



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

Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on

Tuesday 27th May 2025

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Banbury, Cooper, Connolly, Melliss, Parnes, Poskitt and Wheatley.

In Attendance: Town Clerk: Valentin Lavdakov

Chair of the Meeting: Cllr Grant (Mayor)

Members of the Public 7

25/05/26 WTC	1. Apologies for Absence Apologies were received from Cllrs: Addis, Spencer-Churchill, and Szabados Cllr Parnes joined the meeting at 7:02 pm
25/05/27 WTC	2. Declarations of interest To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct <ul style="list-style-type: none">• Item 7: Cllr Cooper declared an interest as member of WODC Uplands Committee• Item 7: Cllr Poskitt declared an interest as member of WODC Uplands Committee• Item 15: Cllr Connolly declared an interest as he live close by the Water meadow
25/05/28 WTC	3. Public Participation The Mayor adjourned the meeting for Public Participation. 2 members of the public addressed the Council. <ul style="list-style-type: none">• Speaker 1: Addressed the Council on the Solar Farm Community Benefits• Speaker 2: Addressed the Council on the New Drs' Surgery Meeting reconvened
25/05/29 WTC	4. Minutes from Previous Meetings To consider for approval the following draft minutes of the Town Council meetings: <ul style="list-style-type: none">a) Draft Minutes of the Town Council meeting held on Tuesday 8th April 2025.<ul style="list-style-type: none">• The minutes from Tuesday 8th April 2025 were agreed as an accurate record of the meeting with no amendments.b) Draft Minutes of the Extraordinary Town Council meeting held on Wednesday 16th April 2025.<ul style="list-style-type: none">• The minutes from Wednesday 16th April 2025 were agreed as an accurate record of the meeting with agreed amendments.c) Draft Minutes of the Extraordinary Town Council meeting held on Tuesday 6th May 2025.<ul style="list-style-type: none">• The minutes from Tuesday 6th May 2025 were agreed as an accurate record of the meeting with agreed amendments.d) Draft Minutes of the Town Council Annual meeting held on Tuesday 13th May 2025.<ul style="list-style-type: none">• The minutes from Tuesday 13th May 2025 were agreed as an accurate record of the meeting with agreed amendments.e) Draft Minutes of the Extraordinary Town Council meeting held on Tuesday 20th May 2025.

25/05/37 WTC	<p>12. Dog Waste Bins</p> <p>To receive a report from Cllr Parnes</p> <p>Cllr Poskitt will present a list of new companies that can supply bins and a list of the new bin's location on the next Council meeting.</p> <p>Motion:</p> <p style="text-align: center;">Proposed by Cllr ParnesSeconded by Cllr Grant</p> <p><i>Woodstock Town Council recognises that: Sansoms Lane is a very well-used and important space for the Town, and for hygiene, public health and reasonable convenience of residents and visitors it is proposed that the Town Council arrange for a dog waste bin to be re-situated in the vicinity of the water treatment substation a short distance into Sansom's Lane from the Shipton Road entry point.</i></p> <p style="text-align: center;">The Council unanimously agreed the motion</p> <p>Cllr Connolly left the meeting at 8:03 pm</p>
25/05/38 WTC	<p>13. GDPR Audit – clarification for Woodstock and Bladon News</p> <p>Cllr Connolly rejoined the meeting at 8:05 pm</p> <p>To receive a report from Cllr Parnes</p> <p>Motion:</p> <p style="text-align: center;">Proposed by Cllr ParnesSeconded by Cllr Grant</p> <p><i>Woodstock Town Council instructs the Clerk to clarify the correct status of the GDPR audit work and correct status and compliance to the Woodstock and Bladon News in relation to what was published in the May 2025 edition about the GDPR Audit.</i></p> <p>Vote:</p> <p style="text-align: center;">For: 5 (Cllrs Parnes, Grant, Connolly, Williams, Wheatley) Against: 4 (Cllrs Banbury, Cooper, Poskitt, Melliss)</p> <p style="text-align: center;">Motion carried</p>
25/05/39 WTC	<p>14. Removal of barbed wire at edge of footpath between Hedge End and Park View.</p> <p>To receive a report from Cllr Poskitt</p> <p>Motion:</p> <p style="text-align: center;">Proposed by Cllr PoskittSeconded by Cllr Williams</p> <p><i>WTC seeks estimates to deal with the most intrusive area of wire in the 'no-man's land' part of the path in order to remove a potential risk for health and safety of residents.</i></p> <p style="text-align: center;">The Council unanimously agreed the motion</p>
25/05/40 WTC	<p>15. Environment</p> <p>To receive a report from the EWG and discuss recommendations there in</p> <p>The Chair of the Environmental Working Group Cllr Wheatley informed the Council that most of the recommendations are in progress</p>
25/05/41 WTC	<p>16. Exclusion of Press and Public</p> <p style="text-align: center;">Proposed by Cllr GrantSeconded by Cllr Williams</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>

	The Council unanimously agreed to go into a confidential session
25/05/42 WTC	<p>17. Confidential</p> <p>a) Staffing.</p> <ul style="list-style-type: none"> ▪ To receive an oral update from the Clerk. <p>The Council was made aware an unacceptable incident that occurred on 16th May 2025 and further actions will be considered.</p> <ul style="list-style-type: none"> ▪ Water Meadow and Cemetery Warden Job Role. <ul style="list-style-type: none"> - The Council has agreed to advertise a new role for a Water Meadow and Cemetery Warden, to be offered on a zero-hours contract (SPC 7). - The Council has agreed to advertise the position of Head Caretaker, contracted at 37 hours per week (SCP 5-7). <p>b) Volunteers.</p> <ul style="list-style-type: none"> ▪ Nothing to report.
25/05/42 WTC	5. Close Meeting at 8:45 pm

Clerk's Report

Windows in the Town Hall

The Town Hall has replaced the frosted glass windows in accordance with the renovation grant provided to the Council by WODC.

Privacy Policy

The Privacy Notice is displayed on the main page of the Council website, located in the top right corner. It has been developed in accordance with the UK GDPR (Articles 12–14), the Data Protection Act 2018, and the Information Commissioner's Office (ICO) best practice guidelines. These regulations require councils to provide individuals with *clear and transparent information* about how their personal data is collected and used.

Cookies Policy

The Cookie Policy helps ensure legal compliance and promotes transparency about the use of cookies to collect visitor information. It is available on the council website. The policy is developed in line with the Privacy and Electronic Communications Regulations (PECR), and is aligned with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

- **Recommendation:**
 - WTC is to adopt the Privacy Policy and the Cookies Policy (to be found on the Council's website).

WTC Final Audit 2024-25

Finalised on 17 June 2025 (Item 12, Agenda)

- **Recommendation:**
 - WTC to note and formally sign off the Final Internal Audit.

Date: 30th May 2025
Our ref: 25/00017/APPEAL
Please ask for: Chris Wood
Telephone: 01993 861677
Email: chris.wood@westoxon.gov.uk

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 78
Notification of Planning Appeal**

Site Address: 10 Hensington Close Woodstock Oxfordshire

Description of Development: Demolition of existing garage, conservatory and rear single storey building, and construction of side/rear extension (part retrospective)

Original Application Number: 25/00074/HHD

Appellant's name: Lucio and Yulia Montanino

Appeal Reference: APP/D3125/D/25/3365914

Appeal Start Date: 23.05.2025

Lucio and Yulia Montanino has appealed to the Secretary of State against the Council's refusal of planning permission for the development described above.

The Planning Inspectorate has asked us to notify you of this appeal and let you know that, if the appellant is successful, planning permission could be granted.

The appeal will be proceeding under the **Householder Appeals Service**, there is no opportunity for you to submit comments. However, we have forwarded all the representations made to us on the application to the Planning Inspectorate and the Appellant. These will be considered by the Inspector when determining the appeal.

