



Full Council
Meeting of Burford Town Council
Wednesday 4th June 2025, 7pm
Council Chamber, The Tolsey, 126 High Street, Burford

To members of the Full Council – Cllr P. Higgs, Cllr J. Craven, Cllr M. Taubenheim, Cllr S. Palmer, Cllr J. Rushton, Cllr J. Tunnell-Westmacott, Cllr P. Bruce, Cllr D. Cotterill, Cllr C. Silvester and Cllr D Derry.

You are hereby summoned to attend the above meeting held at the Council Chamber, Burford, for the transaction of the business stated in the agenda below.

ADMISSION TO MEETINGS

All Council meetings are open to the public and press unless otherwise stated.

Public participation will be held during the formal meeting. Please email the Clerk at town.clerk@burford-tc.gov.uk if you wish to attend. Signed *C. Edgar Hiatt*, Town Clerk 28.05.2025.

AGENDA

1. APOLOGIES FOR ABSENCE

Councillors who are unable to attend the meeting should notify the Clerk prior to the meeting, stating the reason for absence.

2. DECLARATIONS OF INTERESTS

To receive written requests for new DPI dispensations. Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's Code of Conduct and the (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

3. MINUTES

To approve and adopt the minutes of the council meeting held on 7th May 2025 in accordance with Standing Order 12.

4. PUBLIC PARTICIPATION

The meeting will adjourn for this item.

Members of the public may speak for a maximum of 3 minutes each during the period of public participation.

5. OXFORDSHIRE COUNTY COUNCIL REPORT

To receive a report from Burford's County Councillor, Cllr Field-Johnson, from Oxfordshire County Council.

6. WEST OXFORDSHIRE DISTRICT COUNCIL REPORT

To receive a report from Burford's Ward Councillor, Cllr Ashton, from West Oxfordshire District Council.

7. ADOPTION OF MEETINGS CALENDAR 2025/26

To make an amendment to the 5th November date of the timetable of Council meetings for the 2025/2026 municipal year.

8. FINANCIAL CONTROLS

To review the following policies:

- a. Internal Controls Procedure and approval of Year End Internal Control
- b. Direct Debit List approved

9. ASSETS

Review of inventory of land and other assets including buildings and office equipment.

10. INTERNAL AUDIT REVIEW

- a. Receive Bank Reconciliation and Year End Reports for 2024/2025.
- b. Note the Internal Audit Report of the Town Council 2024-2025.
- c. To review the Council's Internal Control System before Signing Annual Governance Statement. (In accordance with Financial Regulations 2.4 and Internal Controls Policy (1)).
- d. To approve the Annual Governance Statement for the Town Council 2024-2025.
- e. To approve the Accounting Statements for the Town Council 2023-2024.
- f. To approve the Commencement of Public Rights dates.
- g. To approve payments for May 2025.
- h. To approve Insurance for Burford Town Council 2025-2026.

11. PROPOSED NEW COACH PARK AREA, HIGH STREET

To review a proposed new coach park area on the high street.

12. RECREATION GROUND, ANTI SOCIAL BEHAVIOUR

To review measures put in place by Council to prevent anti-social behaviour at the recreation ground.

13. REPORTS OF COMMITTEES

To receive reports, if necessary, from the following committees.

- **Planning Committee**
- **Recreation Ground Committee**
- **Cemetery Committee**
- **Traffic Committee**
- **Climate Change Committee**
- **Environmental Committee**
- **Pavilion Committee**

14. MAYOR'S CIVIC REPORT

To receive a report from the Mayor on civic engagement and activities.

15. HEALTH & SAFETY

To receive a verbal update on health and safety issues, if appropriate. To review Risk Register and policy.

16. CORRESPONDENCE

To receive and note any correspondence.

17. QUESTIONS TO THE CHAIR OF THE COUNCIL

Questions to the chair concerning the business of the council.

18. SEALING OF DOCUMENTS

To receive details of documents sealed by the council, if applicable.

C. Edgar Hiatt

Town Clerk

