b>2. Election of Deputy Mayor</b> <ul style="list-style-type: none"><li>a) Nomination of Councillors for Deputy Mayor<ul style="list-style-type: none"><li>- The Mayor called for nomination for Deputy Mayor</li></ul></li><li>b) Vote on Nominated Candidates<ul style="list-style-type: none"><li>- Cllr Wheatley nominated Cllr Williams seconded by Cllr Spencer-Churchill</li></ul></li><li>c) Signing of Declaration of Acceptance<ul style="list-style-type: none"><li>- <b>There being no other nomination Cllr Williams was declared Deputy Mayor and duly signed acceptance of Office</b></li></ul></li></ul>
<b>25/05/13 WTC</b>	<b>3. Apologies for Absence</b> <p>To receive and consider for acceptance apologies for absence.</p> <p>Apologies were received from Cllr Addis and Cllr Connolly</p>
<b>25/05/14 WTC</b>	<b>4. Declarations of Interests</b> <p>To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct</p> <ul style="list-style-type: none"><li>- Item 7: Cllr Cooper declared a personal interest.</li></ul>

<p><b>25/05/15 WTC</b></p>	<p><b>5. Public Participation</b></p> <p><b>The meeting will be adjourned at this point</b></p> <p>In line with the adopted Public Participation Protocol from 12<sup>th</sup> November 2024 (24/11/03 WTC) the meeting will be adjourned for Public Participation where members of the public can address the Council on any subject they wish.</p> <p><b>The Mayor adjourned the meeting</b></p> <ul style="list-style-type: none"> <li>• There were no members of the public that wished to address the Council</li> </ul> <p><b>Meeting reconvened</b></p> <p><b>The Mayor before moving to the next item read out the following</b></p> <p>I would like to offer my sincere appreciation and I'm sure you will all agree for the dedication Valentin our Town Clerk as shown since taking up the post in August last year. He has and still is working hard to put all the necessary policies and proceedings in order and I feel gone way beyond expectation. Thank you very much Valentin and with Councils permission I would like this to be recorded in the minutes.</p> <p><b>The Council unanimously agreed for this token of appreciation to be included in the minutes of this meeting</b></p> <p>Before we move on I would like to thank our Staff and Councillors that supported the Celebration on Saturday for the 80<sup>th</sup> anniversary of VE Day.</p> <p>Grateful thanks to Cllr Spencer- Churchill (His Grace the Duke of Marlborough) for opening this event being a descendant of Sir Winston Churchill.</p> <p>I have also written to the various organisations and people thanking them for their help making this event such a success.</p> <p>It was extremely well attended; the weather was amazing; the feedback very positive and I believe helped local business.</p> <p>I would also like to thank Cllr John Banbury for twirling me around the Town Square, to the delight of the crowd 'Watch out Strictly'</p> <p><b>The Clerk wished to speak and said:</b></p> <p>When I first stepped into this role, I'll admit—I was a bit nervous, not knowing exactly what to expect. But from day one, you made me feel welcome and supported, and that made all the difference. Thank you, madam Mayor, for your dedication, for sharing your knowledge so generously, and for taking the time to answer my questions. Your kindness, encouragement, and guidance have been truly appreciated, and the lessons I've learned from you are invaluable.</p> <p><b>The Mayor reported:</b></p> <p><b>The Social Club was granted their ACV yesterday and sends thanks to WTC for their support.</b></p>