If you wish to withdraw any representations you made on the original application, you must make this request to the Planning Inspectorate by 20th June 2025. You can do this by either contacting the **Planning Inspectorate's customer service team** on 0303 444 5000, or by submitting a request through their online customer contact form <https://contact-us.planninginspectorate.gov.uk/hc/en-gb/requests/new> quoting reference number **APP/D3125/D/25/3365914**.

APPAR1

If you wish to follow the appeal you can do so via <https://acp.planninginspectorate.gov.uk/> by searching under the appeal reference APP/D3125/D/25/3365914. You can also view the appeal documents on the Council's website at www.westoxon.gov.uk/planning.

The Planning Inspectorate aims to deal with appeals following this procedure within 8 weeks of the appeal start date. When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk/>.

Yours sincerely,

Chris Wood

Senior Planning Officer (Appeals)
Planning and Strategic Housing

Woodstock Town Council

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

Date: _____

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

Date: _____

A	Bank Reconciliation at 31/05/2025		
	Cash in Hand 01/04/2025		405,315.02
	ADD Receipts 01/04/2025 - 31/05/2025		140,992.31
	SUBTRACT Payments 01/04/2025 - 31/05/2025		546,307.33
			120,633.41
	Cash in Hand 31/05/2025 (per Cash Book)		425,673.92
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2025	0.00	
	Unity Trust 31/05/2025	166,322.02	
	Instant Access Account (WODC RE 31/05/2025	179,396.44	
	CCLA Public Sector Deposit Fund 31/05/2025	80,000.00	
	Lloyds Corporate Card 31/05/2025	-44.54	
			425,673.92
	Less unrepresented payments		
			425,673.92
	Plus unrepresented receipts		
	Adjusted Bank Balance		425,673.92
	A = B Checks out OK		

Woodstock Town Council

3 June 2025 (2025-2026)

PAYMENTS LIST

Vouc	Cost Code	Code	Date	Bank	Supplier		Net	VAT	Total
54	305 4221	CC Rates	01/05/202	Unity Trust Rates 2025/26	West Oxfordshire Di	X	210.00		210.00
55	101 4211	Rates	01/05/202	Unity Trust Rates 2025/26	West Oxfordshire Di	X	56.00		56.00
56	101 4211	Rates	01/05/202	Unity Trust Rates 2025/26	West Oxfordshire Di	X	51.00		51.00
57	101 4020	Telephone	06/05/202	Unity Trust Telephone & Broadb	BT	S	965.38	193.07	1,158.45
59	101 4077	HR Consultants	07/05/202	Unity Trust HR Support	Peninsula Business S	S	145.20	27.42	172.62
58	301 4220	TH Rates	07/05/202	Unity Trust Rates 2025/26	West Oxfordshire Di	X	1,019.00		1,019.00
81	101 4058	Professional Fees	13/05/202	Unity Trust Professional services	Weightmans	S	1,375.00	275.00	1,650.00
81	101 4058	Professional Fees	13/05/202	Unity Trust Professional services	Weightmans	Z	303.00		303.00
									1,953.00
84	101 4008	Training	13/05/202	Unity Trust Clir Training	Professional Develop	S	306.00	61.20	367.20
90	101 4021	Postage	13/05/202	Unity Trust Postage	VL	X	14.10		14.10
93	101 4022	Office Equipment & Sta	13/05/202	Unity Trust Copier Usage	Thames Valley Copie	S	85.33	17.06	102.39
89	101 4022	Office Equipment & Sta	13/05/202	Unity Trust Copier Usage	Thames Valley Copie	S	65.11	13.03	78.14
91	101 4999	Staff Other	13/05/202	Unity Trust Payroll Services	KBDR Chartered Acc	S	50.00	10.00	60.00
83	301 4200	TH Routine Maintenanc	13/05/202	Unity Trust Stairlift Service	Newbury Mobility Ltd	S	250.00	50.00	300.00
92	301 4200	TH Routine Maintenanc	13/05/202	Unity Trust Electrical repairs	MM Electrical Service	S	60.00	12.00	72.00
95	301 4200	TH Routine Maintenanc	13/05/202	Unity Trust Padlock	Oxon Fastening Syst	S	31.67	6.33	38.00
87	305 4204	CC Alarm (Fire, Security	13/05/202	Unity Trust Fire Alarm Upgrade	Chubb Fire & Securiti	S	350.00	70.00	420.00
72	305 4208	CC Gas & Electricity	13/05/202	Unity Trust Gas refund	Total Gas & Power	X	-240.00		-240.00
82	601 4990	VE & VJ Day Celebratio	13/05/202	Unity Trust VE Day Singer	VE Day Singer	X	80.00		80.00
94	201 4400	Cemeteries	13/05/202	Unity Trust Tung oil	Oxon Fastening Syst	S	26.33	5.27	31.60
88	201 4420	Watermeadows Mainte	13/05/202	Unity Trust Post Replacement	Acorn Fencing	S	420.20	84.04	504.24
86	201 4471	Weed Clearance	13/05/202	Unity Trust Weed Spraying	Complete Weed Con	S	709.00	141.80	850.80
85	503 4996	Damaged Deposit	13/05/202	Unity Trust Damage Deposit Refi	Private Hire	X	150.00		150.00
77	101 4077	HR Consultants	14/05/202	Unity Trust HR Support	Peninsula Business S	S	129.74	24.51	154.25
78	305 4213	CC Operating Cost (Cle	20/05/202	Unity Trust CC Water	Castle Water	Z	96.97		96.97
79	201 4400	Cemeteries	20/05/202	Unity Trust GL Cemetery water	Castle Water	Z	52.16		52.16
80	301 4210	TH Operating Costs (Cl	21/05/202	Unity Trust TH Water	Castle Water	Z	33.83		33.83
73	101 4000	Staff Wages	27/05/202	Unity Trust Financial Advice	Professional Advice	X	212.50		212.50
76	301 4200	TH Routine Maintenanc	27/05/202	Unity Trust Electrical testing rep	S.E Electrical Service	S	158.00	31.60	189.60
76	305 4201	CC Routine Maintenanc	27/05/202	Unity Trust Electrical testing rep	S.E Electrical Service	S	90.00	18.00	108.00
									297.60
74	601 4990	VE & VJ Day Celebratio	27/05/202	Unity Trust VE Day Flyers & Post	The Solders of Oxfor	X	65.98		65.98
75	601 4990	VE & VJ Day Celebratio	27/05/202	Unity Trust VE Day Singer	VE Day Singer	X	450.00		450.00
97	101 4022	Office Equipment & Sta	29/05/202	Unity Trust Office Supplies	Viking Direct	S	67.44	13.49	80.93
106	101 4026	Memberships & Subscri	29/05/202	Unity Trust Cemetery Membershi	ICCM	Z	105.00		105.00
111	101 4070	Computer System & IT	29/05/202	Unity Trust Email & Citrix Hostin	Microshade Business	S	289.84	57.96	347.80
100	301 4203	TH Alarm (Fire, Security	29/05/202	Unity Trust Alarm upgrade	Chubb Fire & Securiti	S	350.00	70.00	420.00
108	305 4208	CC Gas & Electricity	29/05/202	Unity Trust Electricity	Kent County Council	L	381.45	19.07	400.52
107	305 4208	CC Gas & Electricity	29/05/202	Unity Trust Gas	Kent County Council	L	236.29	11.81	248.10
103	301 4209	TH Gas & Electricity	29/05/202	Unity Trust Electricity	Kent County Council	L	557.10	27.86	584.96
96	301 4209	TH Gas & Electricity	29/05/202	Unity Trust Gas	Kent County Council	L	271.01	13.55	284.56
99	305 4213	CC Operating Cost (Cle	29/05/202	Unity Trust Cleaning Supplies	Seldram Supplies	S	58.96	11.79	70.75
101	201 4485	Town In Bloom	29/05/202	Unity Trust Compost	Dr Edwards	X	78.60		78.60
110	201 4415	Playground Inspections	29/05/202	Unity Trust Playground Inspectio	WODC	S	821.15	164.23	985.38
109	601 4990	VE & VJ Day Celebratio	29/05/202	Unity Trust VE Day Singer	VE Day Singer	X	300.00		300.00
102	201 4415	Playground Inspections	29/05/202	Unity Trust Playground Inspectio	WODC	S	917.47	183.49	1,100.96
98	201 4445	War Memorial	29/05/202	Unity Trust Grass Treatment	Green Thumb Lawn	S	24.17	4.83	29.00
105	201 4480	Christmas Lights	29/05/202	Unity Trust Install lights on Xmas	Darke & Taylor	S	1,172.00	234.40	1,406.40
104	201 4997	Grass Cutting	29/05/202	Unity Trust Grass Cutting	N R Prickett	S	1,438.00	287.60	1,725.60
112	401 4347	Staff Costs	30/05/202	Unity Trust Staff Wages	Payroll	X	7,609.43		7,609.43
115	101 4059	Bank Charges	31/05/202	Unity Trust Bank Charges	Unity Trust	X	18.60		18.60
69	201 4420	Watermeadows Mainte	02/05/202	Lloyds Corp Land Registry Title	Land Registry	X	14.00		14.00
121	101 4275	Staff Phone	14/05/202	Lloyds Corp Mobile Phone monthl	Lebara Mobile	X	4.95		4.95
122	101 4275	Staff Phone	14/05/202	Lloyds Corp Mobile Phone monthl	Lebara Mobile	X	4.95		4.95
123	101 4026	Memberships & Subscri	19/05/202	Lloyds Corp Microsoft Subscription	Microsoft	X	17.64		17.64
124	101 4026	Memberships & Subscri	27/05/202	Lloyds Corp Bank Charges	Lloyds Bank Corpora	X	3.00		3.00
Total							22,512.55	2,140.41	24,652.96


