

**MINUTES OF THE EXTRAORDINARY MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 28 SEPTEMBER 2010
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr J Cooper (Town Mayor)	Cllr Mrs V Edwards (Deputy Mayor)
Cllr Mrs J Dunsmore	Cllr P Redpath
Cllr Mrs T Redpath	Cllr Mrs P Richardson
Cllr A Grant	Cllr I Thomas
Cllr A Glees	Cllr L Glees
Cllr E Poskitt	

ALSO IN ATTENDANCE:

No members of the public were in attendance.

WTC/140/10 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs C Carritt, T Gardiner, Mrs E Stokes, P Jay and Mrs E Jay.

WTC/141/10 DECLARATIONS OF INTEREST

None.

WTC/142/10 PLANNING APPLICATIONS:

None.

WTC/143/10 WODC CONSULTATION ON CHANGES TO EXECUTIVE ARRANGEMENTS

The council received and considered a consultation document that had been produced by WODC that set out two alternatives to the current structure. Discussion followed. Cllr P Redpath proposed the following motion, seconded by Cllr Mrs T Redpath, that WTC write to WODC and inform them that

1. Woodstock Town Councils preferred option would be for elected committees.
2. Woodstock Town Council considers that there has been inadequate consultation.
3. Woodstock Town Council does not like either option as both appear to be moving away from democracy and the District Council could therefore become autocratic and its powers potentially abused.
4. The current proposals would potentially disenfranchise the back benchers at WODC.
5. Finally, after being pressurised into making a decision by statute Woodstock Town Council reluctantly opts for Option A – A Strong Leader and Executive.

RESOLVED

That the Clerk will write to WODC and inform them of the WTC five part resolution above. This letter will be copied to the Right Honourable Mr D Cameron, Member of Parliament for Witney.

WTC/144/10 EXCLUSION OF THE PUBLIC AND PRESS

The Mayor proposed that in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are asked to withdraw. This motion was seconded by the Deputy Mayor.

RESOLVED

That the public be temporarily excluded and be asked to withdraw.

WTC/145/10 PROPERTY UPDATE

(a) Carter Jonas Meeting

The Council Member for Property updated the Council about a Meeting with Carter Jonas earlier on 28th September that was considered to have been useful. At the meeting the following matters were discussed:

- (i) the scope of the contract was confirmed
- (ii) the division of work between Carter Jonas and WTC staff was clarified
- (iii) Carter Jonas provided an update on each property
- (iv) the refurbishment of 8 Park Street was discussed and Carter Jonas agreed to send WTC a list of the essential items that a landlord would usually provide in properties such as this
- (v) the remodelling of the Community Centre was discussed and Carter Jonas will attend a meeting of the newly formed CC working party
- (vi) the fire protection contracts relating to the Town Hall and Community Centre - Carter Jonas will review these for WTC every three years
- (vii) Carter Jonas will supply WTC with a list of reliable local companies that can be used by WTC staff
- (viii) the Town Hall disabled access – a policy is required and so Carter Jonas will provide WTC with an example of one such policy.

(b) 8 Park Street

The tenant has now left. Cllrs P Redpath and I Thomas have reviewed the current layout of the kitchen and the heating system and developed some ideas for possible low cost improvements. The Council Member for Property, Cllr Redpath and the Clerk met with a Conservation Officer from WODC at the property. He had no problems with the suggestion that two internal non-supporting walls in the kitchen be removed subject to WTC obtaining confirmation from a structural engineer that it is safe to do so. The procedure for submitting a listed building consent was discussed. Cllr P Redpath understood from the meeting with the Conservation officer that there was no charge for listed building consent, that this was all that was required and that the Clerk could deal with this. The Mayor thought that planning permission may be required and a cost would be incurred. The Mayor wanted the involvement of Carter Jonas in obtaining consents. It was **agreed** to involve Carter Jonas with the process. It was thought that costs for the refurbishment would be in the region of £8k (this did not include Carter Jonas/consent fees). Cllrs P Redpath and Thomas had been delegated by the Property Committee to meet with Mr Lunt – surveyor for Carter Jonas.

RESOLVED

That Carter Jonas will manage the refurbishment of 8 Park Street. This will include arranging for a structural engineer to report about the kitchen walls, submitting the listed building application on behalf of WTC and arranging for all work to be undertaken. The total budget for the refurbishment work will be £8k exclusive of Carter Jonas fees and any planning application costs. Carter Jonas will be passed details of the suggestions that Cllrs P Redpath and I Thomas have formulated to date.

(c) Suite 2 at the Community Centre

The lease for suite 2 at the Community Centre is near completion. The new tenant has submitted a query regarding signage.

RESOLVED

That the Council Member for Property and the clerk are delegated authority to decide upon appropriate signage.

(d) The Use of Candles in the Town Hall

Occasionally people ask about the possibility of using candles during weddings in the Town Hall. These pose a potential fire risk.

RESOLVED

That WTC adopt the policy that candles are not allowed to be used anywhere in the Town Hall.

The meeting rose at 8.10pm

Signed Date