



**Woodstock Town Council**  
The Town Hall, Woodstock, Oxford, OX20 1SL  
Town Clerk: Valentin Lavdakov

**Minutes of the Town Council meeting held in the Town Hall, Woodstock on Tuesday 22<sup>nd</sup> July 2025**

**Cllrs Present:** Cllrs Grant (The Mayor), Williams (Deputy Mayor), Addis, Banbury, Cooper, Connolly, Melliss, Parnes and Wheatley

**In Attendance:** Town Clerk: Valentin Lavdakov  
OCC: Cllr Graham

**Chair of the meeting:** Cllr Grant

**Members of the Public 12**

<b>25/07/01 WTC</b>	<b>Apologies for Absence</b> Apologies for absence were received from Cllr Poskitt <i>who had unfortunately had a nasty fall and broken her hip. She has had a hip replacement and is doing well</i> Cllr Szabados, Cllr Spencer Churchill
<b>25/07/02 WTC</b>	<b>Declarations of Interests</b> To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct Item 7 Cllr Cooper as member of Uplands Sub Committee WODC Item 12 Cllr Connolly as he lives adjacent to the Water Meadows
<b>25/07/03 WTC</b>	<b>Public Participation</b> <b>The meeting will be adjourned at this point</b> <b>3 members of the Public addressed the meeting</b> <b>Speaker 1.</b> Addressed the Council on the Solar Farm Community Benefits <b>Speaker 2.</b> Addressed the Council on item 18 on the Agenda <b>Speaker 3.</b> Asked the progress of Solar Panels for the Community Center Cllr Cooper stated this was in the Property Program <b>Meeting reconvened</b>
<b>25/07/04 WTC</b>	<b>Minutes from Previous Meetings</b> To consider for approval the following draft minutes of the Town Council meetings: a) Draft Minutes of the Town Council meeting held on Tuesday 27 <sup>th</sup> May 2025  As there had been a query on minute 25/05/25 at the meeting of Tuesday 24 <sup>th</sup> June the Mayor did not sign the minutes as an accurate record at this time as the Clerk would need to check the entry. These minutes were represented and the Council agreed that the entry under Minute 25/05/36 Vote: For 4 Against 4 Abstain 1 and been inadvertently recorded was removed  <b>The draft minute of Tuesday 27<sup>th</sup> May 2025 were then agreed as an accurate record including the previous amendments agreed at the meeting of Tuesday 24<sup>th</sup> June</b>  b) Draft Minutes of the Town Council meeting held on Tuesday 24 <sup>th</sup> June 2025

	<b>The minutes of Tuesday 24<sup>th</sup> June 2025 were agreed as an accurate record with agreed amendments</b>
<b>25/07/05 WTC</b>	<p><b>Mayor and Clerks Reports</b></p> <p>a) To receive an oral report from the Mayor</p> <p>The Mayor reported on the Mock Mayor Saturday 19<sup>th</sup> July 2025  Due to this event clashing with another commitment I had I was unable to attend and unfortunately Cllr Williams my deputy was also unable to attend. I did email out to all and ask for a volunteer to stand in for me put unfortunately had no takers. I did send apologies to the organisers via email to Mr. Creasey with good wishes for a great event and hoping the weather would be kind' though the forecast was not great.</p> <p>b) To receive a report from the Clerk</p> <p><b>Flag for Armed Forces Day</b>  A new flag for Armed Forces Day was ordered to replace the previous one, which had been damaged due to strong winds, as it was made from thin polyester. The new flag measures 2.4 m x 1.5 m — the same size as the other three flags owned by the council — and is made from a more durable fabric. The cost of the new flag is £328.00 + VAT</p> <p><b>Chair from the Parlour</b>  One of the chairs in the parlour was damaged and, due to health and safety concerns—as well as the need for it during weddings—it has been sent for repair. The cost of the repair is £130 excluding VAT.</p> <p><b>Japanese Knotweed</b>  Complete Weed Control has agreed to treat the additional areas in the town affected by Japanese Knotweed—areas not included in the original scope of work—at a rate of £20 per visit.</p> <p><b>Hiring Charges</b>  The policy for requesting returnable damage deposits from users of the Town Hall and Community Centre (item 15 f) from the agenda), as approved by the Council under resolution WTC/203/11, is to be re-adopted and incorporated into the hiring charges. The updated policy includes that all rubbish must be removed by the hirer by the end of the booking and that a charge will be deducted from the damage deposited if any rubbish is left on the premises.</p> <p style="text-align: center;"><b>Council agreed to this amendments</b></p> <p><b>CCLA</b>  The fund invested in CCLA is not covered by the FSCS, it does though have a 'AAAmmf' credit rating by Fitch, the highest possible credit rating. FSCS protection relates to CCLA (as the Manager), may pay fair compensation on eligible claims arising from its negligence or error in the management and/or administration of the Fund.</p> <p style="text-align: center;"><b>Clerk to follow up</b></p> <p><b>American Independence Day 4<sup>th</sup> July 2026</b>  A request has been received from the SOFO Museum, which is currently planning its programme for next year. In connection with the 250<sup>th</sup> anniversary of American Independence, the museum is considering marking the occasion in the Town Square, following a similar format to the VE Day event.</p> <p><b>The Council vote was as follows: For: 2, Against: 4, Abstain: 3</b>  <b>The Council will not be involved with this event</b></p> <p>Cllr Williams left the meeting at 7.30pm as she was feeling unwell.</p>
<b>25/07/06 WTC</b>	<p><b>County and District Councillors Reports</b></p> <p>To receive reports from</p> <p>a) OCC Cllr Andy Graham</p> <p>Cllr Graham gave an oral report on</p>

	<p>Junction at the Duke of Marlborough</p> <p>Traffic Advisory meeting</p> <p>His individual objection to the Cherwell Kid 1 planning application</p> <p>Congestion Air Quality Survey</p> <p>Pharmaceutical Survey for our area 'What we need</p> <p>Cllr Parnes asked: Regarding the TAC meeting Agenda.</p> <p>b) WODC District Cllr Cooper and Cllr Poskitt</p> <p><b>There were no question to District Councillor Cooper</b></p>
25/07/07 WTC	<p><b>Planning</b></p> <p>To consider the Councils response to the following consultations, applications and appeals:</p> <p>a) Ref: 25/01510/OUT</p> <p>Location: Land South Of Perdiswell Farm, Shipton Road, Shipton On Cherwell</p> <p>Description: Outline planning application for the erection of up to 500 dwellings and commercial floorspace (Use Class E) with associated access, open space and infrastructure - All Matters Reserved except for Access</p> <p><a href="#">Planning application: 25/01510/OUT - Planning register   Planning register   Cherwell District Council</a></p> <p><b>The Council agreed unanimously for the objection document to be submitted to Cherwell District Council and gave thanks to Cllr Wheatley for the immense work he had put into this document with input from other Councillors</b></p> <p>b) Ref: 25/01424/S73</p> <p>Location: Cromwells House 28 High Street Woodstock</p> <p>Description: Variation of condition 2 permission 25/00444/HHD to allow amendments to approved plans</p> <p>Town and Country Planning Act</p> <p><b>The council had not objection to this application</b></p> <p>c) Ref: 25/00444/HDD</p> <p>Location: Cromwells House 28 High Street Woodstock</p> <p>Description: Removal of garage and single storey rear extensions.</p> <p>Erection of replacement garage/outbuilding and single storey rear extensions, replacement fenestration, installation of air conditioning unit and internal alterations.</p> <p>Town and Country Planning Act</p> <p><b>The council had not objection to this application</b></p> <p>d) Ref: 25/01423/LBC</p> <p>Location: Cromwells House 28 High Street Woodstock</p> <p>Description: Removal of garage and single storey rear extensions. Erection of replacement garage/outbuilding and single storey rear extensions, replacement fenestration, installation of air conditioning unit and internal alterations.</p> <p>Planning (Listed Building and Conservation Areas) Act</p> <p><b>These applications are in or affecting the Woodstock Conservation Area.</b></p>

	<p align="center"><b>The council had not objection to this application</b></p> <p>e) Ref: 25/01408/ADV Location: Feathers Hotel 16 - 20 Market Street Woodstock Description: Addition of 2 flag poles above the hotel entrance (retrospective) The Town and Country Planning (Control of Advertisements) (England) Regulations</p> <p align="center"><b>The council had not objection to this application</b></p> <p>f) Ref: 25/01361/HHD Location: 23 Union Street Woodstock Oxfordshire Description: Demolition of rear lean-to extension/conservatory and erection of single storey extension with flat roof. Conversion of garage to create additional living space. Town and Country Planning Act</p> <p><b>The council agreed to object to this application with regard to the conversion of the garage to living space. The repurposing of the garage space would leave this residence without any private parking facilities, in area where parking is at a premium.</b></p>
25/07/08 WTC	<p><b>Finance.</b> To approve and sign the following:</p> <p>a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30<sup>th</sup> June 2025 (enclosed) <b>The Council unanimously agreed for the Mayor to sign the bank reconciliation for the period ending 30<sup>th</sup> June 2025. The Mayor duly signed the reconciliation</b></p> <p>b) To note the Payments, Report for June 2025 <b>Noted</b></p> <p>c) To note the Receipts Report for June 2025 <b>Noted</b></p> <p>d) To note the Cost Centre Report for June 2025 <b>Noted</b></p> <p>e) To agree allocation of reserves, 2025/2026 financial year</p> <p>The Mayor asked for agreement of the Council to move this item 8 e) on the Agenda to be taken after item 14 to accommodate any budget allocation agreed to following items on the Agenda</p> <p align="center"><b>This request was unanimously agreed</b></p>
25/07/09 WTC	<p><b>Property</b> To receive and note the property report for July 2025 <b>Noted</b></p>
25/07/10 WTC	<p><b>New Drs' Surgery/ Thames Valley Police Station Site</b></p> <p>Due to Cllr Williams needing to leave the meeting as feeling unwell Cllr Grant presented this item</p> <p><i>Cllr Grant asked the council to agree to amend f) and g)</i></p> <p><i>f) from the Distance from the town center will have a negative impact of the Town's economy to read</i></p> <p><i>f) Siting a new surgery on either of the two alternative sites far from the town centre will have a negative impact on the Town's economy;</i></p> <p><i>g) It is not what the Town was expecting to read</i></p>

*g) The two suggested alternative sites are not what the town was expecting as Blenheim Estate had stated that the purpose of their purchasing the TVP site was for consideration of the provision of a new surgery, and for many years they allowed the belief that this was to be the intended use.*

**The Council agreed the suggested amendments**

Originally Motions 1 and 2 were proposed by Cllr Williams and seconded by Cllr Grant. Due to Cllr Williams leaving the meeting unwell Cllr Grant proposed the motions and Cllr Addis seconded

**1. Motion:**

**Proposed by Cllr Grant**

**Seconded by Cllr Addis**

***Woodstock Town Council agrees that the preferred site for a new Doctors' Surgery is the old Thames Valley Police site in Hensington Road for the following reasons:***