Woodstock Town Council

3 June 2025 (2025-2026)

RECEIPTS LIST

Vouch	Cost Code	Code	Date	Bank	Description	Supplier	Net	VAT	Total
32	101 1200	Interest Received	02/05/2025	Unity Trust	Public Sector Deposit	Public Sector Deposit	X	293.41	293.41
33	301 1005	TH Daily/Commercial Letting	06/05/2025	Unity Trust	Town Hall Booking	Woodstock Literary Soc	X	63.00	63.00
35	301 1005	TH Daily/Commercial Letting	06/05/2025	Unity Trust	Town Hall Booking	Pilates	X	56.00	56.00
38	305 1006	CC Daily/Commercial Letting	07/05/2025	Unity Trust	Community Centre Booking	OSTMA Karate	X	35.00	35.00
37	305 1006	CC Daily/Commercial Letting	07/05/2025	Unity Trust	Community Centre Booking	Stroke Club	X	90.00	90.00
36	305 1006	CC Daily/Commercial Letting	07/05/2025	Unity Trust	Community Centre Booking	Stroke Club	X	30.00	30.00
39	301 1005	TH Daily/Commercial Letting	07/05/2025	Unity Trust	Town Hall Booking	Private Hire	X	110.00	110.00
40	305 1006	CC Daily/Commercial Letting	07/05/2025	Unity Trust	Community Centre Booking	Woodstock Music Sock	X	77.00	77.00
41	305 1006	CC Daily/Commercial Letting	08/05/2025	Unity Trust	Community Centre Booking	Private Hire	X	42.00	42.00
42	201 4455	Allotments	09/05/2025	Unity Trust	Annual Allotment Rent	Woodstock Allotment A	X	400.00	400.00
48	301 1005	TH Daily/Commercial Letting	13/05/2025	Unity Trust	Town Hall Booking	Blooming Well UK	X	35.00	35.00
49	301 1005	TH Daily/Commercial Letting	13/05/2025	Unity Trust	Town Hall Booking	Yoga	X	63.00	63.00
43	305 1006	CC Daily/Commercial Letting	13/05/2025	Unity Trust	Community Centre Booking	Lunch Club	X	180.00	180.00
44	305 1006	CC Daily/Commercial Letting	15/05/2025	Unity Trust	Community Centre Booking	Zumba	X	84.00	84.00
45	305 1006	CC Daily/Commercial Letting	20/05/2025	Unity Trust	Community Centre Booking	Woodstock Solicitors	X	70.00	70.00
46	301 1005	TH Daily/Commercial Letting	23/05/2025	Unity Trust	Town Hall Booking	Private Hire	X	42.00	42.00
47	301 1005	TH Daily/Commercial Letting	27/05/2025	Unity Trust	Town Hall Booking	Woodstock Bookshop	X	87.00	87.00
50	201 1151	Cemetery Income	29/05/2025	Unity Trust	Cemetery Memorial	Barbury Memorials	X	154.00	154.00
52	301 1005	TH Daily/Commercial Letting	30/05/2025	Unity Trust	Town Hall Booking	Private Hire	X	32.00	32.00
51	305 1006	CC Daily/Commercial Letting	30/05/2025	Unity Trust	Community Centre Booking	Age UK Oxfordshire	X	42.00	42.00
53	401 1100	Wedding Income	30/05/2025	Unity Trust	Wedding Payment	Private Hire	X	400.00	400.00

Total 2,399.41 2,399.41

Created by:  Scribe

Woodstock Town Council

3 June 2025 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/05/2025)

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		599.15	599.15				599.15 (N/A)
1275 Precept Received	149,000.00	74,500.00	-74,500.00				-74,500.00 (-50%)
1276 Election Expenses					6,381.57	-6,381.57	-6,381.57 (N/A)
4000 Staff Costs				112,000.00	17,792.35	94,207.65	94,207.65 (84%)
4007 Travel (clerk & Councillors)				100.00		100.00	100.00 (100%)
4008 Training				1,000.00	306.00	694.00	694.00 (69%)
4020 Telephone				3,600.00	965.38	2,634.62	2,634.62 (73%)
4021 Postage					14.10	-14.10	-14.10 (N/A)
4022 Office Equipment & Stationery				2,400.00	620.92	1,779.08	1,779.08 (74%)
4023 Archiving							(N/A)
4025 Insurance				1,500.00	5.71	1,494.29	1,494.29 (99%)
4026 Memberships & Subscriptions				1,300.00	186.64	1,113.36	1,113.36 (85%)
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				630.00	1,678.00	-1,048.00	-1,048.00 (-166%)
4059 Bank Charges				250.00	35.85	214.15	214.15 (85%)
4060 Civic				1,000.00	29.95	970.05	970.05 (97%)
4061 Elections							(N/A)
4062 PWLB Loan Interest							(N/A)
4063 Public Works Loan Repayment				5,000.00	2,492.43	2,507.57	2,507.57 (50%)
4070 Computer System & IT Support				6,000.00	1,587.68	4,412.32	4,412.32 (73%)
4077 HR Consultants				3,465.00	549.88	2,915.12	2,915.12 (84%)
4079 Neighbourhood Planning							(N/A)
4096 Public Engagement				1,000.00		1,000.00	1,000.00 (100%)
4275 Staff Phone				150.00	12.88	137.12	137.12 (91%)
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							(N/A)
4999 Staff Other					100.00	-100.00	-100.00 (N/A)
SUB TOTAL	149,000.00	75,099.15	-73,900.85	142,395.00	32,759.34	109,635.66	35,734.81 (12%)