<p><b>25/05/16 WTC</b></p>	<p><b>6. Appointment of Councillors Roles</b></p> <p>a) To consider the list of Councillor Roles and to agree any changes. The Council has voted on the following Councillor roles:</p>

	<p><b>Finance including Grants and s106: Council Member for Finance (CMfF)</b> Cllr Poskitt with Cllr Wheatley as her substitute.</p> <p><b>Property: Council Member for Property (CMfP)</b> Cllr Cooper</p> <p><b>Assets Register:</b> RFO</p> <p><b>Urgent Planning Committee:</b> Cllrs Grant, Poskitt, Williams, Parnes, Banbury &amp; Wheatley</p> <p><b>Staffing Working Group</b> Cllrs Grant, Poskitt Williams and Banbury. Floating members: Cllr Parnes and Cllr Wheatley</p> <p><b>Environmental Working Group Members</b> Cllrs Wheatley (Chair), Grant, Banbury, Spencer-Churchill, Connelly and Szabados with the addition of 2 members of the Public Mr. Maurice Parkinson, the Water Meadows Volunteer Warden and Mr. Bob Pomfret, OWL Volunteer Warden</p> <p><b>New Drs Surgery Working Group</b> Cllr Williams (Chair), Cllr Grant, Cllr Parnes, and Cllr Banbury. Members of the Public: Mr. Ian Hudspeth &amp; Stan Scott. As Cllr Connolly was not present at the meeting but had requested to join the working group, and Cllr Melliss also expressed interest in joining, the Council decided to defer this for the WTC meeting on 27<sup>th</sup> May 2025 for further discussion.</p> <p><b>Website, Social Media and Newsletters Working Group</b> This will be controlled by staff only under the Guidance of the Clerk as paid Officers and covered by Insurance</p> <p><b>Events Working Groups for individual events</b> - <b>Remembrance Sunday 2025:</b> Cllrs Addis, Grant, Poskitt, and Williams. Other members: Revd Sarah Bourne, Rector of Woodstock and Bladon, St Mary Magdalene Church, Woodstock, and Rachel Peters, Administrative Assistant at WTC - <b>Christmas Lights:</b> Cllrs Spencer-Churchill, Cooper, Addis, Szabados, Wheatley</p> <p><b>Emergency Action Group</b> Mayor and Deputy Mayor The Council decided to defer this for the WTC meeting on 27<sup>th</sup> May 2025 for further discussion. Cllr Poskitt as CMfF to bring a report on this matter with regard to finance.</p> <p><b>OALC - The Mayor &amp; Town Clerk</b> The Mayor asked the Clerk whether Councillors are permitted to contact OALC directly with any questions they may have.</p> <p><b>International Connections - Cllr Poskitt &amp; Cllr Wheatley</b></p> <p>b) To consider the list of appointed Council members to serve on Joint ventures and outside bodies</p>
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25/05/17 WTC	<b>Appointment of Members to Serve on Joint Ventures and Outside Bodies</b>
	<b>Joint Venture</b>
	<b>Town and Palace Dialogue:</b> Cllrs Williams (Chair alternating with Blenheim), Parnes, Poskitt & Grant
	<b>Traffic Advisory:</b> Cllrs Parnes & James Spencer-Churchill.
	<b>WODC Parish/Town Liaison:</b> Cllr Wheatley, Cllr Grant and the Town Clerk
	<b>Stop Botley West Group:</b> Cllrs Banbury & Parnes
	<b>Outside Bodies</b>
	<b>Public Transport:</b> No longer required
	<b>Bloom</b> Cllrs Poskitt & Szabados
	<b>Relief in Need:</b> Cllr Cooper
	<b>Exhibition Foundation:</b> Cllrs Poskitt, Cllr Williams. The Council agreed for Mr. Frank Collinwood to continue with the Exhibition Foundation if he so wished.