- a) It was purchased by Blenheim for consideration of the provision of a new Doctors' Surgery;*
- b) The utilities are already in place, aiding a much quicker delivery of a much-needed facility;*
- c) It is in walking distance for many;*
- d) The site is already on a bus route to accommodate the 60% of patients living outside the Town;*
- e) It is in a much better position with regards to security;*
- f) Siting a new surgery on either of the two alternative sites far from the town centre will have a negative impact on the Town's economy;*
- g) The two suggested alternative sites are not what the town was expecting as Blenheim Estate had stated that the purpose of their purchasing the TVP site was for consideration of the provision of a new surgery, and for many years they allowed the belief that this was to be the intended use.*

**The Council unanimously agreed to the amended motion**

**2. Motion:**

**Proposed by Cllr Grant**

**Seconded by Cllr Addis**

- a) WTC is not in favour of plans for a new building outside the town centre, far from bus routes, and unlikely to be built for 5 to 15 years;*
- b) WTC states its profound disappointment with the way in which the 'Stakeholders' Steering Group' has been set up and run, taking no account of the views of the Town Council or those of the residents of Woodstock and the surrounding villages served by the present surgery.*

**The Council unanimously agreed this motion**

The Mayor asked the Council to agreed that:  
Cllr Williams and Cllr Grant with the Clerk drafted a letter to convey the 2 motions to the residents of Woodstock, to be printed and delivered to all household

	<b>The Council unanimously agreed this request</b>
<b>25/07/11 WTC</b>	<b>New Drs' Surgery</b> To receive an oral report from Cllr Williams due to Cllr Williams needing to leave the meeting earlier this item was covered in item 10
<b>25/07/12 WTC</b>	<b>Environmental</b> <ol style="list-style-type: none"> <li>To receive a report from the Environmental Working Group            The council agreed:           <ul style="list-style-type: none"> <li>to quotes being sought to remove the existing decaying wall and replace it with a rabbit proof fence position within the boundary hedge in front to the mature hedge.</li> <li>The Clerk contacting Blenheim Estate regarding trees located on thwart side of the river.</li> <li>For the Clerk to seek quotes for an annual contract to pollard the Willow Trees and to consider consulting BBOWT.</li> <li>Cllr Connolly will research the cost of a half size container to store sandbags to be submitted for agreement at the meeting in September.</li> </ul> </li> <li>To receive quotes for Play Area Improvements            The council agreed for Company B as the most cost effective option to carry out the necessary works on Playgrounds at a cost of £10,130.58 including VAT .            Budget allocation 4410 4411 &amp; 4412 Playgrounds  <b>The Council unanimously agreed</b> </li> <li>To receive quotes for relocating the warning signs at the Water Meadow            The council agreed for Company A as the most cost effective option to carry out the necessary works to relocate the signs on the Water Meadows at a cost of £588.00 including VAT            Budget Allocation 4420 Water Meadow Maintenance  <b>The Council unanimously agreed</b> </li> <li>To receive quotes for Pest control for Green Lane Cemetery            The Council agreed for Company A as the most cost effective to carry out the pest control in the Lawn Cemetery at a cost of £840 including VAT            Budget Allocation 4400 &amp; 4401 Cemeteries  <b>The Council unanimously agreed</b>            The company's names awarded the contracts can be acquired from the Town Clerk's Office         </li> </ol>
<b>25/07/13 WTC</b>	<b>Events</b> <ol style="list-style-type: none"> <li>Christmas Lights and Mayors Carols 2025           <ul style="list-style-type: none"> <li>To receive a report from the Christmas Lights working group (enclosed)</li> </ul>           The Council agreed to:           <ul style="list-style-type: none"> <li>The Christmas Tree (kindly donated by Blenheim) on the Town Square being adorned with extra light</li> <li>Waterfall light from the Corners of the Town Hall on the Hoops</li> <li>3 Christmas Trees 10-12 ft in height to be purchased from Blenheim to be places, 2 on the Town Millennium Triangle and one on the Kings Arms Corner and adorned with light only</li> <li>Increase the budget to £ £8,378 to 12,000 in case of any electrical work needed</li> <li>The Clerk to seek quotes for the decoration of the trees.</li> </ul> </li> </ol> <b>Mayor Carols</b> The Mayor said she would be delighted to reintroduce the Mayors Carols event but could not to this unless Councillors were willing to help with the arrangements and asked for a show of hand to confirm willingness to help. As there seemed an eagerness with the hands that shot up to hold this

	<p>event it was agreed it would be held with the help of Councillors.</p> <p>Plan of Action</p> <p>Date Saturday 13<sup>th</sup> December starting at 6pm</p> <ul style="list-style-type: none"><li>• Book a Band (ask Rachel, Admin Assistant to book a Band)</li><li>• Contact Father Christmas (Cllr Cooper said he had already done this and Father Christmas was very happy to attend)</li><li>• Ask the Rector to be involved</li><li>• Purchase of Gifts taking into consideration ages</li><li>• Wrapping Gifts</li><li>• Consider decorating of Grotto in the Parlour</li><li>• Purchase Mince Pies and Mulled Wine</li><li>• Consider way to donate using card facility for Mayors Charity</li></ul>																																																								
25/07/14 WTC	<p><b>New Waste Bins</b></p> <p><b>To receive a report from Cllr Poskitt</b></p> <p><b>Due to Cllr Poskitt not being able to attend the meeting this item was deferred</b></p>																																																								
25/07/08 WTC	<p><b>Finance continued</b></p> <p>Item 8 e) was moved down the Agenda to be discussed at this point of the meeting to accommodate financial decision of previous items</p> <p>The Council unanimously agreed to the following allocation of the reserves from the financial year 24/25 to this current year 25/26</p> <table><tr><th colspan="4">To agree allocation of Reserves from 24/25 (£358,711.41) for 25/26</th></tr><tr><th>Suggested Allocation</th><th>Comments</th><th>26/26 suggestions</th><th>Total Agreed</th></tr><tr><td>Staff Cost</td><td>New Positions, Tax, Pension, Back Pay, Weddings, Locking &amp; Unlocking</td><td>£39,000.00</td><td>Yes</td></tr><tr><td>Tree works all areas from survey</td><td>More works identified</td><td>£10,000.00</td><td>Yes</td></tr><tr><td>Legal Fees</td><td></td><td>£15,000.00</td><td>Yes</td></tr><tr><td>Public Engagements</td><td>Printing and hiring large halls</td><td>£2,000.00</td><td>Yes</td></tr><tr><td>Civil Chain</td><td>Engraving and repair</td><td>£2,000.00</td><td>Yes</td></tr><tr><td>Water Meadow Maintenance</td><td>Extensive works</td><td>£40,000.00</td><td>£55,000.00</td></tr><tr><td>Playgrounds Improvements</td><td></td><td>£50,000.00</td><td>Yes</td></tr><tr><td>Cemetery improvements</td><td>Lych Gate Roof, Gaps and Paths</td><td>£30,000.00</td><td>Yes</td></tr><tr><td>Town Hall Maintenance</td><td>Fire Places, Blinds, new Carpet Assembly Room. Stair lift service x 2 per year</td><td>£4,000.00</td><td>Yes</td></tr><tr><td>Town Hall/Kitchen/Clock room</td><td>Install a tall cupboard to accommodate coats</td><td>£1,500</td><td>Yes</td></tr><tr><td>Community Centre Kitchen</td><td>To fit a new kitchen and decorating (including agreed £5,505.50 for units)</td><td>£15,000.00</td><td>Yes</td></tr><tr><td>New trestle tables</td><td>Replace the existing</td><td>£1,000.00</td><td>Yes</td></tr></table>	To agree allocation of Reserves from 24/25 (£358,711.41) for 25/26				Suggested Allocation	Comments	26/26 suggestions	Total Agreed	Staff Cost	New Positions, Tax, Pension, Back Pay, Weddings, Locking & Unlocking	£39,000.00	Yes	Tree works all areas from survey	More works identified	£10,000.00	Yes	Legal Fees		£15,000.00	Yes	Public Engagements	Printing and hiring large halls	£2,000.00	Yes	Civil Chain	Engraving and repair	£2,000.00	Yes	Water Meadow Maintenance	Extensive works	£40,000.00	£55,000.00	Playgrounds Improvements		£50,000.00	Yes	Cemetery improvements	Lych Gate Roof, Gaps and Paths	£30,000.00	Yes	Town Hall Maintenance	Fire Places, Blinds, new Carpet Assembly Room. Stair lift service x 2 per year	£4,000.00	Yes	Town Hall/Kitchen/Clock room	Install a tall cupboard to accommodate coats	£1,500	Yes	Community Centre Kitchen	To fit a new kitchen and decorating (including agreed £5,505.50 for units)	£15,000.00	Yes	New trestle tables	Replace the existing	£1,000.00	Yes
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		12 trestle tables that are in a very poor condition		
	Bins	Installation of 6 new bins	£2,000.00	Yes
	Property Project improvements/maintenance	Gutter cleaning new guttering PO Block Exterior painting of 2 & 4 Market Street. Survey on exterior stonework of Town Hall	£20,000.00	Yes
	General Reserves unspecified		£80,000.00	Yes
	Election		£7,000.00	Yes
	Christmas Lights	£8,378	£ 3,622.00	£12,000.00
	Windows		£3,600.00	Yes
<b>25/07/15 WTC</b>	<b>Policies and Procedures</b> To receive and adopt and review the following enclosed policies: As some councillors had no read the policies the following was agreed <ul style="list-style-type: none"> <li>a) WTC Copyright Policy <b>deferred to September</b></li> <li>b) WTC Data Protection Policy <b>deferred to September</b></li> <li>c) WTC IT Policy <b>Adopted</b></li> <li>d) WTC Freedom of Information Policy <b>deferred to September</b></li> <li>e) WTC Recording of Meetings Policy <b>deferred to September</b></li> <li>f) WTC Policy for requesting returnable damage deposits from users of Town Hall and Community Centre <b>Withdrawn as dealt with earlier during Clerks report</b></li> </ul>			
<b>25/07/16 WTC</b>	<b>West Oxfordshire Town and Parish Council and Parish Meeting Forum on Local Government Reorganisation</b>  <b>The Council agreed for Cllr Wheatley and Connolly to attend this forum on behalf for WTC</b>			
<b>25/07/17 WTC</b>	<b>Part-Night Lighting Implementation Framework is now live on 'Let's Talk Oxfordshire' (enclosed)</b>  The Clerk had confirmed and extension to the submission date.  There was some concern with regard to how wide the survey was with regard to different areas and that it did not necessarily suffice for places like Woodstock  The Council agreed that this needed to be pointed out and agreed for Cllr Wheatley and Cllr Parnes to draft a response			
<b>25/07/18 WTC</b>	<b>Unauthorised publication</b> To receive a report from Cllr Parnes Cllr Parnes explained to the council his concerns with regard to Council minutes being made available from other sources and the possibility of Council losing control of their data			