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				1,500.00	78.80	1,421.40	1,421.40 (94%)
4500 Grants Issued				4,000.00	2,400.00	1,600.00	1,600.00 (40%)
SUB TOTAL				5,500.00	2,478.80	3,021.40	3,021.40 (54%)

Woodstock Town Council

3 June 2025 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/05/2025)

201 Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
509	Donation wildlife surveillance		500.00	500.00				500.00 (N/A)
1151	Cemetery Income		730.00	730.00				730.00 (N/A)
4400	Cemeteries				4,000.00	6,953.60	-2,953.60	-2,953.60 (-73%)
4401	Lawn Cemetery							(N/A)
4410	Play areas				9,000.00		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	1,738.62	3,261.38	3,261.38 (65%)
4420	Watermeadows Maintenance				4,000.00	434.20	3,565.80	3,565.80 (89%)
4421	Legal Fees							(N/A)
4427	OWL Maintenance				1,000.00	1,850.00	-850.00	-850.00 (-85%)
4442	Bus Shelters				250.00		250.00	250.00 (100%)
4445	War Memorial				1,000.00	24.17	975.83	975.83 (97%)
4455	Allotments		400.00	400.00		400.00	-400.00	(N/A)
4460	Waste Collection				3,000.00	723.50	2,276.50	2,276.50 (75%)
4470	ROSPA Report				2,200.00		2,200.00	2,200.00 (100%)
4471	Weed Clearance				2,300.00	709.00	1,591.00	1,591.00 (69%)
4472	Winter Maintenance					200.00	200.00	200.00 (100%)
4475	Tree Works				6,000.00		6,000.00	6,000.00 (100%)
4480	Christmas Lights				10,000.00	1,622.00	8,378.00	8,378.00 (83%)
4487	Church Clock							(N/A)
4992	Rates				1,500.00	216.86	1,283.14	1,283.14 (85%)
4997	Grass Cutting				10,000.00	1,954.00	8,046.00	8,046.00 (80%)
SUB TOTAL			1,830.00	1,830.00	59,450.00	16,625.95	42,824.05	44,454.05 (74%)

301 Town Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1005	TH Daily/Commercial Lettings	3,075.00	1,055.00	-2,020.00				-2,020.00 (-65%)
4001	Staff Wages					212.50	-212.50	-212.50 (N/A)
4200	TH Routine Maintenance				5,000.00	10,999.67	-5,999.67	-5,999.67 (-119%)
4202	Gutter Maintenance							(N/A)
4203	TH Alarm (Fire, Security)				1,000.00	350.00	650.00	650.00 (65%)
4209	TH Gas & Electricity				10,000.00	1,279.81	8,720.19	8,720.19 (87%)
4210	TH Operating Costs (Cleaning S					60.01	-60.01	-60.01 (N/A)
4212	TH Insurance				11,000.00		11,000.00	11,000.00 (100%)
4220	TH Rates				11,000.00	2,035.50	8,964.50	8,964.50 (81%)
SUB TOTAL		3,075.00	1,055.00	-2,020.00	38,000.00	14,837.49	23,062.51	21,042.51 (51%)

305 Community Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1006	CC Daily/Commercial Lettings	3,300.00	1,335.50	-1,964.50				-1,964.50 (-59%)
1051	CC Service Charges							(N/A)
1052	CC Office Insurance							(N/A)

Woodstock Town Council

3 June 2025 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/05/2025)

4002 Staff Wages							(N/A)
4201 CC Routine Maintenance	4,000.00	470.00	3,530.00	3,530.00	(88%)		
4204 CC Alarm (Fire, Security)	1,500.00	350.00	1,150.00	1,150.00	(76%)		
4208 CC Gas & Electricity	9,000.00	1,306.97	7,693.03	7,693.03	(85%)		
4213 CC Operating Cost (Cleaning Su		216.33	-216.33	-216.33	(N/A)		
4214 CC Insurance	1,300.00		1,300.00	1,300.00	(100%)		
4221 CC Rates	900.00	415.80	484.20	484.20	(53%)		
SUB TOTAL	3,300.00	1,335.50	-1,964.50	16,700.00	2,759.10	13,940.90	11,976.40 (59%)

310 Corporate Property

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1110 Rent Park Street	72,400.00	30,805.00	-41,595.00				-41,595.00 (-57%)
1120 Rent Market Street	50,840.00	12,191.44	-38,648.56				-38,648.56 (-76%)
1130 Rent Town Hall	11,100.00		-11,100.00				-11,100.00 (-100%)
1140 Rent Community Centre	22,400.00	6,144.24	-16,255.76				-16,255.76 (-72%)
1150 Rent Bowls & Tennis Club	2,100.00		-2,100.00				-2,100.00 (-100%)
4110 Fee Park Street				10,500.00	5,037.40	5,462.60	5,462.60 (52%)
4120 Fee Market Street				7,500.00	1,583.84	5,916.16	5,916.16 (78%)
4130 Fees Town Hall				2,000.00		2,000.00	2,000.00 (100%)
4140 Fees Community Centre				3,500.00	790.59	2,709.41	2,709.41 (77%)
4150 Fees Bowls & Tennis Club				300.00		300.00	300.00 (100%)
4215 Maintenance Park Street					375.00	-375.00	-375.00 (N/A)
4225 Maintenance Market Street					5,264.39	-5,264.39	-5,264.39 (N/A)
4235 Maintenance Town Hall					23,245.00	-23,245.00	-23,245.00 (N/A)
4245 Maintenance Community Centre					332.50	-332.50	-332.50 (N/A)
4255 Maintenance Bowls & Tennis Cl							(N/A)
4310 Insurance Park Street				1,260.00		1,260.00	1,260.00 (100%)
4320 Insurance Market Street				420.00		420.00	420.00 (100%)
4325 Insurance 8 Park Street							(N/A)
4330 Insurance Town Hall							(N/A)
4334 Provision for Zero Tenancy							(N/A)
4340 Insurance Community Centre				315.00		315.00	315.00 (100%)
4342 Unspecified Property Repairs				6,300.00		6,300.00	6,300.00 (100%)
4343 Unspecified Lease Fees				8,000.00		8,000.00	8,000.00 (100%)
4345 Breckon & Breckon Corporate M							(N/A)
4346 CP Fixed Wiring Checks				945.00		945.00	945.00 (100%)
4350 Insurance Bowls & Tennis Club							(N/A)
5001 Deposit		1,615.38	1,615.38				1,615.38 (N/A)
SUB TOTAL	168,840.00	60,756.06	-108,083.94	41,040.00	36,628.72	4,411.28	-103,672.66 (-51%)

401 Weddings

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1100 Wedding Income		2,700.00	2,700.00				2,700.00 (N/A)
4347 Staff Costs							(N/A)
4348 Licence For Marriage							(N/A)

Woodstock Town Council
Summary of Receipts and Payments
All Cost Centres and Codes (Between 01/04/2025 and 31/05/2025)

3 June 2025 (2025-2026)

SUB TOTAL		2,700.00	2,700.00				2,700.00 (N/A)
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503 Damage Deposit		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4996	Damaged Deposit		-300.00	-300.00		150.00	-150.00	-450.00 (N/A)
SUB TOTAL			-300.00	-300.00		150.00	-150.00	-450.00 (N/A)

601 Capital Projects		Receipts			Payments			Net Position
Code	Title	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	VE & VJ Day Celebrations				4,000.00	1,286.98	2,713.02	2,713.02 (67%)
5000	Future Projects				7,130.00		7,130.00	7,130.00 (100%)
SUB TOTAL					11,130.00	1,286.98	9,843.02	9,843.02 (88%)

Summary								
NET TOTAL	314,215.00	132,275.71	-181,939.29	314,215.00	107,626.18	206,588.82	24,649.53 (3%)	
V.A.T.		8,716.60			13,007.23			
GROSS TOTAL		140,992.31			120,633.41			