	<b>Oxford Airport Consultant Committee</b> Cllr Spencer-Churchill with Cllr Parnes
	<b>Professional Bodies Used by Woodstock Town Council</b>
	<b>Solicitor:</b> Oxfordshire County Council (ongoing working is being completed by Freeth)
	<b>Property Agent:</b> Breckon & Breckon
	<b>Bank:</b> Unity Trust Bank
	<b>Investments:</b> The Public Sector Deposit Fund managed by CCLA
	<b>Internal Audit</b> – Mulberry and Co (to be changed after Audit of March 2025)
	<b>Payroll Services:</b> KBDR (to be reviewed)
	<b>Insurance</b> – Zurich
	<b>Employment &amp; HR Advisors:</b> Peninsula Ltd <i>now also involved with Health and Safety</i>
	<b>Fire Safety Equipment:</b> Chubb Fire (rolling contract)
	<b>Data Protection Officer Service:</b> Satswana Limited (annual contract renewal due 28 <sup>th</sup> May 2025)
	<b>IT Support/Provision:</b> Microshade (Citrix/Emails), NetWise (Website), BT (Broadband & Phones)
	<b>Photocopier:</b> Thames Valley Copiers (contract for 3 years expires Nov 25)
	<b>Tree Management:</b> Boward Trees Ltd, Dowdeswell Forestry Services and Colin Briggs Top Tree
	<b>Weed Control:</b> Complete Weed Control (Town Clerk is looking for an alternative)
	<b>Grass Cutting:</b> N Prickett (3-year contract agreed with annual price increases agreed. Renewal 2027)
	<b>Water Meadow Management Plan:</b> to be reviewed
	<b>7. Review of Professional Bodies engaged by Woodstock Town Council</b>

	<p>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</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</li> <li>i) Data Protection Officer Service - Satswana Ltd</li> <li>j) IT Support/Provision: <ul style="list-style-type: none"> <li>• Microshade (Citrix/Emails)</li> <li>• Netwise (Website)</li> <li>• BT (Broadband &amp; Phones)</li> </ul> </li> <li>k) Photocopier – Thames Valley Copiers (contract for 3 years expires Nov 25)</li> <li>l) Tree Management: <ul style="list-style-type: none"> <li>• Boward Trees Ltd</li> <li>• Top Leaf Tree Services</li> </ul> </li> <li>m) Weed Control – Complete Weed Control</li> <li>n) Grass Cutting – N Prickett (contract for 3 years expires April 27)</li> <li>o) Water Meadow Management Plan</li> <li>p) Insurance: Zurich Ltd</li> </ul> <p><b>There were no comments regarding the list of Professional Bodies engaged by Woodstock Town Council.</b></p> <p><b>The list was noted.</b></p>
25/05/18 WTC	<p><b>8. Standing Orders, Code of Conduct and Financial Regulations</b></p> <ul style="list-style-type: none"> <li>a) To adopt the Council's Standing Orders (reviewed in May 2023 – previously circulated)</li> </ul> <p><b>The Council agreed unanimously to adopt the Standing Orders (reviewed in May 2023)</b></p> <ul style="list-style-type: none"> <li>b) To adopt the WTC Code of Conduct (previously circulated)</li> </ul> <p><b>The Council agreed unanimously to adopt the WTC Code of Conduct (reviewed in 14<sup>th</sup> June 2022)</b></p> <ul style="list-style-type: none"> <li>c) To adopt the Financial Regulations (reviewed in November 2024 – previously circulated)</li> </ul> <p><b>The Council agreed unanimously to adopt the Financial Regulations (reviewed in November 2024)</b></p> <ul style="list-style-type: none"> <li>d) To approve the annual list of Direct Debits</li> </ul> <p><b>The Council approved unanimously the annual list of Direct Debits</b></p> <ul style="list-style-type: none"> <li>e) To approve the annual list of Regular Payments</li> </ul> <p><b>The Council approved unanimously the annual list of Regular Payments</b></p>
25/05/19 WTC	<p><b>9. Policies and procedures</b></p> <ul style="list-style-type: none"> <li>a) To consider and adopt council policies that have been updated.</li> </ul> <p>The Policies that the Clerk had sent to Satswana had yet to be returned so would be presented at the next appropriate meeting once received.</p> <ul style="list-style-type: none"> <li>b) To consider other policies that may need reviewing be presented at the next possible meeting</li> </ul> <p><b>Cllr Grant asked Councillors to contact the Clerk if they felt any other policies needed review.</b></p>
25/05/20 WTC	<p><b>23. Close Meeting at 7:37pm</b></p>