**Woodstock Town Council**  
The Town Hall, Woodstock, Oxford, OX20 1SL  
Town Clerk: Valentin Lavdakov

**Minutes of the Extraordinary Town Council meeting held in the Town Hall, Woodstock on  
Tuesday 19<sup>th</sup> August 2025**

**Cllrs Present:** Cllrs Grant (Mayor) Williams (Deputy Mayor), Banbury, Connolly, Cooper, Szabados and Wheatley

**In Attendance:** Admin Assistant Rachel Peters

Members of the Public 11

<b>25/08/01 ETC</b>	<b>Apologies for Absence</b> Apologies for absence were received from Cllrs Addis, Melliss, Parnes, Spencer-Churchill and Poskitt. The Mayor informed the Council that Cllr Poskitt was now back home and doing well.
<b>25/08/02 ETC</b>	<b>Declarations of Interests</b> To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct Item 4. Cllr Cooper as member of Uplands Sub Committee WODC Item 8. Cllr Connolly as he lives adjacent to the Water Meadows
<b>25/08/03 ETC</b>	<b>Public Participation</b> <b>The meeting will be adjourned at this point</b> 2 members of the Public addressed the meeting <b>Speaker 1.</b> Addressed the Council asking the Mayor 'Why are the Council putting forward a proposition which the Drs themselves oppose' <b>The Mayor replied:</b> 'Because, we are listening to the majority of the residents' <b>Speaker 2.</b> Addressed the Council on Agenda Item 4 h) Planning <b>Meeting reconvened</b>
<b>25/08/04 ETC</b>	<b>Planning</b> To consider the following applications: <b>a) App: 25/00766/S73</b> Location: Land North Of Hill Rise Woodstock Description: Application under Section 73 of the Town & Country Planning Act 1990 for the variation of condition 4 of planning permission 21/00189/FUL to allow landscape design amendments and various elevation, roof form and layout design changes within Phase 1 only and discharge of outline conditions 10 (a Construction Environmental Management Plan), 12 (Ecological Design Strategy) ,18 (Parking strategy),19 (Energy Report) and 26 (Waste collection strategy) in relation to Phase 1 only of planning permission 21/00189/FUL.

	<p><b>b) App: 21/00189/FUL</b>  Location: Land North Of Hill Rise Woodstock  Description: Hybrid planning application consisting of full planning permission for 48 dwellings, 57 sqm of community space (Class E), a parking barn, means of access from the A44, associated infrastructure, open space, engineering and ancillary works; outline planning permission for up to 132 dwellings, up to 57 sqm of community space (Class E), a parking barn, with associated infrastructure, open space, engineering and ancillary works (amended).</p> <p><b>c) App: 25/01633/RES</b>  Location: Land North Of Hill Rise Woodstock  Description: Reserved Matters application pursuant to Outline Planning Permission 21/00189/FUL for layout, scale, appearance and landscaping for a development of 132 dwellings (Class E), a parking barn, with associated infrastructure, open space, engineering and ancillary works, and the discharge of conditions 8, 9, 10, 12, 13, 14, 18, 19, 20, and 21  <b>Items 4a) b) and c) were discussed together.</b>  <b>The Council unanimously agreed to confirm their previous points of objection.</b>  <b>Clarification is needed on the education provision. Woodstock Town Council does welcomed the intended improvement to the Landscape, Environment and sustainability</b></p> <p><b>d) App: 25/01643/LBC</b>  Location: The Black Prince 2 Manor Road Woodstock  Description: Internal and external works to include erection of single and two storey extension to form new kitchen, restaurant and guestroom accommodation. Associated parking and landscaping works.  Planning (Listed Building and Conservation Areas) Act  <b>The Council had been notified that this planning application had been withdrawn so this application was not discussed</b></p> <p><b>e) App: 25/01642/FUL</b>  Location: The Black Prince 2 Manor Road Woodstock  Description: Erection of single and two storey extension to form new kitchen, restaurant and guestroom accommodation. Associated parking and landscaping works.  Town and Country Planning Act  <b>The Council been notified that this planning application had been withdrawn so this application was not discussed</b></p> <p><b>f) App: 25/01799/HHD</b>  Location: 56 Oxford Street Woodstock Oxfordshire  Description: Erection of rear conservatory.  <b>The Council had no objection to this application</b></p> <p><b>g) App: 25/01753/HHD</b>  Location: Frewin 61 New Road Woodstock</p>
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	<p>Description: Erection of a first floor rear extension.</p> <p><b>The Council had no objection to this application</b></p> <p>h) <b>App: 25/01834/HHD</b>  Location: 29 Oxford Road Woodstock Oxfordshire  Description: Erection of single and two storey rear extensions</p> <p><b>The Council agreed to object to this application as an over development of the site, overbearing, a change to the Character and concern over the effect on the mature trees</b></p> <p>i) Important Survey regarding Neighbourhood Planning – ONPA  <b>The Council agreed that:</b></p> <ul style="list-style-type: none"> <li>• As it is understood, Cherwell District Council sets in their budget available funding for Neighbourhood Plans</li> <li>• The Council asked Cllr Cooper (WODC Councillor for Woodstock and Bladon) that he put this forward to WODC for their Budget setting for 26/27 in February 2026, to include the provision of funding for Neighbourhood Plans</li> <li>• Councillor Cooper agreed he would do this</li> </ul> <p><b>The Neighborhood Plan Survey to be completed by the Environment Working Group at the their next meeting and submitted by Cllr Wheatley</b></p> <p>j) Licensing App: W/25/00831/STC  Location: Application for Street Trading Consent - Market Place, Woodstock (Woodstock Live Event)  <b>The Council had no objecting to this application</b></p> <p>k) Licensing App: W/25/00789/PRMA  Location: The Topsy Palace 1-3 Market Place Woodstock Oxfordshire OX20 1SY  <b>The Council had no objecting to this application</b></p> <p>l) App: 25/00074/HHD  Location: 10 Hensington Close  To note Appeal allowed</p> <p><b>Noted</b></p>
25/08/05 ETC	<p><b>Mayor and Clerks Reports</b></p> <p>a) To receive an oral report from the Mayor</p> <p>I would like to thank everyone involved in the distribution of the Drs Surgery letter. We have had a good number of positive responses.</p> <p>Many thanks to our 2 members of staff that carried the old folding tables down to the hallway and thanks to my husband Jim and Cllr Szabados who helped me collect them from the Town Hall for disposal. The tables that were in a very poor state have been disposed of and those that were in a fair condition have been found new homes. The new replacement tables have been received.</p>

	<p>Cllr Cooper would like to give us an update on the Feathers flag application so I will now hand over to him.</p> <p><b>Cllr Cooper reported that the WODC had refused permission for the flags poles on the Feathers Hotel due them being to large, to long and concern for the stress this would put on the building</b></p> <p>The Mayor thanked Cllr Cooper The Council agreed for the Clerk to arrange a meeting with Calum Miller MP, together with Cllr Poskitt, Cooper, Williams and Grant.</p>
25/08/06 ETC	<p><b>New Drs Surgery</b></p> <p>a) To receive an update from Cllr Williams <b>Cllr Williams gave and oral report, copy attached as an appendix to these minutes</b> <b>There were no questions from Councillors</b></p> <p>b) To discuss and agree any action regarding a letter received giving notification of intension for an appeal against the WODC refusal of planning for flats on the TVP site Hensington Road</p> <p>The letter from The Planning Bureau Ltd (owned by McCarthy Stone) received by those who and objected to the original McCarthy Stone Planning application to build flats on the TVP was to inform them of a possible application of appeal though this had not been registered to date. The object of the letter seems to be a wish to gather comments in readiness for the appeal application which maybe of some advantage to them.</p> <p>The changes indicted in the letter to the actual planning application are very minimal and it was agreed this made no difference to the council's opinion. The Mayor stated that Councillors need to be ready to object to the appeal and possibly delegate a Cllr to speak at the hearing.</p>
25/08/07 ETC	<p><b>Land South of Perdiswell Farm 25/01515/OUT</b> To receive a report from Cllr Connolly regarding the education provision included in the application. Cllr Connolly spoke to his report and the following motion was put to the Council The 2 parts of the motion were voted n separately</p> <p><b>Motion: Proposed by Cllr Connolly</b> <b>Seconded by Cllr Grant</b></p> <p>a) <i>WTC agrees to suspend (Standing Order 8. Previous Resolution revisiting within 6 month) due to the importance of submitting further comments regarding the Education Provision Facilities indicate in Planning Application 25/01510/OUT - Land South Of Perdiswell Farm.</i></p> <p><b>The Council unanimously agreed to this motion</b></p> <p>b) <i>WTC agrees to submit further comments to Cherwell District Council regarding planning application 25/01510/OUT Land South of Perdiswell Farm as indicated in the report submitted by Cllr Connolly 19.08.25</i></p> <p><b>The Council unanimously agreed to this motion</b></p> <p>The Mayor thanked Cllr Connolly for his excellent report</p>

<b>25/08/08 ETC</b>	<p><b>Water Meadow Maintenance</b> To receive a report from Cllr Grant</p> <p><b>Motion</b> <b>Proposed by Cllr Grant</b> <b>Seconded by Cllr Williams</b></p> <p><i>a) WTC realises the difficulty in finding a Contractor to carry the variety of work needed to clear the Water Meadows and agrees to waiver Financial Regulation 5.12 as indicated in 5.13 to enable a price to be negotiated without Competition using a contractor who has carried out work for WTC before to a very high standard</i></p> <p><i>b) WTC agrees to the work at the Water Meadows being carried out to a maximum of £6,000 to start the much needed overgrowth clearance with guidance from Maurice Parkinson Water Meadows Warden</i></p> <p><b>The Council unanimously agreed this motion</b></p>
<b>25/08/09 ETC</b>	<p><b>Botley Solar Farm</b> To receive and note EN010147 Botley West Solar Farm <b>Noted</b></p>
<b>25/08/10 ETC</b>	<b>There was no item 10 on the Agenda</b>
<b>25/07/11 ETC</b>	<p><b>OCC Community Tree and Woodland Opportunity</b> To receive a report from OCC Tree Services regarding Tree Planting and agree any comments WTC wish to submit any comments.</p> <p>The Council noted the report and that there was only one tree to be planted in Woodstock in Cadogan Park</p> <ul style="list-style-type: none"> <li>It was agreed that all Councillors would be sent the full link details by the Admin Assistant</li> </ul>
<b>25/08/12 ETC</b>	<p><b>Proposed by Cllr Grant</b> <b>Seconded by Cllr Williams</b></p> <p><b>Exclusion of Press and Public</b> To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature.</p> <p><b>The Council unanimously agreed to move into confidential session</b></p>
<b>25/08/13 ETC</b>	<p><b>To receive an oral report from the Mayor on previously discussed matters.</b> The Mayor gave a short oral report regarding the use of confidential pink papers and handed out pink papers for consideration</p> <ul style="list-style-type: none"> <li><b>The Council unanimously agreed to send out the letter drafted by their legal advisor with an amendment to the date being 2024 not 2025 and to add the council to be kept informed</b></li> <li>Cllrs handed in their pink papers to be shredded</li> </ul>
<b>25/08/14 ETC</b>	<p><b>Close Meeting</b> <b>The meeting closed at 8pm</b></p>

## **Report of District Councillors for Bladon, Blenheim and Woodstock to Woodstock Town Council Tuesday September 2<sup>nd</sup> 2025**

The summer holiday season means that there have been few meetings at West Oxfordshire over the past six weeks although activities will resume vigorously in September. However, we can update you on a few issues.

