

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL MAYOR'S COMMITTEE
HELD AT 7.30 PM ON TUESDAY 22nd OCTOBER 2013
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr J Cooper (Town Mayor)
Cllr S Parnes
Cllr B Yoxall
Cllr E Poskitt

Cllr P Jay
Cllr T Wray
Cllr Mrs V Edwards

MC/26/13 APOLOGIES FOR ABSENCE
Cllr M Robertson (Deputy Mayor).

MC/27/13 DECLARATIONS OF INTEREST
There were no pecuniary interests declared. The following general interests were declared by Cllrs: Cllr S Parnes declared a general interest in Agenda Item 5 Motion (i) Application for Two Blocks of Flats at 9 Shipton Road as he resides on a development near a field which is the subject of a planning application and may be affected by additional traffic on Shipton Road. The Mayor declared a general interest in Agenda Item 6 Planning as he is a Member of West Oxfordshire District Council (WODC). Cllr E Poskitt declared a general interest in Agenda Item 6 Planning as she is a Member of WODC and sits on the Uplands Planning Committee.

MC/28/13 MINUTES
The minutes of the meeting of the Mayor's Committee that took place on Tuesday 27th August 2013 were received and considered.

RESOLVED
That the minutes of the meeting of the Mayor's Committee held on 25th June 2013 were approved subject to the item at MC/21/13 being amended to read "The first page of the minutes of the Communications Working Group that was held on 11th July 2013 were received and noted".

The minutes were then signed as a correct record by the Mayor.

MC/29/13 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA
None.

MC/30/13 MOTIONS
The committee received two motions from Cllr Parnes.

(i) Application for Two Blocks of Flats at 9 Shipton Road
Cllr S Parnes declared a general interest as he resides on a development near a field which is the subject of a planning application and may be affected by additional traffic on Shipton Road.

Cllr Parnes presented his motion to the Committee but it was not seconded and so fell.

(ii) Tourism and Museum
Cllr Parnes presented his motion to the Committee but it was not seconded and so fell.

ACTION: *The Town Clerk will include "agenda items" on the next TC agenda.*

MC/31/13 PLANNING

The Mayor's Committee received and considered the following planning applications:
The Mayor declared a general interest because he is a member of WODC. Cllr E Poskitt declared a general interest in Agenda Item 6 Planning as she is a member of WODC and sits on the Uplands Planning Sub-Committee.

(i) Planning Applications

To receive and consider the following planning applications:

- a) Ref: 13/1411/P/FP - 1 Crecy Walk, Woodstock.
Erection of porch and pitched roof over existing flat roof.

RESOLVED that WTC has no comment to make about this planning application.

- b) Ref: 13/1414/P/FP – 3 St Andrews Square, Woodstock.
Erection of outbuilding for hobby use.

RESOLVED that WTC has no comment to make about this planning application.

ACTION: *The Council's comments will be relayed to WODC.*

(ii) OCC Proposed Replacement of the Local List of Information Requirements

The Council received and considered a letter from OCC about the OCC consultation LL.0135/13

RESOLVED that Woodstock Town Council noted that in this document OCC made no reference to the World Heritage Site at Woodstock (Blenheim Palace) and that it should be a consideration.

ACTION: *The Council's comments will be relayed to OCC.*

MC/32/13 SOLAR PANELS ON THE COMMUNITY CENTRE

The Committee received and considered a verbal report and motion from Cllr S Parnes. The motion was not seconded and so fell.

MC/33/13 BUDGET REVIEW 2014/15

The Committee received and considered a paper entitled "Budget 2014-15: Mayor's Committee Recommendations" by Cllr P Jay. Discussion followed during which Cllr Jay proposed the following motion that was seconded by Cllr Yoxall. A member called for a recorded vote the results of which were as follows:

For: Cllrs Jay, Yoxall, Poskitt, Wray, Mrs Edwards and the Mayor (6)

Against: Cllr S Parnes (1)

The Mayor's Committee

RECOMMEND to WTC that the Council:-

- a. **postpone the installation of disabled toilets at the Town Hall until 2015-16;**
- b. **adopt the budget set out in the table called <budget 2014-15 (4)pj.xls>;**
- c. **note that should the sums provided for EPC works turn out not to be required, or not fully, the Council will retain the option to bring forward again the installation of disabled toilets in the town hall and/or to increase provision for capital contingencies;**

d. confirm the precept for 2014/15 at £87,000.

ACTION: *The Town Clerk will ask Henmans to confirm their advice about Energy Performance Certificates (EPCs) in writing.*

MC/34/13 INTERNAL AUDITOR

The Committee received and considered a paper from the Town Clerk/RFO that reported that the current internal auditor had reduced his workload and had notified WTC that he will no longer undertake its internal audit. The Town Clerk/RFO and the Finance Assistant will contact OALC and other local councils to determine the auditors that are currently used by other Oxfordshire local councils. A report and recommendation will be brought to council in December.

ACTIONS:

1. *The Mayor will ask WODC whether the District Council could undertake the internal audit for WTC.*
2. *The Town Clerk will bring a report and recommendation to the full Council in December 2013.*

MC/35/13 WTC PAYROLL BY BACS INSTEAD OF CHEQUES

The Committee received and considered an oral report about the options available from Cllr S Parnes. The Town Clerk confirmed the current legal position. Cllr Jay proposed, Cllr Wray seconded and the Mayor's Committee

RESOLVED that the Finance Assistant be asked to produce a written report to update the Committee about the electronic payment of salaries.

MC/36/13 EXCLUSION OF THE PUBLIC AND PRESS

The Mayor proposed that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1). Cllr Mrs V Edwards seconded this motion.

RESOLVED

That a member of the public was asked to leave the meeting temporarily whilst the Council considered confidential information.

MC/37/13 STAFF APPRAISALS

The Committee received and noted an oral report from the Mayor about staff appraisals.

MC/38/13 AWARD OF SPINE POINT TO A MEMBER OF STAFF

The Council received and re-considered a report from the Town Clerk recommending that a pay 'spine' point be awarded to a member of staff. The Mayor proposed, Cllr Poskitt seconded and it was

RESOLVED that the spine point be awarded.

The meeting finished at 8.40pm

Signed.....

Date:.....