Mr V Lavdakov
Woodstock Town Council
Town Hall
Market Place
Woodstock
OX20 1SL

17 June 2025

Dear Valentin

Re: Woodstock Town Council
Internal Audit for Financial Year Ended 31 March 2025 – Final Audit report

Executive summary

Following completion of our final internal audit on 17 June 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Woodstock Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years' experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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Interim Internal audit recommendations

Audit Point	Interim Audit Findings	Council comments
B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	As highlighted at previous internal audits, although the council has a link on the website to the District Council page, the individual Register of Members' Interests forms are either out of date or missing and this should be corrected at the earliest opportunity to ensure that the public are fully aware of any potential conflicts of interest.	At the final internal audit, I was able to confirm from a sample check of councillor details that the Register of Members interest Forms are now available via the website link.
C. RISK MANAGEMENT AND INSURANCE	The council is due to review and update its risk assessment shortly and I will conduct a review of this document at the final internal audit.	At the final audit, I was able to confirm that the risk assessment had been reviewed, updated and agreed by the council at the meeting held in March 2025. The risk assessment is produced using the LGRS system and is a comprehensive document covering all risks typically associated with a council of this size.

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

Testing conducted at the interim internal audit.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for

Audit findings

At the interim internal audit, I noted that as highlighted at previous internal audits, although the council has a link on the website to the District Council page, the individual Register of Members' Interests forms are either out of date or missing and this should be corrected at the earliest opportunity to ensure that the public are fully aware of any potential conflicts of interest.

At the final internal audit, I was able to confirm from a sample check of councillor details that the Register of Members interest Forms are now available via the website link.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

At the interim internal audit, I noted that the council was due to review and update its risk assessment shortly.

At the final audit, I was able to confirm that the risk assessment had been reviewed, updated and agreed by the council at the meeting held in March 2025. The risk assessment is produced using the LGRS system and is a comprehensive document covering all risks typically associated with a council of this size.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Testing conducted at the interim internal audit.

There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

At the end of the financial year, the council held circa £272,000 in earmarked reserves, spread across a range of clearly identifiable projects. This includes an amount allocated to a 'General Reserve'. I checked the purpose of these earmarked reserves and am satisfied they are all for legitimate future planned projects of the council.

There is also a general fund balance of circa £86,000 with proposed amounts being allocated to earmarked reserves and a further review of the unallocated amounts to be conducted.

The earmarked general reserve and the unallocated general fund are effectively for the same purpose.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below, and I recommend the council keeps this guidance in mind when determining its general reserve level.

5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim internal audit.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council has no petty cash and the testing for this internal control objective does not apply.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Testing conducted at the interim internal audit.

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

Testing conducted at the interim internal audit.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

The council has borrowing through the Public Works Loan Board (PWLB) and I was able to confirm the figures for in year payments (box 5) and year-end balance (box 10) against the PWLB statement and remittance advices.

The council has no long-term investments.

I. BANK AND CASH**Internal audit requirement**

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Testing conducted at the interim internal audit.

I reviewed the March 2025 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors. The total matches the figure included in box 8 of the AGAR.

J. YEAR END ACCOUNTS**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting.

COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ACCOUNTING STATEMENT).

Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.

4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2023/24 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2023/24	2024/25	Internal Auditor notes
1	Balances brought forward	254,864	338,492	Agrees to 2023/24 carry forward (box 7)
2	Precept or rates and levies	149,074	149,000	Figure confirmed to central precept record
3	Total other receipts	204,925	165,045	Agrees to underlying accounting records
4	Staff costs	43,178	71,348	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	4,985	4,985	Agrees to PWLB remittance advices
6	All other payments	222,210	217,493	Agrees to underlying accounting records
7	Balances carried forward	338,492	358,711	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	342,242	405,315	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	8,581,477	8,592,191	Matches asset register total and changes from previous year have been traced
10	Total borrowings	32,423	28,061	Agrees to PWLB statement
11a	Disclosure note re Trust Funds (including charitable)	No	No	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed.

This shows total year-end debtors of £22,447 and total year-end creditors of £69,050.56, with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2023/24 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for financial years 2019/20 to 2023/24 inclusive.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2023/24 Actual	2024/25 Proposed
Date AGAR signed by council	18 June 2024	24 June 2025
Date inspection notice issued	19 June 2024	25 June 2025
Inspection period begins	20 June 2024	26 June 2025
Inspection period ends	31 July 2024	6 August 2025
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council. I was able to confirm that the proposed dates for 2024/25 meet the statutory requirements.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2024 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4*
- *Section 2 - Accounting Statements 2023/24, approved and signed, page 5*

Not later than 30 September 2024 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2024.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2024.

The council has therefore met the publication requirements for 2023/24 have been met.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts and testing under this internal control objective is not applicable.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim and final audits, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review in the previous year tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for previous year's AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on andy@mulberrytas.co.uk or 07428 647069.

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Final Internal Audit - Points Carried Forward


Audit Point	Audit Findings	Council comments
None		

Smaller authority name: **Woodstock Town Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>25th June 2025</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) Valentin Lavdakov, Town Clerk Town Hall, Market Place, Woodstock, Oxfordshire, OX20 1SL clerk@woodstock-tc.gov.uk 01993 811216</p> <p>commencing on (c) <u>Thursday 26th June 2025</u></p> <p>and ending on (d) <u>Wednesday 6th August 2025</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <div> MOORE</div> <p>Moore (Ref AP/HD) Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ</p> <p>5. This announcement is made by (e) Valentin Lavdakov</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Annual Internal Audit Report 2024/25

Woodstock Town Council

www.woodstock-tc.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick 'not covered')			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

NO
PETTY
CASH

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

20/09/2024 17/06/2025

Name of person who carried out the internal audit

A. BEAMS, MULBERRY LAS LTD

Signature of person who carried out the internal audit

A. Beams

Date 17/06/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Woodstock Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.woodstock-tc.gov.uk

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Woodstock Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Section 2 – Accounting Statements 2024/25 for

Woodstock Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	254,864	338,492	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	149,074	149,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	204,926	165,045	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	43,178	71,348	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	4,985	4,985	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	222,210	217,493	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	338,492	358,711	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	342,242	405,315	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	8,581,477	8,592,191	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	32,423	28,061	<i>The outstanding capital balance as at 31 March of all loans from third parties (Including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Park Street – External Redecorations Rear & Side Elevation

This work is now complete. We have obtained a quote for replacing the asbestos gutters to the rear of the properties. This is in region of £4,000-£4,500 plus VAT (quote to follow) including asbestos removal.

Recommendation

Breckon & Breckon to provide quotes.

Market Street – External Redecorations to flats Front and Rear

This work is nearing completion and has gone well. The windows on 4a Market Street, particularly on the front elevation of the property are coming to the end of their life and replacement should be planned prior to the next redecorations in 5 years time.

Recommendation

To be considered in 26/27 Budget this could be increased over 5 years we could have a running total starting at £3,000 and add this each year up to say £15,000 over 5 years.

6 Park Street

We have an offer on this unit with a proposal for a chocolatier business. We have other companies interested and will put forward their offers in due course.

Woodstock Town Hall

Breckon & Breckon have forwarded the quote for specialist blinds for the office in the sum of £1,016.50 plus VAT and await formal instructions to proceed.

Recommendation

WTC agrees to the fitting of new blinds in the admin office at a cost of £1,016.50 + VAT.

Breckon & Breckon have forwarded a quote for the restoration of two fireplaces in the sum of £1,920 and £940 plus VAT. The quotes are for a light clean and some repair work sympathetic to their age and keeping their character.

Recommendation

WTC agrees to the restoration of the fireplace in the Assembly and the one in the kitchen at the cost of £2,860 + VAT.