**West Oxfordshire Local Plan 2041. Your Plan For The Future.** West Oxfordshire District Council is currently developing a new Local Plan, which will help steer future growth and development in the district and help to define our long-term vision. The recent public consultation has now closed. This consultation marked an important step in the Plan making consultative process, focusing on the **Preferred Policy Options for the Local Plan 2041**. At this stage the consultation was not considering possible sites for future housing developments which we recognise as an area that will be of interest and concern to many residents. That consultation will follow later in the year when officers have reviewed the comments from this recent consultation and can give detailed consideration to the many sites submitted as possible development sites. Some of those submitted sites will almost certainly be considered by officers as unrealistic or unachievable suggestions before submitting suggestions to the public.

We understand there has been a reasonable public response to the recent consultation which demonstrates residents are interested in the following development of the new Plan. .

**Better Housing Better Health.** Oxfordshire's BHBH (Better Housing Better Health) partnership, in which WODC is a partner, was shortlisted in this year's Local Government Chronicle (LGC) awards. The LGC Awards are the biggest ceremony recognising the achievements of officers and politicians in local government. The BHBH partnership, comprising WODC, Oxfordshire districts, city and county councils and the National Energy Foundation, addresses housing and fuel poverty in Oxfordshire's vulnerable residents with a £1.5 million, four-year contract. It offers free energy advice to residents via its freephone number 0800 107 0044 or [BHBH website](#).

Although shortlisted, the Oxfordshire partnership was only one of the runners up to Oxford City Council's Housing Needs Team who were the overall winners of this particular LGC award,

**West Oxfordshire ranked top rural district for climate action in national scorecards.** West Oxfordshire has been named the top performing rural district in the UK following the release of the 2025 national Council Climate Action Scorecards. This is a significant achievement that highlights the Council's collective commitment to reducing carbon emissions and building climate resilience across the district. The national assessment, conducted between July 2024 and March 2025, evaluated councils on their climate strategies across seven different sections including buildings and heating, transport, biodiversity and waste and food. Councillor Andrew Prosser, Executive Member for Climate Action and Nature Recovery, said: *"I am absolutely delighted with this result for West*

*Oxfordshire, it reflects a huge amount of work across the Council, and with our partners - whether it be our neighbouring councils, the Zero Carbon Oxfordshire Partnership, local organisations or our communities. And it is this collaborative work that has enabled Oxfordshire to have performed so well across the board."*

Those of you who have visited the Woodgreen offices may have noticed some changes to the environment of the offices. West Oxfordshire District Council has undertaken a series of ecological enhancements for both wildlife and visitors at the Woodgreen and Elmfield offices. The ecological enhancements include:

- Hedgerow gapping up - suitable hedge species were planted to improve the site's connectivity for small mammals and invertebrates and provide nuts and berries for birds.
- Wildflower area - a wildflower meadow of UK native species has been planted to attract bees, butterflies and beetles which in turn support foraging bats and birds.
- Shrub planting - creating further habitat for small mammals and birds.
- Seating area - new benches crafted by a local carpenter allowing you to sit and enjoy the new wildflower area.
- Habitat pile - created for amphibians and reptiles to hibernate using grass clippings, deadwood and leaves.
- Bird, insect and bat boxes.
- Hedgehog highways - allowing hedgehogs to move freely between us and our neighbours.

We know many residents are also creating similar habitat benefits for wildlife. All these contribute to improving biodiversity and combatting Climate Change across the District. So, well done to you all.

Further, WODC has been granted an extension of the [Coronation Community Orchard Scheme](#) to commemorate the coronation of King Charles III. The project will now be running to the end of March 2026. The aim of the funding is to enable more trees to be planted in non-woodland locations and close to where people live, providing a visible and lasting tribute to the coronation within local communities. For the 2025/26 planting season, planting must be completed between September 2025 and March 2026. Online applications should be made by via the [WODC website](#). We understand Sustainable Woodstock has already benefitted from the scheme by additional fruit tree planning in the community orchard in Old Woodstock.

**WODC Cllr Julian Cooper & Elizabeth Poskitt**

## Woodstock Town Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 31/07/2025</b>		
	Cash in Hand 01/04/2025		405,315.02
	<b>ADD</b> Receipts 01/04/2025 - 31/07/2025		183,276.36
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/07/2025		588,591.38
			204,285.62
	<b>Cash in Hand 31/07/2025</b> (per Cash Book)		<b>384,305.76</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/07/2025	0.00	
	Unity Trust 31/07/2025	124,067.29	
	Instant Access Account (WODC RE 31/07/2025	180,445.79	
	CCLA Public Sector Deposit Fund 31/07/2025	80,000.00	
	Lloyds Corporate Card 31/07/2025	-207.32	
			<b>384,305.76</b>
	Less unrepresented payments		
			384,305.76
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>384,305.76</b>
	<b>A = B Checks out OK</b>		

# Woodstock Town Council

12 August 2025 (2025-2026)

## PAYMENTS LIST

Vouch	Cost Centre	Code	Date	Bank	Description	Supplier	Net	VAT	Total
159	305 4221	CC Rates	01/07/2025	Unity Trust	Rates 2025/26	West Oxfordshire Distri	X	210.00	<b>210.00</b>
160	101 4211	Rates	01/07/2025	Unity Trust	Rates 2025/26	West Oxfordshire Distri	X	56.00	<b>56.00</b>
161	101 4211	Rates	01/07/2025	Unity Trust	Rates 2025/26	West Oxfordshire Distri	X	51.00	<b>51.00</b>
177	101 4070	Computer System & IT Supp	03/07/2025	Unity Trust	Web Hosting	NetWise Uk	S	330.00	<b>396.00</b>
174	101 4999	Staff Other	03/07/2025	Unity Trust	Payroll Services	KBDR Chartered Accou	S	50.00	<b>60.00</b>
181	101 4057	Audit	03/07/2025	Unity Trust	Internal Audit	Mulberry & Co.	S	311.30	<b>373.56</b>
176	301 4209	TH Gas & Electricity	03/07/2025	Unity Trust	Gas	Kent County Council	L	179.10	<b>188.06</b>
173	301 4210	TH Operating Costs (Cleanir	03/07/2025	Unity Trust	Cleaning Supplies	Seldram Supplies	S	73.41	<b>88.09</b>
178	305 1006	CC Daily/Commercial Letting	03/07/2025	Unity Trust	Payment in error	OSTMA Karate	X	300.00	<b>300.00</b>
180	305 4208	CC Gas & Electricity	03/07/2025	Unity Trust	Electricity	Kent County Council	L	348.30	<b>365.72</b>
173	305 4213	CC Operating Cost (Cleaning	03/07/2025	Unity Trust	Cleaning Supplies	Seldram Supplies	S	33.70	<b>40.44</b>
179	201 4400	Cemeteries	03/07/2025	Unity Trust	Pest control	Pest Solutions Oxfordsl	S	150.00	<b>180.00</b>
175	201 4415	Playground Inspections (WC	03/07/2025	Unity Trust	HR Support	WODC	S	791.16	<b>949.39</b>
172	201 4460	Waste Collection	03/07/2025	Unity Trust	Refuse Collection	WODC	Z	351.00	<b>351.00</b>
170	601 4990	VE & VJ Day Celebrations	03/07/2025	Unity Trust	VE Day Leaflets	Holywell Press	Z	145.00	<b>145.00</b>
171	201 4997	Grass Cutting	03/07/2025	Unity Trust	Grass Cutting	N R Prickett	S	1,818.00	<b>2,181.60</b>
183	101 4077	HR Consultants	07/07/2025	Unity Trust	HR Support	Peninsula Business Ser	S	145.20	<b>172.62</b>
182	301 4220	TH Rates	07/07/2025	Unity Trust	Rates 2025/26	West Oxfordshire Distri	X	1,019.00	<b>1,019.00</b>
185	310 4110	Fee Park Street	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	1,056.25	1,267.51
185	310 4120	Fee Market Street	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	905.66	1,086.79
185	310 4140	Fees Community Centre	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	169.00	202.80
185	310 4215	Maintenance Park Street	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	100.00	120.00
185	310 4225	Maintenance Market Street	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	100.00	120.00
185	310 4342	Unspecified Property Repair	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	1,130.08	1,356.09
185	310 4346	CP Fixed Wiring Checks	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	200.00	240.00
									<b>4,393.19</b>
184	101 4077	HR Consultants	14/07/2025	Unity Trust	HR Support	Peninsula Business Ser	S	129.74	<b>154.25</b>
186	201 4420	Watermeadows Maintenance	15/07/2025	Unity Trust	Tools for environ warder	Niwaki	S	185.42	<b>222.50</b>
187	301 4210	TH Operating Costs (Cleanir	17/07/2025	Unity Trust	TH Water	Castle Water	E	38.04	<b>38.04</b>
189	305 4213	CC Operating Cost (Cleaning	17/07/2025	Unity Trust	Water Usage	Castle Water	E	67.50	<b>67.50</b>
188	201 4400	Cemeteries	17/07/2025	Unity Trust	Water Usage	Castle Water	E	52.16	<b>52.16</b>
193	101 4022	Office Equipment & Statione	21/07/2025	Unity Trust	Copier Usage	Thames Valley Copiers	S	42.02	<b>50.42</b>
196	305 4208	CC Gas & Electricity	21/07/2025	Unity Trust	Gas	Kent County Council	L	115.18	<b>120.94</b>
191	401 1100	Wedding Income	21/07/2025	Unity Trust	Cancelled Booking	Private Hire	X	360.00	<b>360.00</b>
199	301 4200	TH Routine Maintenance	21/07/2025	Unity Trust	Gas Boiler service	Thermalec Control Syst	S	100.00	<b>120.00</b>
201	301 4200	TH Routine Maintenance	21/07/2025	Unity Trust	Repairs chairs	RB Andrews Restoratio	X	130.00	<b>130.00</b>
199	305 4201	CC Routine Maintenance	21/07/2025	Unity Trust	Gas Boiler service	Thermalec Control Syst	S	300.00	<b>360.00</b>
203	301 4203	TH Alarm ( Fire, Security)	21/07/2025	Unity Trust	Emergency Lighting Sys	Chubb Fire & Security I	S	156.82	<b>188.18</b>
204	301 4203	TH Alarm ( Fire, Security)	21/07/2025	Unity Trust	Fire Alarm Service	Chubb Fire & Security I	S	200.69	<b>240.83</b>
197	301 4209	TH Gas & Electricity	21/07/2025	Unity Trust	Gas	Kent County Council	L	128.81	<b>135.25</b>
198	301 4210	TH Operating Costs (Cleanir	21/07/2025	Unity Trust	Carpet cleaning	Grimebusters	S	357.00	<b>428.40</b>
202	301 4210	TH Operating Costs (Cleanir	21/07/2025	Unity Trust	Window Cleaning	Rob Edwards Window I	X	120.00	120.00
202	301 4210	TH Operating Costs (Cleanir	21/07/2025	Unity Trust	Window Cleaning	Rob Edwards Window I	X	20.00	20.00
202	305 4213	CC Operating Cost (Cleaning	21/07/2025	Unity Trust	Window Cleaning	Rob Edwards Window I	X	120.00	120.00
									<b>260.00</b>
194	201 4400	Cemeteries	21/07/2025	Unity Trust	Gate Repairs	Acorn Fencing	S	120.00	<b>144.00</b>
200	101 4056	Legal Fees	21/07/2025	Unity Trust	Legal Fees	OCC	S	1,726.50	<b>2,071.80</b>
192	201 4445	War Memorial	21/07/2025	Unity Trust	Grass Treatment	Green Thumb Lawn Tr	S	24.17	<b>29.00</b>
195	201 5002	Enviromental projects	21/07/2025	Unity Trust	Barbed wire removal	Acorn Fencing	S	478.00	<b>573.60</b>
190	201 5003	Tree Works Reserve spend	21/07/2025	Unity Trust	Works to high risk trees	Dowdeswell Forestry S	S	5,520.00	<b>6,624.00</b>
202	201 4442	Bus Shelters	21/07/2025	Unity Trust	Window Cleaning	Rob Edwards Window I	X	20.00	<b>20.00</b>
221	101 4022	Office Equipment & Statione	22/07/2025	Unity Trust	Storage Boxes	Amazon	S	18.05	<b>21.66</b>
205	101 4025	Insurance	22/07/2025	Unity Trust	Insurance	Zurich	X	2,649.19	2,649.19
205	310 4310	Insurance Park Street	22/07/2025	Unity Trust	Insurance	Zurich	X	1,232.81	1,232.81
205	310 4320	Insurance Market Street	22/07/2025	Unity Trust	Insurance	Zurich	X	433.12	433.12
205	310 4330	Insurance Town Hall	22/07/2025	Unity Trust	Insurance	Zurich	X	9,271.46	9,271.46
205	310 4340	Insurance Community Cent	22/07/2025	Unity Trust	Insurance	Zurich	X	1,165.01	1,165.01
									<b>14,751.59</b>
207	101 4056	Legal Fees Reserve Spend	29/07/2025	Unity Trust	Professional services	Weightmans	S	1,375.00	1,650.00
207	101 4056	Legal Fees Reserve Spend	29/07/2025	Unity Trust	Professional services	Weightmans	Z	303.00	303.00
									<b>1,953.00</b>
206	101 4058	Professional Fees	29/07/2025	Unity Trust	Professional services	Weightmans	S	-1,375.00	-1,650.00
206	101 4058	Professional Fees	29/07/2025	Unity Trust	Professional services	Weightmans	Z	-303.00	-303.00
									<b>-1,953.00</b>
208	401 4347	Staff Costs	31/07/2025	Unity Trust	Payroll	Payroll	E	7,503.82	7,503.82

