



Notice of an Additional Council Meeting of Woodcote Parish Council

Monday 28th July 2025 at 19:30, Function Room, Woodcote Village Hall

All Councillors are summoned to a Meeting of Woodcote Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

Prior to the start of the meeting: Questions and comments from members of the public (limited to 10 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

1. To receive apologies for absence. [LGA 1972 s85(1)]

2. Declarations of Interests [LA 2011 s31]

2.1. To receive declarations of interest for items on this agenda

Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)

2.2. To consider requests for Dispensations [LA 2011 s33]

3. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

3.1. Meeting held on 16th July 2025

3.2. Matters arising from the minutes not elsewhere on the agenda.

4. Staffing Matters

4.1. To note the council has a vacancy for the position of Clerk & RFO.

4.2. To approve separating the position of Clerk and Responsible Financial Officer, and creating the position of Clerk Mentor/Assistant Clerk Hybrid. Approve Job Descriptions for all roles

Appendix A, B & C

4.3. To approve appointing the positions of

- Clerk to the Council – 16 hours per week, with up to 5 hours per week overtime, if required, SCP 24.
- RFO – 10 hours per month, SCP 28
- Clerk Mentor / Assistant Clerk – 5 hours per week, temporary 6 month contract, SCP 28, with up to 3 additional hour per week, to assist the Clerk with any tasks they delegate.

5. Village Green & Folly Field Matters

5.1 To receive a report on the Village Green and Folly Field Playgrounds Annual Inspection conducted by RosPA. **Appendix D & E**

5.1. To consider projected repair costs over the next few years **Appendix F**

5.2. To agree actions on the spinner/roundabout, and approve replacement .

5.3. To consider options for wet-pour repair, and approve repairs.

6. Finance 2025-2026

6.1. To approve budget of £200 for purchase of phone for the use of the RFO/Clerk Mentor
NOTE: previously personal asset was being used.

6.2. To approve budget of £600 for purchase of laptop for the use of the RFO/Clerk Mentor
To vire £210 from “allowances expenses and training”, to “Office equipment” NOTE: Current laptop is windows 10 and support expires in October.

7. Matters for future discussion.