Action

The Clerk will check if there is any Listed Building consent needed before the work is carried out.

24 Market Place

Breckon & Breckon have agreed a new lease with Luxury Pool Tables for a further 3 years at an increased rent of £10,750 (existing rent £9,600 pa). Their existing lease expires on 31st July and Breckon & Breckon seek the Council's instructions to instruct the solicitors to draft a new lease.

Recommendation

WTC agrees to Breckon and Breckon instructing the OCC solicitor to draft a new lease.

Nothing further to report on all other properties.

15 Crecy Walk, Woodstock,
Oxon, OX20 1UT

Property Report 24th June 2025

Following a meeting with Breckon & Breckon I can report on matters which were addressed.

It was noted that the painters were finishing at 4 Market Street.

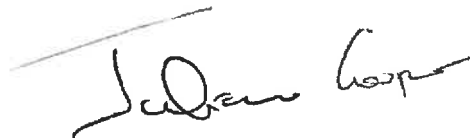
The re-letting of the tenancy at 6 Park Street was under way.

Continuing progress was being made on fitting blinds and achieving the same quality of glass throughout in the window frames of the Town Hall. The issue of the fire places in the assembly room and kitchen is being progressed.

The matter of solar panels on the community centre is being advanced.

Carpets in the Town Hall were being assessed for cleaning and estimates being obtained.

Lastly the kitchen at the Community Centre was reviewed to form a recommendation to upgrade it.

A handwritten signature in black ink, appearing to read 'Julian Cooper', with a horizontal line drawn above it.

Waste and Dog Waste bins around town

There are something like 35 waste and dog waste bins around Woodstock town. Most of these are emptied regularly by WODC/Ubico as part of their environmental role around the town. Four bins have a separate contract with WODC and in total these four bins cost us approximately £2,100 per annum. It is not entirely clear why these bins have a separate arrangement although Cllr Cooper suggests it is possibly because they are not actually on the street and therefore needing more time/space for the refuse team. Although the map is not easy to make out exactly which bins are these separate ones but it looks as if it is the ones at either end of the water meadows, one at the New Road playground and one at Barn Piece playground. (I wonder whether there is not also a fifth one at Budds Close playground but the map circulated does not seem to extend that far).

We discussed waste bins earlier in the year and agreed to consider some additional bins and using an alternative firm which would appear to be cheaper and according to Karen Howe provides very satisfactory service to Bladon.

My suggestions for consideration of new bin sites would be:

- Near the Park View eastern (towards Oxford) bus shelter.
- Somewhere close to the Marlborough Estate end of Sansoms Lane. (The nearest bin on Shipton Road is at the other end of the Marlborough School. There seems to be nothing in the swimming pool carpark ...)
- At the Hill Rise bus stop (Hill Rise side)
- Going into the New Road Playground this week I was disappointed at the amounts of cans, crisp bags etc. in the little path between New Road and the playground. The bin at the playground is at the other side of the playground next to the fence adjacent to the car park for the B&T Club. Should we also have one at the New Road entrance to the playground?
- I wonder whether we should also consider one outside the new Under Fives centre on Park View (I have not yet checked that there is nothing there already but will do so).

The person at WODC whom I tried to contact today is on leave until June 25th but I shall try another approach to see if I can clarify various matters e.g. the rationale behind bin emptying; whether WODC supplies new bins; if so how much they would cost etc..

In the light of the above and any other information I can gather this week

Motion:

Proposed by Cllr Poskitt

Seconded by

- a) WTC to agree sites for new waste bins.*
- b) WTC to agree outsourcing emptying any new and the emptying-eccentric bins around town.*

EMEP.

Asbestos, CC and Solar Panels June 2025

Woodstock Town Council should ensure that asbestos surveys are conducted on properties prior to finalising lease agreements, particularly for older buildings. The Council should also take asbestos surveys into account when planning renovations—such as the installation of solar panels at the Community Centre. These surveys are essential for safeguarding occupant health and ensuring compliance with regulations, especially for buildings constructed before the year 2000. Here's a more detailed breakdown:

Lease Agreements: The council has previously required asbestos surveys before finalising lease agreements for new tenants, indicating the importance of this step.

Renovations: The council acknowledges the need for asbestos surveys before undertaking renovations, such as installing solar panels on the Community Centre.

Legal Requirement: For buildings constructed before the year 2000, there is a legal duty to manage asbestos, and an asbestos survey is often a key part of that process.

Types of Surveys: The two primary types of asbestos surveys are management surveys and refurbishment surveys.

Management Survey: This is a general survey to identify the presence and extent of asbestos-containing materials (ACMs).

Refurbishment Survey: This survey is more detailed and is typically required before any refurbishment work is carried out.

Responsibility: If a company or tradesperson is hired to remove asbestos, it's their responsibility to dispose of it legally; it is illegal for them to leave it for disposal.

Finding Licensed Contractors: To find a company registered to deal with asbestos, Oxfordshire County Council recommends visiting the Asbestos Removal Contractors Association website.

KEY QUESTIONS TO CONSIDER:

Legal & Lease Considerations:

- Does our lease agreements allow for roof modifications or installation of equipment like solar panels?
- Will tenants be affected (e.g., access, noise, disruption) during installation?
- Consideration to tenants regarding Asbestos.
- How will solar energy usage or savings be allocated between tenants and common areas?
- Will rent or service charges be adjusted based on energy cost savings?
- Who is responsible for maintenance and insurance?

Building Suitability:

- Asbestos Tiles (possibly new roof?) HSE guidance.
- Are there planning or conservation area restrictions?

Financial & Operational Impact:

- What is the total cost, and what grants, subsidies, or tax incentives are available?
- What is the expected return on investment (ROI) and payback period?
- Will solar panels reduce energy costs for tenants or just for common areas?
- As no budget has been agreed for the solar panels to date, what is the proposed source of funding for this project?
- If roof replacement is required, how will the additional estimated cost of approximately £50,000 be funded?

- Given that a WIFI system, including cabling for routers and installation, will be required—and no budget has yet been agreed—what is the estimated cost, and what is the proposed source of funding?
- What will be the additional insurance cost associated with storing batteries on-site, particularly in the event of a fire risk?

Future-Proofing:

- How will the system integrate with future energy needs (e.g., battery storage, EV charging)?
- What happens if a tenant leaves or the building is sold?

Technical Assessment:

- Does the building need electrical assessment?
- What is the projected energy output and efficiency based on the building's location and orientation?
- The Wi-Fi system requires a minimum signal strength of 60% at the inverter location, which will result in additional costs for Wi-Fi enhancements.
- Insurance cost for batteries being stored in case of fire.
- Guarantee and contract?
- How often do the batteries need replacing?
- The equipment needs an annual service?
- What is the economics of cost savings on electricity bills?
- How long before costs are recuperated?

Installation Process:

- How long will installation take, and what disruptions should we expect?
- Will scaffolding or access impact tenant operations?

Warranties & Maintenance:

- What warranties are offered on equipment and installation?
- What ongoing maintenance is required, and who provides it?

Compliance & Certification:

- Are all components certified under MCS or equivalent schemes?
- Will the system meet local regulations and grid connection standards?

Monitoring & Performance:

- Is there a monitoring system provided for energy production?
- How is underperformance tracked and addressed?

Insurance & Liability:

- Are you insured for work on commercial properties with tenants?
- What liability do you carry for damage or delays?

Memorial Bench Plaque

Brass Plaques and Signs solid brass

- **Plaque Size - 3 x 2 inches (+£1.99) (0.06kgs)**
- **Drilled Holes - 2 HOLES EACH SIDE MIDDLE**
- **Brass Thickness - 1.2mm Thick**
- **Corner Finish Required - SQUARE**
- **Font Required - Times New Roman**
- **Engraving Required - 70 characters including spaces**

Total price: £36.98

To be considered an admin and labour cost



**Woodstock Town Council
Council Cemeteries Memorial Bench Plaques Policy**

1. Purpose

This policy sets out the terms and conditions under which members of the public may request to place memorial plaques on benches located in Green Lane Lawn Cemetery managed by the Council.