211	101 4059	Bank Charges	31/07/2025	Unity Trust	Bank Charges	Unity Trust	X	15.30		15.30
215	101 4022	Office Equipment & Stationery	01/07/2025	Lloyds Corpor	Office Fan	Argos	X	30.00		30.00
216	101 4275	Staff Phone	13/07/2025	Lloyds Corpor	Mobile Phone monthly c	Lebara Mobile	X	4.95		4.95
217	101 4275	Staff Phone	13/07/2025	Lloyds Corpor	Mobile Phone monthly c	Lebara Mobile	X	4.95		4.95
218	201 1151	Cemetery Income	18/07/2025	Lloyds Corpor	engraving plaques	TSL Engraving Ltd	X	49.39		49.39
219	201 4420	Watermeadows Maintenance	18/07/2025	Lloyds Corpor	Loppers	Amazon	S	63.11	12.62	75.73
220	101 4026	Memberships & Subscriptions	19/07/2025	Lloyds Corpor	Microsoft Subscription	Microsoft	X	17.64		17.64
222	101 4059	Bank Charges	28/07/2025	Lloyds Corpor	Bank Charges	Lloyds Bank Corporate	X	3.00		3.00
Total								42,997.01	3,392.56	46,389.57

# Woodstock Town Council

12 August 2025 (2025-2026)

## RECEIPTS LIST

You	Cost Code	Code	Date	Bank	Description	Supplier		Net	VAT	Total
80	401 1100	Wedding Income	02/07/2025	Unity Trust	Wedding Payment	Private Hire	X	400.00		<b>400.00</b>
83	101 1200	Interest Received	02/07/2025	Unity Trust	Account Interest	Public Sector Deposit	X	271.79		<b>271.79</b>
82	101 1200	Interest Received	02/07/2025	Unity Trust	Account Interest	Public Sector Deposit	X	9.37		<b>9.37</b>
81	201 1151	Cemetery Income	02/07/2025	Unity Trust	ERB Transfer	Private	X	40.00		<b>40.00</b>
85	310 1110	Rent Park Street	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	1,300.00	260.00	1,560.00
85	310 1110	Rent Park Street	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	1,700.00		1,700.00
85	310 1110	Rent Park Street	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	2,333.00	466.60	2,799.60
85	310 1110	Rent Park Street	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	2,792.00		2,792.00
85	310 1120	Rent Market Street	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	2,133.34	426.66	2,560.00
85	310 1120	Rent Market Street	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	2,083.33	416.67	2,500.00
85	310 1120	Rent Market Street	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	1,350.00		1,350.00
85	310 1120	Rent Market Street	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	1,400.00		1,400.00
85	310 1120	Rent Market Street	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	1,200.00		1,200.00
85	310 1140	Rent Community Cent	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	100.00		100.00
85	310 1140	Rent Community Cent	08/07/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X			<b>17,961.60</b>
84	401 1100	Wedding Income	15/07/2025	Unity Trust	Wedding Payment	Private Hire	X	400.00		<b>400.00</b>
86	301 1005	TH Daily/Commercial	16/07/2025	Unity Trust	Town Hall Booking	Yoga	X	63.00		<b>63.00</b>
88	301 1005	TH Daily/Commercial	16/07/2025	Unity Trust	Town Hall Booking	Energy Training	X	84.00		<b>84.00</b>
87	201 1151	Cemetery Income	16/07/2025	Unity Trust	Cemetery Memorial	Banbury Memorials	X	308.00		<b>308.00</b>
89	301 1005	TH Daily/Commercial	17/07/2025	Unity Trust	Town Hall Booking	Private Hire	X	90.00		<b>90.00</b>
91	301 1005	TH Daily/Commercial	17/07/2025	Unity Trust	Town Hall Booking	Blooming Well UK	X	65.00		<b>65.00</b>
90	305 1006	CC Daily/Commercial	17/07/2025	Unity Trust	Community Centre Booking	Woodstock Music Socie	X	238.00		<b>238.00</b>
92	301 1005	TH Daily/Commercial	22/07/2025	Unity Trust	Town Hall Booking	Pilates	X	112.00		<b>112.00</b>
93	201 1151	Cemetery Income	22/07/2025	Unity Trust	Memorial Plaque Applicatio	Private	X	300.00		<b>300.00</b>
94	305 1006	CC Daily/Commercial	24/07/2025	Unity Trust	Community Centre Booking	Woodstock Solicitors	X	56.00		<b>56.00</b>
96	201 1151	Cemetery Income	25/07/2025	Unity Trust	Cemetery Interment	Jerrams Ltd	X	268.00		<b>268.00</b>
95	201 1151	Cemetery Income	25/07/2025	Unity Trust	Cemetery Interment	Jerrams Ltd	X	268.00		<b>268.00</b>
98	401 1100	Wedding Income	28/07/2025	Unity Trust	Wedding Payment	Private Hire	X	400.00		<b>400.00</b>
97	401 1100	Wedding Income	28/07/2025	Unity Trust	Wedding Payment	Private Hire	X	400.00		<b>400.00</b>
99	305 1006	CC Daily/Commercial	30/07/2025	Unity Trust	Community Centre Booking	Age UK Oxfordshire	X	105.00		<b>105.00</b>

**Total 20,269.83 1,569.93 21,839.76**

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**Woodstock Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes (Between 01/04/2025 and 31/07/2025)

27 August 2025 (2025-2026)

**101 General & Administration**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
325	Civic Chain Reserves Spend							(N/A)
1200	Interest Received		2,223.97	2,223.97				2,223.97 (N/A)
1275	Precept Received	149,000.00	74,500.00	-74,500.00				-74,500.00 (-50%)
1276	Election Expenses Reserves spe					6,381.57	-6,381.57	-6,381.57 (N/A)
4000	Staff Costs				112,000.00	33,231.38	78,768.62	78,768.62 (70%)
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	1,029.66	1,370.34	1,370.34 (57%)
4023	Archiving							(N/A)
4025	Insurance				1,500.00	2,654.90	-1,154.90	-1,154.90 (-76%)
4026	Memberships & Subscriptions				1,300.00	403.24	896.76	896.76 (68%)
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 Reserve Spend					1,678.00	-1,678.00	-1,678.00 (N/A)
4057	Audit				2,000.00	311.30	1,688.70	1,688.70 (84%)
4058	Professional Fees				630.00	150.00	480.00	480.00 (76%)
4059	Bank Charges				250.00	75.00	175.00	175.00 (70%)
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	2,254.43	3,745.57	3,745.57 (62%)
4077	HR Consultants				3,465.00	1,099.76	2,365.24	2,365.24 (68%)
4079	Neighbourhood Planning							(N/A)
4096	Public Engagement				1,000.00		1,000.00	1,000.00 (100%)
4275	Staff Phone				150.00	32.68	117.32	117.32 (78%)
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					200.00	-200.00	-200.00 (N/A)
SUB TOTAL		149,000.00	76,723.97	-72,276.03	142,395.00	53,309.78	89,085.22	16,809.19 (5%)

**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	78.60	1,421.40	1,421.40 (94%)
4500	Grants Issued				4,000.00	3,150.00	850.00	850.00 (21%)
SUB TOTAL					5,500.00	3,228.60	2,271.40	2,271.40 (41%)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/07/2025)

## 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		209.95	-209.95	290.05 (N/A)
1151	Cemetery Income		2,086.00	2,086.00		49.39	-49.39	2,036.61 (N/A)
4400	Cemeteries				4,000.00	7,718.10	-3,718.10	-3,718.10 (-92%)
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	2,529.78	2,470.22	2,470.22 (49%)
4420	Watermeadows Maintenance				4,000.00	848.25	3,151.75	3,151.75 (78%)
4421	Legal Fees					1,726.50	-1,726.50	-1,726.50 (N/A)
4427	OWL Maintenance				1,000.00	1,850.00	-850.00	-850.00 (-85%)
4442	Bus Shelters				250.00	20.00	230.00	230.00 (92%)
4445	War Memorial				1,000.00	48.34	951.66	951.66 (95%)
4455	Allotments		400.00	400.00		400.00	-400.00	(N/A)
4460	Waste Collection				3,000.00	1,944.98	1,055.02	1,055.02 (35%)
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	6,880.00	-880.00	-880.00 (-14%)
4480	Christmas Lights				10,000.00	1,622.00	8,378.00	8,378.00 (83%)
4487	Church Clock					315.00	-315.00	-315.00 (N/A)
4992	Rates				1,500.00	430.86	1,069.14	1,069.14 (71%)
4997	Grass Cutting				10,000.00	4,491.00	5,509.00	5,509.00 (55%)
5002	Enviromental projects					1,678.00	-1,678.00	-1,678.00 (N/A)
5003	Tree Works Reserve spend					5,520.00	-5,520.00	-5,520.00 (N/A)
SUB TOTAL			2,986.00	2,986.00	59,450.00	38,991.15	20,458.85	23,444.85 (39%)

## 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	1,948.50	-1,126.50				-1,126.50 (-36%)
4001	Staff Wages					212.50	-212.50	-212.50 (N/A)
4200	TH Routine Maintenance				5,000.00	11,298.36	-6,298.36	-6,298.36 (-125%)
4202	Gutter Maintenance							(N/A)
4203	TH Alarm ( Fire, Security)				1,000.00	707.51	292.49	292.49 (29%)
4209	TH Gas & Electricity				10,000.00	1,587.72	8,412.28	8,412.28 (84%)
4210	TH Operating Costs (Cleaning S					838.86	-838.86	-838.86 (N/A)
4212	TH Insurance				11,000.00		11,000.00	11,000.00 (100%)
4220	TH Rates				11,000.00	4,073.50	6,926.50	6,926.50 (62%)
4222	Trestle Table Reserve Spend							(N/A)
4223	Town Hall Maintenance Reserve							(N/A)
4224	Windows Reserve Spend							(N/A)
SUB TOTAL		3,075.00	1,948.50	-1,126.50	38,000.00	18,718.45	19,281.55	18,155.05 (44%)

**Woodstock Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes (Between 01/04/2025 and 31/07/2025)

27 August 2025 (2025-2026)

**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	2,694.00	-606.00		300.00	-300.00	-906.00 (-27%)
1051	CC Service Charges							(N/A)
1052	CC Office Insurance							(N/A)
4002	Staff Wages							(N/A)
4201	CC Routine Maintenance				4,000.00	770.00	3,230.00	3,230.00 (80%)
4204	CC Alarm (Fire, Security)				1,500.00	350.00	1,150.00	1,150.00 (76%)
4208	CC Gas & Electricity				9,000.00	1,854.83	7,145.17	7,145.17 (79%)
4213	CC Operating Cost (Cleaning Su					713.81	-713.81	-713.81 (N/A)
4214	CC Insurance				1,300.00		1,300.00	1,300.00 (100%)
4221	CC Rates				900.00	835.80	64.20	64.20 (7%)
SUB TOTAL		3,300.00	2,694.00	-606.00	16,700.00	4,824.44	11,875.56	11,269.56 (56%)

**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	44,930.00	-27,470.00				-27,470.00 (-37%)
1120	Rent Market Street	50,840.00	27,074.78	-23,765.22				-23,765.22 (-46%)
1130	Rent Town Hall	11,100.00	1,500.00	-9,600.00				-9,600.00 (-86%)
1140	Rent Community Centre	22,400.00	7,444.24	-14,955.76				-14,955.76 (-66%)
1150	Rent Bowls & Tennis Club	2,100.00		-2,100.00				-2,100.00 (-100%)
4110	Fee Park Street				10,500.00	6,873.65	3,626.35	3,626.35 (34%)
4120	Fee Market Street				7,500.00	5,648.67	1,851.33	1,851.33 (24%)
4130	Fees Town Hall				2,000.00	2,484.50	-484.50	-484.50 (-24%)
4140	Fees Community Centre				3,500.00	3,709.59	-209.59	-209.59 (-5%)
4150	Fees Bowls & Tennis Club				300.00		300.00	300.00 (100%)
4215	Maintenance Park Street					715.00	-715.00	-715.00 (N/A)
4225	Maintenance Market Street					6,066.43	-6,066.43	-6,066.43 (N/A)
4235	Maintenance Town Hall					23,245.00	-23,245.00	-23,245.00 (N/A)
4245	Maintenance Community Centre					1,145.50	-1,145.50	-1,145.50 (N/A)
4255	Maintenance Bowls & Tennis Cl							(N/A)
4310	Insurance Park Street		139.63	139.63	1,260.00	1,232.81	27.19	166.82 (13%)
4320	Insurance Market Street				420.00	433.12	-13.12	-13.12 (-3%)
4325	Insurance 8 Park Street							(N/A)
4330	Insurance Town Hall					9,271.46	-9,271.46	-9,271.46 (N/A)
4334	Provision for Zero Tenancy							(N/A)
4340	Insurance Community Centre				315.00	1,165.01	-850.01	-850.01 (-269%)
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	200.00	745.00	745.00 (78%)
4350	Insurance Bowls & Tennis Club							(N/A)
5001	Deposit		1,615.38	1,615.38				1,615.38 (N/A)
SUB TOTAL		158,840.00	82,704.03	-76,135.97	41,040.00	62,190.74	-21,150.74	-97,286.71 (-48%)

**Woodstock Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes (Between 01/04/2025 and 31/07/2025)

27 August 2025 (2025-2026)

#### 401 Weddings

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1100	Wedding Income		5,500.00	5,500.00		720.00	-720.00	4,780.00 (N/A)
4347	Staff Costs							(N/A)
4348	Licence For Marriage							(N/A)
SUB TOTAL			5,500.00	5,500.00		720.00	-720.00	4,780.00 (N/A)

#### 503 Damage Deposit

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4996	Damaged Deposit		-300.00	-300.00		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

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4900	Town Hall							(N/A)
4925	Community Centre Painting							(N/A)
4931	Car Park CC							(N/A)
4942	2 Park Street - Exterior Paint							(N/A)
4973	Town Hall - External Decoration							(N/A)
4974	Town Hall - Internal Decoration							(N/A)
4990	VE & VJ Day Celebrations				4,000.00	1,431.98	2,568.02	2,568.02 (64%)
5000	Future Projects				7,130.00		7,130.00	7,130.00 (100%)
SUB TOTAL					11,130.00	1,431.98	9,698.02	9,698.02 (87%)

#### Summary

NET TOTAL	314,215.00	172,256.50	-141,958.50	314,215.00	183,565.14	130,649.86	-11,308.64 (-1%)
V.A.T.		11,019.86			20,720.48		
GROSS TOTAL		183,276.36			204,285.62		

## Internal Auditor Quotes

Companies		Net	Vat	Total
<b>Company A</b> <p>Generally, we conduct two audits a year as a minimum. The first (interim audit) concentrates on the governance and accountability functions of the council and deals with procedural aspects of the audit (Financial Regulations, Standing Orders, risk assessments, internal control systems, processes, policies, etc.). The second (final audit) focuses on the financial aspects and the checking of the Annual Governance and Accountability Return (AGAR) and supporting information being submitted to the external auditors.</p> <p>Our councils have found this approach beneficial, as it provides an opportunity to address any weaknesses identified at the interim audit before completion of the Annual Internal Audit Report at the final audit. We are always happy to consider a different frequency of visits to suit your council's needs, and are happy to answer any questions that may arise during the year.</p> <p>We base our charges on an hourly rate and for the financial year commencing on 1 April 2025 this is £75 per hour + VAT (£85 + VAT for councils with a precept exceeding £1 million). Travel costs for on-site visits are charged at the standard HMRC rate of 45p per mile. We do not charge for travel time.</p> <p>The length of time for the audit(s) will depend on the scale and complexity of your council's financial operations, and once appointed, your assigned internal auditor will be happy to discuss this with you in more detail. We offer engagement periods of either one or three years. If you choose to appoint us for three years, we guarantee the hourly rate will not increase for the duration of that engagement period.</p>		£75 per hour	£15	£90 per hour
<b>Company B</b> <p>All work will be carried out in accordance with the guidance and instruction in the Practitioners Guide 2025.</p> <p><b>Period of engagement</b>  This agreement will start with the annual return for the year ended 31 March 2026.</p> <p><b>Responsibilities of the Council and the internal auditor</b></p> <ul style="list-style-type: none"> <li>(i) As councillors, you are responsible for approval of the annual governance statement and the preparation of the annual return, including, inter alia, the maintenance of proper accounting records and an appropriate system of internal control.</li> <li>(ii) We will work in accordance with the professional standards for such engagements. It will consist of internal audit checks following the guidelines in the current edition of "Governance and Accountability for Smaller Authorities in England". In particular, the internal audit will be carried out using the suggested approach contained therein.</li> </ul> <p><b>Regulatory requirements</b>  I reserve the right to disclose their files to regulatory bodies in the exercise of their powers.</p> <p><b>Quality of service</b></p> <ul style="list-style-type: none"> <li>(i) I aim to provide the best possible service to clients.</li> </ul>		£300	£60	£360

<p>(ii) I undertake to look into any complaint carefully and promptly and do all I can to explain the position to you. I will do everything reasonable to put matters right. Prompt communication enables me to take prompt action on your behalf.</p> <p>(iii) If I do not answer your complaint to your satisfaction you may take up the matter with the External Audit Provider for your county.</p> <p><b>Fees</b></p> <p>Currently these are as per the scale of charges below and are based on the total income of the council for the year under review. Fees will be billed annually and will be due on presentation. I reserve the right to increase these charges after the current year.</p> <table><tr><th>Precept</th><th>Fee</th></tr><tr><td>under £25,000</td><td>150</td></tr><tr><td>25000-75000</td><td>200</td></tr><tr><td>75000-100,000</td><td>250</td></tr><tr><td>over 100,000</td><td>300</td></tr></table> <p><b>Applicable law</b></p> <p>This engagement letter shall be governed by, and construed in accordance with, English law. The Courts of England shall have exclusive jurisdiction in relation to any claim, dispute or difference concerning the engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to an action being brought in those Courts, to claim that the action has been brought in an inconvenient forum, or to claim that those Courts do not have jurisdiction.</p> <p><b>Agreement of terms</b></p> <p>(i) Once it has been agreed, this letter will remain effective from the date of signature until it is replaced. Either party may terminate my authority to act on your behalf at any time without penalty. Notice of termination must be given in writing.</p> <p>(ii) Please could the council confirm its agreement to the terms set out by this letter by the Chair signing and returning the enclosed copy.</p>	Precept	Fee	under £25,000	150	25000-75000	200	75000-100,000	250	over 100,000	300			
Precept	Fee												
under £25,000	150												
25000-75000	200												
75000-100,000	250												
over 100,000	300												
<p><b>Company C</b></p> <p>We would provide an internal audit service for Woodstock Town Council for 2025-2026 to include both an interim and a year-end audit comprising one on-site visit together with one or more virtual meetings, dependent upon needs. The role as the Internal Auditor is to be a 'critical friend'. They would look through the Town Council's processes and procedures and, where necessary, would make recommendations which would help improve the Council's governance. Some of these recommendations would be long-term goals, others may need to be implemented more quickly, but the Internal Auditor would be available as part of the Audit process to help guide the Council through what is needed.</p>	£500	£100	£600										