2. Eligibility and Location

- Members of the public may request the installation of a memorial plaque on designated benches within council-operated cemeteries.
- Where possible, the Council will give preference to accommodating requests for a plaque to be installed on a bench located near the grave of the loved one being commemorated. However, final placement is subject to bench availability and Council discretion.

3. Bench Capacity and Allocation

- Each memorial bench can accommodate a maximum of **11 plaques**.
- Allocation of plaques on benches will be on a **first-come, first-served basis**.
- Once a bench has reached full capacity, no further plaques will be accepted for that bench.

4. Plaque Specifications

- Plaques will be following size: **3 inches long x 2 inches wide**.
- The inscription may contain a maximum of **70 characters (including spaces and punctuation)**.
- All text will be inscribed using **Times New Roman font**.
- The Council reserves the right to approve the inscription content to ensure appropriateness and sensitivity.

5. Costs and Payment

- The cost for each plaque is **£100.00**.
- Payment must be made in full at the time of the application.

6. Installation and Maintenance

- All plaques will be ordered and installed by the Council.
- The Council retains responsibility for maintenance of the benches. Should a plaque become damaged or worn, the Council will contact the applicant where possible to discuss replacement options.

7. Duration

- The placement of plaques is considered permanent unless the bench requires replacement, refurbishment, or removal due to safety, structural integrity, or cemetery redevelopment. In such cases, the Council will make reasonable efforts to contact the applicant or their representative.

8. Application Process

- Applicants must complete the official Memorial Bench Plaque Application Form and submit it to the Town Clerk's Office, along with full payment and proposed inscription.

Date Adopted:
Updated:
Review Date:

Minute Number:
Minute Number:
Minute Number:

- Applications will be processed in the order they are received.

9. General Conditions

- The Council reserves the right to amend or revise this policy at any time.
- Any removal or modification must be authorized by the Council.

Council Cemeteries Memorial Bench Plaque Application Form

Applicant Details

- Full Name: _____
- Address: _____
- Phone Number: _____
- Email Address: _____

Memorial Details

- Name of the Person to be Commemorated: _____
- Preferred Cemetery Location: _____
- Preferred Bench Location (if near grave, please specify grave location): _____
- Relationship to Deceased: _____

Plaque Inscription

(Maximum of 70 characters including spaces and punctuation. Text will be engraved in Times New Roman font.)

- Requested Inscription: _____

Please write clearly and check spelling as mistakes cannot to be rectified. The Council reserves the right to approve inscription content.

Agreement

- I have read and agree to the Council's Memorial Bench Plaques Policy.
- I understand that placement is subject to availability and is offered on a first-come, first-served basis.
- I understand that the Council retains ownership and maintenance responsibility of the benches and plaques.

Signature: _____ Date: _____

Payment Details

- Plaque Fee: £100.00
- Payment Method: ☐ Cash ☐ Cheque ☐ Card ☐ Bank Transfer
- Receipt No: _____

Office Use Only

- Application Received: _____
- Approved By: _____
- Bench Allocation: _____
- Plaque Ordered Date: _____
- Plaque Installed Date: _____

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Town Hall Carpet Cleaning Quotes

Several companies have been contacted and provide carpet cleaning service for the Assembly Room & Kitchen & Room 13

To approve a contractor from the following

Company	Specifications	Net	Vat	Total
Company A	Deep cleaning and stain removals carried out on main (Assembly) room carpet -£ 445.00 Deep cleaning and stain removals carried out on kitchen area carpet -£ 255.00	£700.00	£0.00	£700.00
Company B	Assembly Room £220.00 Kitchen £115.00 Room 13 £60.00	£395.00	£0.00	£395.00
Company C	Kitchen carpet £222.76 Labour Hours - Extra man to help with kit (inc. parking)- £150.00 Assembly Room £512.95 Item Discounts (Commercial rate discount) £220.71	£665.00	£133.00	£798.00
Company D	Low Moisture Carpet Cleaning Assembly Room £240 Kitchen £130 Room 13 £50 Plus vat Less 15% discount	£357.00	£71.40	£428.40

Recommendation:

WTC accepts the quote of Company D for the sum of £428.40 including VAT for cleaning the carpets in the Assembly Room, kitchen and Room 13.

This cost will come from the cost centre 301/4200 TH Routine Maintenance



Woodstock Town Council Lone Working Policy

1. Introduction

Woodstock Town Council is committed to ensuring the health, safety, and welfare of its employees, councillors, and volunteers who may work alone during the course of their duties. This policy sets out the procedures and measures in place to manage the risks associated with lone working within the context of Parish Council activities.

2. Purpose and Scope

This policy applies to all staff, councillors, and volunteers of the Woodstock Town Council who may be required to work alone during the course of their duties, whether on Parish Council premises, off-site, or in the community.

Lone working may include:

- Clerk or staff working alone in the Parish Office.
- Staff or councillors opening or closing buildings (e.g. village halls, pavilions).
- Groundskeepers or maintenance staff working in parks, cemeteries, or public spaces.
- Staff attending site meetings, inspections, or home visits.
- Councillors or staff attending evening meetings or representing the Council alone.

3. Legal Duties

Woodstock Town Council has a duty under the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety, and welfare of its employees, councillors and volunteers while at work. There is no general legal prohibition on lone working, but the Council must assess and manage any additional risks faced by lone workers.

4. Definition of Lone Working

A lone worker is defined as someone who works by themselves without close or direct supervision and where no immediate assistance from colleagues is readily available. This includes situations where staff work outside normal office hours or in isolated locations.

5. Risk Assessment

Risk assessments before lone working will be carried out (when need it) to identify potential hazards, evaluate risks, and establish appropriate control measures.

Risk assessments will consider:

- The nature of the work to be undertaken.
- The location and environment.
- Personal safety and the risk of violence or aggression.
- Medical fitness of the lone worker.
- Travel and driving risks.
- Communication and emergency procedures.

Risk assessments will be reviewed regularly or when there are significant changes in working practices or locations.

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6. Control Measures

Woodstock Town Council has implemented the following control measures to manage the risks associated with lone working:

- **Buddy System:** Where practicable, staff and councillors should avoid working alone.
- **Communication:** Lone workers must carry a mobile phone and ensure it is fully charged and has sufficient signal strength before starting work.
- **Planned Contact:** Lone workers must inform a nominated contact of:
 - Their planned location(s).
 - Estimated start and finish times.
 - Confirmation when they have safely completed work.
- **Emergency Contacts:** An ICE (In Case of Emergency) number must be stored on mobile phones.
- **Personal Safety Alarms:** May be issued where there is a risk of personal attack or isolated work.
- **Training:** Staff and councillors will receive training on lone working procedures, personal safety, and conflict de-escalation where appropriate.
- **Equipment:** Ensure appropriate Personal Protective Equipment (PPE) is provided for the work being undertaken.

7. Responsibilities

Woodstock Town Council:

- Provide adequate resources to implement this policy.
- Conduct and regularly review lone worker risk assessments.
- Provide suitable training, equipment, and support to lone workers.
- Monitor and review lone working arrangements.

Managers (e.g. Clerk, Responsible Officers):

- Ensure lone workers understand and follow procedures.
- Maintain contact logs.
- Respond promptly to concerns raised by lone workers.
- Review incidents and near-misses to improve safety measures.