<p>The following confirms the basis on which we would provide services to the Council to avoid any misunderstandings of respective responsibilities.</p> <p>1. Internal Audit of the Council</p> <p>a. The primary objectives of Internal Audit are:</p> <p>i. to review, appraise and report upon the adequacy of governance and internal control systems operating throughout the Council. To achieve this the Internal Auditor would adopt a predominantly systems-based approach to the audit; ii. to carry out an annual inspection of the books and records of the Council.</p> <p>The Council is responsible for supplying all documents requested.</p> <p>b. Timescales for the effective and efficient method of completing the audit would be as follows:</p> <p>i. ensure that the process laid down within this proposal is acceptable;</p> <p>ii. sign the Terms and Conditions attached to this proposal at Appendix 1 and return by email</p> <p>c. A checklist would then be forwarded to the Council. This should be completed and returned to the Internal Auditor with any documents requested by the date specified by the Auditor. This would then be reviewed prior to the review meeting.</p> <p>d. A review meeting would then be arranged, either in person or via Zoom, to discuss the completed checklist and clarify any queries. If further meetings are required, these may be chargeable.</p> <p>e. The draft, electronic, editable, version, of the AGAR must be sent to the Internal Auditor by 31 May.</p> <p>f. The Internal Auditor would check the final Accounting Statement figures (Section 2) of the AGAR. Provided all is in order, the Internal Auditor would then complete the Internal Audit section and return it both electronically and by post.</p> <p>Note: please do not complete Section 1 of the AGAR until the Council meeting to consider the AGAR.</p> <p>g. A narrative report will be issued with the Internal Audit section of the AGAR with any action points.</p>		
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<p>h. If timescales are not observed by the Council, this would attract extra charges over and above the quoted fee as laid down below.</p> <p>2. Scope of Work</p> <p>Predominantly Internal Audit would review the governance of the Council culminating in the completion of the Internal Audit Report as stated above. The Internal Auditor would identify if the following key areas are in place and working satisfactorily.</p> <ul style="list-style-type: none"> <li>a. Proper Book-keeping</li> <li>b. Payment controls in relation to Financial Regulations</li> <li>c. Review of the Internal Controls, which will include: <ul style="list-style-type: none"> <li>i. The Parish Risk Management Assessment;</li> <li>ii. Review of the effectiveness of Internal Financial Control;</li> <li>iii. An overall review of the Council's Internal Controls.</li> </ul> </li> <li>d. Budgetary controls</li> <li>e. Income controls</li> <li>f. Petty Cash procedures (if applicable)</li> <li>g. Payroll controls</li> <li>h. Asset controls</li> <li>i. Bank reconciliations</li> <li>j. Accounting statements and application of Spending Powers</li> <li>k. Exemption criteria (if applicable)</li> <li>l. Website and transparency code</li> <li>m. Public Rights notice and dates</li> <li>n. Publication of previous AGAR</li> <li>o. Review of the status of Trusts (if applicable)</li> <li>p. Policies review</li> <li>q. Review and completeness of minutes</li> <li>r. General governance</li> <li>s. Review and completeness of audit action plans</li> <li>t. Year End procedures, which will include:</li> </ul>		
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<p>u. Financial Statements review; ii. Review of Council balances; iii. Analytical Review; iv. Annual Return review.</p> <p>3. Roles and Responsibilities</p> <p>The role of an Internal Auditor is one of independence. The Internal Auditor must make it clear that they can in no way involve themselves in the financial decision-making, appointments or any other areas that may give rise to conflicts of interest.</p> <p>4. The Council Responsibilities</p> <p>The Responsible Financial Officer / Proper Officer, together with the Council, have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and the prevention of Fraud and Corruption.</p> <p>The existence of Internal Audit does not diminish the responsibility of the Council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.</p> <p>5. Fees and Charges</p> <p>Audit Fees will be based on Precept or projected income and expenditure - whichever is highest – and will be subject to an additional Administration Fee. The Administration Fee will be payable on invoice issued by us on signature of the Terms and Conditions by the Council (and annually thereafter for a 2 or 3-year agreement). Payment of the Audit Fee is required on invoice issued by us on completion of the audit.</p> <p><i>NB: We offers an internal audit service agreement for a period of 1, 2 or 3 years. All fees and charges specified in the table below are per annum.</i></p> <table><tr><th>Administration Fee (per annum)</th><th>£60.00</th></tr><tr><td></td><td></td></tr><tr><th>Audit Fee (per annum): Precept / Income or Expenditure</th><td></td></tr><tr><td>Under £25,000</td><td>£210.00</td></tr><tr><td>£25,001 - £50,000</td><td>£250.00</td></tr><tr><td>£50,001 - £100,000</td><td>£300.00</td></tr><tr><td>£100,001 – £150,000</td><td>£420.00</td></tr><tr><td>£150,001 – £200,000</td><td>£500.00</td></tr><tr><td>Above £200,000</td><td>POA</td></tr></table>	Administration Fee (per annum)	£60.00			Audit Fee (per annum): Precept / Income or Expenditure		Under £25,000	£210.00	£25,001 - £50,000	£250.00	£50,001 - £100,000	£300.00	£100,001 – £150,000	£420.00	£150,001 – £200,000	£500.00	Above £200,000	POA		
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Above £200,000	POA																			

<div>All above includes:<ul style="list-style-type: none"><li>Initial Internal Audit meeting and</li><li>An autumn review via Zoom</li></ul></div> <div>The above fees are on the understanding that all requests for documents and responses to the Internal Audit checklist are provided by the Council within the required timescales.</div> <table><tr><th colspan="2">Additional Charges may be incurred</th></tr><tr><td>Late submission of documents, including the AGAR (no later than 31 May)</td><td>£75.00 surcharge</td></tr><tr><td>Mileage</td><td>£0.45 per mile</td></tr><tr><td>Additional meetings (see 1 d. above)</td><td>£35.00 per hour</td></tr><tr><td>Attendance at a Council meeting</td><td>£70.00 (plus mileage)</td></tr></table> <div>6. Requests for attendance at Council Meetings</div> <div>The Internal Auditor would be happy to meet Councillors given reasonable notice, if convenient, either online or in person with an additional charge. This would give the Council an opportunity to ask questions, clarify the scope and nature of the work undertaken and to make the Internal Auditor aware of any issues that may be relevant as the cycle of Internal Audit progresses.</div> <div>A nominal cost for this service is charged at £70 plus mileage.</div> <div>7. Request for work outside the scope of Paragraphs 1 to 3</div> <div>Any such request for extra audit time to be provided would be discussed at the time and would be subject to an appendix agreement.</div> <div>8. Agreement of terms</div> <div>Once agreed, the Terms and Conditions (Appendix 1) will remain effective from the date of signature until it is replaced. Either party may vary or terminate the Internal Auditor’s authority to act on the Council’s behalf at any time; however, if work has already been undertaken, a charge for the work so far, would be made. Notice of termination must be given in writing.</div>	Additional Charges may be incurred		Late submission of documents, including the AGAR (no later than 31 May)	£75.00 surcharge	Mileage	£0.45 per mile	Additional meetings (see 1 d. above)	£35.00 per hour	Attendance at a Council meeting	£70.00 (plus mileage)		
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Additional meetings (see 1 d. above)	£35.00 per hour											
Attendance at a Council meeting	£70.00 (plus mileage)											

<p>9. Additional Services</p> <p>We offer the following support which is by no means an exhaustive list:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> project management</li><li><input type="checkbox"/> development and writing of business cases</li><li><input type="checkbox"/> support, advice and development of feasibility studies</li><li><input type="checkbox"/> staffing and organisational reviews including job evaluations</li><li><input type="checkbox"/> assistance with recruitment</li><li><input type="checkbox"/> support with development of Neighbourhood Plans</li><li><input type="checkbox"/> procurement advice and support</li></ul> <p>We would be pleased to provide the Council with a proposal on request.</p>			
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## Section 3 - External Auditor 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 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 the *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.

On review of the year end bank reconciliation, there is a Lloyds Corporate Card balance of £23.62 which appears to be a credit card. As per Paragraph 2.21 of JPAG Practitioners' Guide 2024, amounts owing on credit cards must not be included within Box 8 but are to be treated as creditors and thus included within the reconciliation between Boxes 7 and 8. Therefore Box 8 has been understated by £24 and should be £405,339. The council should note this when completing the 2025/26 return.

On the amended Section 1 provided, the council has recorded a 'No' response to Assertion 9 effectively reporting that it has not met its responsibilities as a sole managing trustee of a trust. Since the council have confirmed they are not a sole trustee based on responses on other sections of the AGAR, the response to this Assertion should have been 'N/A'.

A review of the Financial Matters Section on the council's website has found that the council has not fully met the requirement of the Accounts and Audit Regulations 2015, Regulation 13 (1) which states that the audited Annual Governance and Accountability Return should, on conclusion of the audit, be available for public access which includes publication on the council's website. The council amended their return in the prior year during the 2023/24 audit process however the amended version of the return has not then been published on the council's website. The council should bring this into line with the regulations as soon as practically possible.

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

The Internal Auditor has provided a 'Yes' response at control objectives L and N on their report. This suggests that the council correctly published all relevant documents on its website. As the council currently has not published the audited 2023/24 return following amendments made during the 2023/24 limited assurance review, the answer to these points should have been 'No'.

Incomplete information was provided with the initial supporting data submitted for review with regards to significant variances, which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

We identified during our review of the Annual Governance and Accountability Return that box 6 of the prior year column (2024) on Section 2 - Accounting Statements did not agree to the figures provided on last year's form by £1. In revising box 6 for the comparative year, boxes 1-6 no longer cast down to the figure in box 7 by £1.

The council has confirmed that during the year they did not review their internal controls. The council is required to review the effectiveness of its internal controls on an annual basis as per the Accounts and Audit Regulations 2015 section 6 paragraph 1 and the JPAG Practitioners Guide 2024 at paragraph 1.20. We note that the council are due to formally implement this later in 2025 and this should be recorded in the minutes.

### 3 External auditor certificate 2024/25

We 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.

External Auditor Name

 **MOORE**

External Auditor Signature



Date

19/08/2025

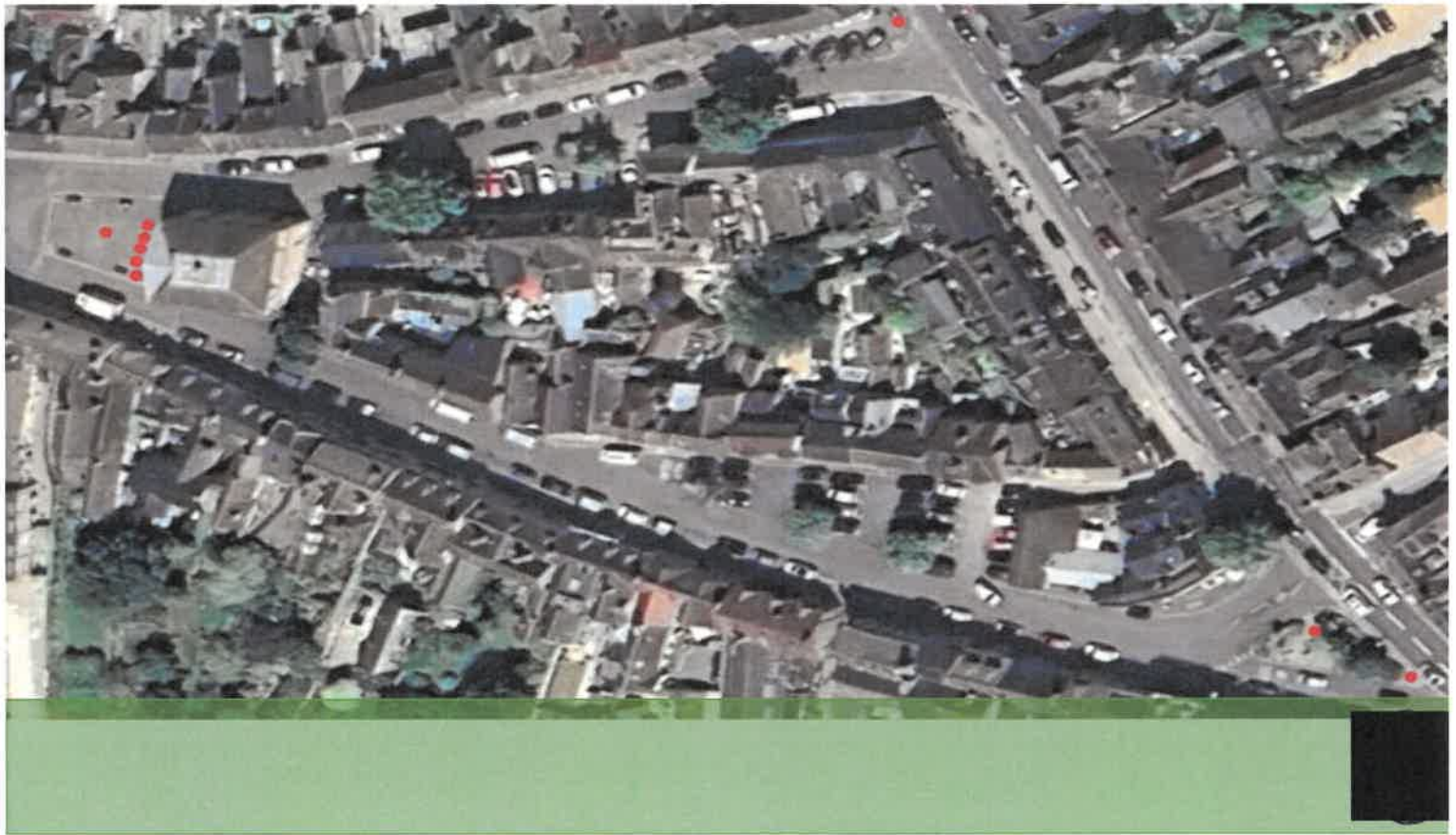


CHRISTMAS  
PROPOSAL  
for

# Woodstock Town

01/08/2025







## 20ft tree lights and draping lights

The Palace will provide the Christmas tree, [REDACTED] will sprinkle the season with a bit of enchantment—supplying a brand-new set of lights and weaving them together with the town's original glow, creating a dazzling display worthy of holiday wonder.



Power supplied by the town h:



## 10ft Tree Lights & install

Three 10-foot trees will be provided by the Palace. [REDACTED] will install them securely in bespoke barrels, setting them in place with concrete to ensure they stand tall through the season.

Each tree will be adorned with lights, adding a warm, magical glow to the festivities. Once the final twinkle fades, we'll return to gently remove the trees and their festive companions—tucking the magic away until next year.



# Sustainability

We are committed to being as sustainable as possible and work hard to Reduce, Reuse and Recycle where we possible.

- With over 100,000 plants brought in each year, the grow pots are recycled 2-3 times beforehand and then recycled again once they get used.
- Our growers harvest rainwater and reuse in the nurseries.
- Over 70% of our plants are grown using natural light. The rest are grown using energy efficient LED lighting.
- Our plant deliveries are carried out on vehicles with Euro-6 engines. Meaning they have less impact on the environment and exempt from congestion charges.
- We donate unwanted or unusable plants and planters to schools, care homes, hospices and other charities.

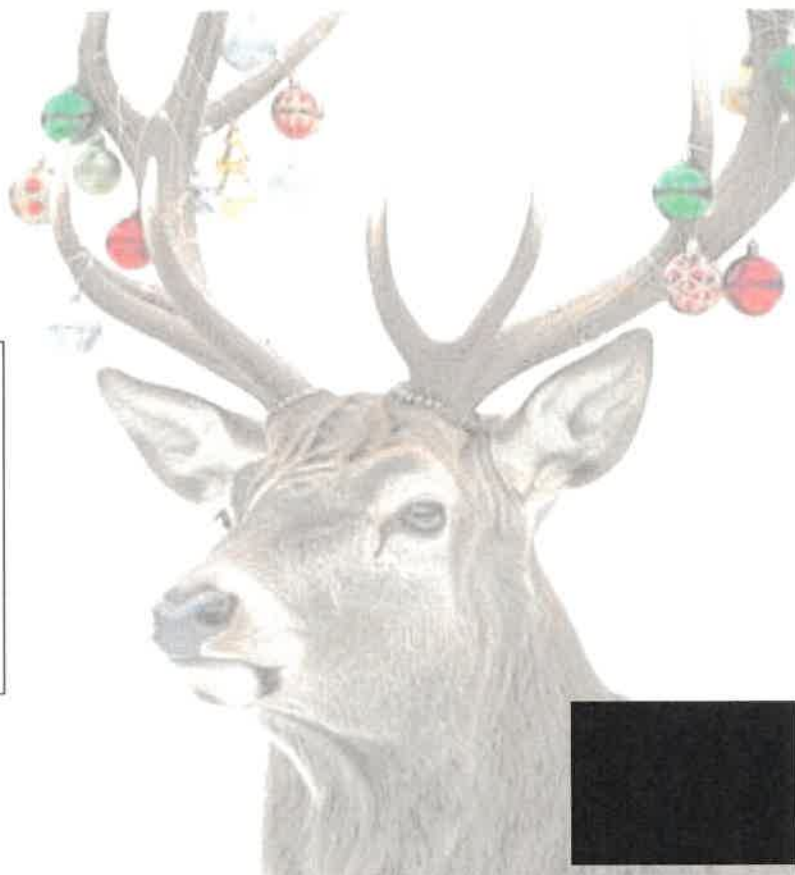


## Cost Overview:

### **One-time installation cost -**

£ 5,158 plus VAT

For the setup of three 10-foot Christmas trees, fully decorated with lights. This includes lighting installation on the front façade of the Town Hall, as well as the lighting for a 20-foot Christmas tree. The quoted price covers all necessary equipment and traffic management to ensure the safe operation of machinery during installation.



## Environment Working Group Meeting Notes – 21<sup>st</sup> August 2025

The meeting received reports covering Cemeteries, Playgrounds, Old Woodstock Line Reserve, Trees and the Water meadows.

There remains a list of issues to progress, especially around the Water Meadows, these are being followed up with the Clerk.

**The main recommendations to Council from the meeting were:**

### **Recommendation**

Re the river bank stabilisation although we have only one offer quote and other companies are asking for £1,000 just to produce a quotation, we recommend going ahead with the company that has offered to give us a quotation.

### **Recommendation**

BBOWT to be asked to undertake an audit of the Water meadows before the end of this financial year.

*Budget allocation from the agreed Water Meadows allocated reserves 25/26*

The EWG also considered the present partial Neighbourhood Plan and the survey from the Oxfordshire Neighbourhood Plan Association.

The group completed the survey and Cllr Wheatley will submit it on behalf of WTC.

**The group further recommends that a review of the neighbourhood plan is undertaken in 2026/27 and 27/28 and it's expansion to set out local planning policies to guide future development, conservation, and regeneration.**

This will have financial implications as the Government has removed the funding for such plans, however, some district councils seem to be picking up part of the costs.

### **Recommendation**

The EWG recommends that WTC encourages WODC to financially support the continued development and reviews of Neighbourhood Plans.

### War Memorial Cleaning Quotes

Several companies have been contacted and provide the cleaning service using the same cleaning techniques.

	Net	Vat	Total
<b>Company A</b> <ul style="list-style-type: none"> <li>• Full deep clean of entire memorial structure including base, midsection, and tall column.</li> <li>• Removal of biological growth, dirt, and environmental staining.</li> <li>• Use of extendable fibreglass poles for safe access to the upper column.</li> <li>• Application of non-invasive, biodegradable cleaning agents (pH neutral – safe for all stone types).</li> <li>• Final rinse and soft brushing using non-metallic tools.</li> <li>• Full photographic documentation before and after.</li> </ul> <p>Please note: This quote is based on standard cleaning scope. Any additional repairs, engraving restoration, or gilding would be quoted separately if required.</p>	£583.33	£116.76	£700.00
<b>Company B</b> <ul style="list-style-type: none"> <li>• Carry out specialist DOFF cleaning to the war memorial, to remove algae, moss growth and carbon deposits including the stepped base.</li> <li>• Scaffold tower hire £90 + vat</li> </ul> <p>Please note: This quote is based on standard cleaning scope. Any additional repairs, engraving restoration, or gilding would be quoted separately if required.</p>	£735.00	£147.00	£882.00
	£90.00	£18.00	£108.00
			<b>Total £990.00</b>
<b>Company C</b> <ul style="list-style-type: none"> <li>• Allow for tower scaffolding to gain access to war memorial.</li> <li>• Allow for barriers and protection to ensure public and passing traffic are safe when using the footpath and adjacent road whilst works are being carried out.</li> <li>• Allow to apply masonry wash to break down carbon deposits and significant algae/lichen growth.</li> <li>• Carry out specialist DOFF cleaning to the war memorial, to remove algae, moss growth and carbon deposits including the stepped base.</li> <li>• Following the completion of the cleaning allow to carry out repointing works to any loose and open joints.</li> <li>• Clear away all debris following the completion of the works.</li> </ul>	£3,224.00	£644.80	£3868.80

This cost will come from the budgetary provision carried over to 2024/2025 (environmental projects)