Employees, Councillors, and Volunteers:

- Follow the lone working procedures and risk assessments.
- Never take unnecessary risks.
- Inform their manager or nominated person of their whereabouts.
- Report incidents, accidents, or near-misses immediately.
- Use provided equipment correctly, including mobile phones and alarms.
- Inform the Council of any health conditions that may impact their ability to work alone safely.

8. Incident Procedures

In the event of an incident while lone working:

- Prioritise personal safety and move to a safe location.
- Contact emergency services if necessary.
- Notify the nominated contact as soon as it is safe to do so.
- Complete an incident report to enable proper investigation and review.

9. Review and Monitoring

This policy will be reviewed annually or sooner if circumstances change or in light of any incidents or near-misses.

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Woodstock Town Council Violence and Aggression Policy

1. Introduction

Woodstock Town Council is committed to providing a safe and respectful working environment for its councillors, employees, and volunteers. While serious incidents of violence or aggression are rare, it is recognised that any form of abuse—whether physical, verbal or psychological—is unacceptable and will not be tolerated.

This policy sets out the Council's approach to preventing, managing and responding to incidents of violence and aggression directed at staff, councillors or volunteers during the course of their work for the Council.

2. Definition of Violence and Aggression

Violence and aggression in the workplace includes:

- Verbal abuse (shouting, swearing, insults, threats).
- Intimidation or harassment.
- Offensive or discriminatory remarks.
- Physical assaults or threats of violence.
- Damage to property.
- Psychological abuse or bullying.

3. Indicators of Violence and Aggression

There are several signs that give warning that an aggressive or violent incident could or is about to occur. You need to be able to recognise these signs so that preventive actions can be taken before the situation gets out of control. Most communication is visual rather than verbal so changes in body language and behaviour are good indicators of how an individual is generally feeling. The eyes are particularly good indicators of mood.

Warning signs of agitation include:

- Increased body tension
- Excitability
- Reduced concentration, increase in distraction
- Fiddling with objects
- Spontaneous emotions such as crying or laughing
- Rocking, pacing and other repetitive movements
- Wringing of hands, etc.

Signs of Aggressive behaviour include:

- Verbal abuse (shouting, screaming)
- Slamming doors
- Banging objects
- Annoying other people
- Breaking things
- Throwing things at inanimate objects
- Ripping and tearing things
- Overturning furniture
- Thrashing around.

Indicators of violence include:

- Use of missiles against people (throwing things) or use of anything as a weapon.
- Removal of medical aids, e.g. Catheters, iv lines, etc.
- Cutting
- Kicking
- Scratching
- Hitting and striking
- Biting
- Head-butting
- Self-harming (head-banging, self-mutilation, etc.

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4. Legal Duties

Under the Health and Safety at Work Act 1974, the Council has a legal duty to ensure, as far as reasonably practicable, the health, safety, and welfare of its employees and volunteers. This includes protection from risks associated with violence and aggression. The Council is also bound by relevant equality, safeguarding and criminal legislation in managing such incidents appropriately. The stages of aggression are shown below:

- Sarcasm
- Ridicule
- Offensive language and gestures
- Personal space invasion
- Dismissive behaviour
- Innuendo and insult
- Verbal abuse
- Deliberate silence
- Vandalism
- Harassment
- Threatening gestures

5. Scope

This policy applies to:

- Council staff
- Councillors
- Volunteers
- Members of the public

It covers incidents that occur during Council business, including:

- Council meetings
- Public events
- Face-to-face, telephone, written or online communications with members of the public.

6. Risk Assessment

The Clerk (or designated officer) will carry out a risk assessment to identify:

- Who may be at risk (e.g., lone workers, council staff, councillors engaging with the public, volunteers).
- The likely sources of risk (e.g., contentious public meetings, confrontational members of the public).
- Situations where staff or volunteers may be vulnerable.

The Council will take proportionate steps to reduce identified risks, such as:

- Avoiding lone working where possible.
- Holding meetings in public buildings where assistance is available.
- Training in de-escalation techniques.
- Clear protocols for dealing with disruptive individuals.

7. Prevention and Control Measures

To minimise the risk of violence and aggression:

- Staff, volunteers and councillors will be trained, where appropriate, to recognise early signs of aggression and use de-escalation techniques.
- Members of the public will be made aware that abusive or threatening behaviour will not be tolerated.
- Where necessary, Council premises may have controlled access arrangements.
- Lone working will be discouraged for high-risk situations.

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- Record the findings and review the assessment.

When completing a risk assessment for violence, the Council must consider that violence is a potential hazard in all workplaces where there is interaction between members of the public, suppliers and employees. Some employers will also need to consider arrangements made for getting to and from work, or moving around the workplace, especially if employees are vulnerable to attack, such as:

- Late night workers.
- Lone workers.
- Workers in localities where violence is a routine occurrence.
- Working with a violent population.
- In diminished circumstances (e.g. rescue workers, security guards, social workers).
- Working with abusive members of the public.
- Working with the mentally ill.
- Working with people who have alcohol or drug-related problems.

As part of the risk assessment there should also be consultation with those workers who are at risk about the measures taken, or to be taken, and the monitoring of their effectiveness. When the consultation exercise is complete the relevant staff must be given information and instruction on the protective and preventive measures which are to be taken for their safety.

A list of emergency contacts should be provided for employees to use in the event of an emergency or violent incident, these may include arrangements to notify managers.

Arrangements should include steps to be taken after a violent incident has occurred. This may include the introduction of critical incident de-briefings and an Employee Assistance Programme for victims of workplace violence.

8. Records and Reporting Incidents.

Records of training and instruction provided for employees and managers should also be kept in personnel files or with safety management records.

Keep detailed records of violent incidents and any investigation carried out. Physical attacks should always be recorded in the **Accident Book**, and other incidents recorded as stated in Council's procedures or the Violence Prevention Policy.

All incidents of violence, aggression, or abuse must be reported to the Clerk as soon as possible. If the incident involves violence, aggression, or abuse directed towards the Clerk, the Clerk must report the matter to the Council as soon as possible. A written record of the incident will be maintained, including:

- Date, time and location of the incident.
- Name of the person(s) involved.
- Details of what occurred.
- Action taken at the time and afterwards.

Serious incidents will be reported to the police.

9. Support for Staff, Councillors and Volunteers.

The Council takes all incidents seriously and will provide appropriate support, which may include:

- Debriefing after an incident.
- Time off work if necessary (only with medical advice).
- Referral to counselling or support services.
- Assistance in liaising with the police if required.

10. Zero Tolerance Statement

Woodstock Town Council operates a zero-tolerance approach towards violence, aggression or abuse. Members of the public who behave in such a manner may be:

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- Asked to leave meetings or premises.
- Banned from attending further meetings or council offices.
- Prohibit them from contacting staff directly.
- The Council can issue a warning letter or a behaviour agreement.
- Reported to the police.
- Subject to legal action where appropriate.

The council has a legal duty under the Health and Safety at Work etc. Act 1974, Employment Rights Act 1996 and other relevant laws.

11. Responsibilities

- The Clerk is responsible for ensuring this policy is implemented and reviewed.
- Councillors, staff, and volunteers working on behalf of the Council must comply with this policy and report any concerns.
- All individuals must act to protect themselves and others by following de-escalation techniques and seeking help when needed.

12. Policy Review

This policy will be reviewed annually or following any serious incident to ensure it remains effective.

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Disability Access (Cllr Melliss)

Motion:

Proposed by Cllr Melliss

Seconded by

That

- a) *Woodstock Town Council supports the aim of Woodstock becoming a disabled friendly Town.*
- b) *To liaise with business to ascertain if they have agreed exception for disabled to give the Council better understanding of the 2010 Equality Act and its requirements.*
- c) *Request the Clerk/Staff to research any available grant support for business to make reasonable adjustments to their premises to provide access for wheelchairs and mobility scooters.*