

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 9 MARCH 2010  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr P Jay (Town Mayor)	Cllr T Gardiner (Deputy Mayor)
Cllr C Carritt	Cllr J Cooper
Cllr Mrs V Edwards	Cllr G Myatt
Cllr Mrs E Stokes	Cllr P Redpath
Cllr Mrs T Redpath	Cllr Mrs P Richardson
Cllr B Yoxall	Cllr E Poskitt

**ALSO IN ATTENDANCE:**

County Councillor I Hudspeth, District Cllr Mrs J Dunsmore and three members of the public.

**WTC/309/09 APOLOGIES FOR ABSENCE**

Cllrs A Glees, Mrs A Grant, Mrs E Jay and I Thomas.

**WTC/310/09 DECLARATIONS OF INTEREST**

None.

**WTC311/09 TO APPROVE THE MINUTES OF:**

The minutes of the meeting of the Town Council held on Tuesday 9 February 2010 were approved and signed as a correct record, subject to the following amendments:

Minute WTC/291/09 The Former Railway Station Site: third sentence ó the word 'footprint' was replaced by the word 'site' and the word 'insufficient' was replaced with the words 'too small'

Minute WTC/292/09 Strategy Matters (iii) Chiltern Railways (Bicester to Oxford Improvements)

Order: the last sentence was amended to read 'That the Clerk sends a letter incorporating the amendments above, that reaffirms WTC's support for the Chiltern Railways proposal to introduce a new passenger service between Oxford and London via Bicester and High Wycombe.'

Minute WTC/297/09 Rectory Lane Garage Item (c) was amended to read 'That a reserve price and a guide price agreed by the Council, be applied the sale.'

Minute WTC/301/09 Time Management Review of WTC Procedures: last sentence ó the word 'approved' was replaced with 'noted'

Minute WTC/304/09 New Addresses ó White Close: third sentence ó the name of the farmer was amended so that it now reads Ben Brooks.

**WTC/312/09 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

Two residents addressed the meeting.

Mr N Clifford spoke about the Bowls and Tennis Club lease and reminded the Council that the land that the club occupies had originally been bought by Woodstock Borough Council to be a permanent open space for the use of residents. There were good historical reasons for establishing the bowls and tennis club and for originally charging a peppercorn rent. Over the years the club has expanded its site and spread onto the play area. The club has also obtained much financial support in the form of grants etc and is now thriving. Mr Clifford noted that over half of the current members do not live in Woodstock and suggested that the club should now be asked to pay a 'proper' rent to the Town Council that could be used to maintain or improve other sporting facilities for the benefit of Woodstock residents.

Mrs B Campbell spoke about the current problem with dog fouling in Woodstock and thanked Cllr G Myatt for his support on the issue. She has written to WTC and WODC to see if anything can be done to deter residents from allowing their dogs to foul the pavements. Cllr Mrs P Richardson suggested that this problem seemed to be particularly bad around the town centre. WODC has advised Mrs Campbell that if the dog owners can be identified the dog warden will act upon this information and fines may be imposed. The District Council dog wardens will be asked to be especially vigilant when they come to Woodstock. Cllr P Redpath suggested that the new traffic wardens could also be used to report the situation to WODC.

District Cllr Mrs J Dunsmore reported that more than 350 questionnaires have been sent to residents about the affordable housing on the Banbury and Shipton Roads.

County Councillor I Hudspeth reported that a new highways contract, awarded to Atkins, will come into force from March 2010. The decision to appoint Atkins was not based on price alone - they are also offering an integrated service. A joint working team will be established comprising OCC and Atkins staff and it is hoped that savings of 20% will result from the new arrangement. Atkins run the contract for Gloucestershire CC and therefore it is hoped that efficiencies should arise from this.

Cllr B Yoxall asked Cllr I Hudspeth for information about the 'Building Schools for the Future' programme. Cllr I Hudspeth was unable to comment specifically about Woodstock. Cllr Mrs P Richardson said that the Woodstock Primary School would like some funding if it is available and asked Cllr I Hudspeth to note that the head teacher is worried that the school could be over-subscribed from September 2010 and would therefore like some County Council reassurance about this issue.

Cllr J Cooper asked Cllr Mrs J Dunsmore about WODC claims that it has never gritted footpaths during periods of adverse weather as he considered these statements to be incorrect. Cllr Mrs J Dunsmore said that an informal arrangement currently exists within WODC whereby staff members are sometimes diverted to undertake gritting during bad weather. However, as this is an unofficial arrangement it is sometimes hard to put into practice. She said that a way forward has to be found. Cllr I Hudspeth suggested that the question of liability arose during adverse weather and that this made people loathe to salt the pavements outside their houses. OCC eventually hopes to delegate some of the gritting duties to District and Town Councils but this is only a proposal at this stage.

#### ***WTC/313/09 COMMUNICATIONS***

(i) The Mayor reported the sad news that Mrs D Taylor had died. Mrs Taylor had been the last Clerk of Hensington Without. The Mayor has sent a letter of sympathy to her family.

(ii) Plans for the Annual Town Meeting and budget for the Event.  
The Mayor updated the Council on the arrangements for the event. This occasion will be used to mark the retirement of Mrs Read who will be leaving WTC after more than 20 years service. A reception will follow the Annual Town Meeting. There are some limited funds remaining in the Mayor's Civic Allowance and these will cover most of the costs associated with this event but the Mayor asked the Council to approve an additional budget of £145 to cover any shortfall.

#### **RESOLVED**

That an additional budget of £145 be allocated towards refreshments after the Annual Town Meeting.

#### ***WTC/314/09 QUESTIONS***

None.

**WTC/315/09 THE FORMER RAILWAY STATION SITE**

Cllr Mrs T Redpath distributed a paper to Cllrs that updated them on the current situation. The Deputy Mayor asked whether the actions described in this paper could result in WTC exceeding the approved budget for this item. Cllr Mrs T Redpath reported that costs of the activities to date are within the agreed budget. However, there is no guarantee that this matter will not have to come back to WTC for further consideration as this will depend on how the situation develops.

**WTC/316/09 LOCAL DEVELOPMENT FRAMEWORK CORE STRATEGY**

The Mayor reminded the Council of the Council's decision of 9<sup>th</sup> Feb 2010. Cllr B Yoxall presented a draft response to the Local Development Framework (LDF) Core Strategy for Cllrs to consider. He proposed that the draft document be amended to reflect the minutes of the recent Strategy Committee meeting and then submitted as the Council's official response. The Mayor seconded this proposal. Cllr Mrs V Edwards proposed an amendment to the motion. She proposed that the WTC response could be strengthened by including all of the text of the Core Strategy & LDF paper produced by Cllr Mrs T Redpath and presented as Agenda Item 10 at the Town Council meeting of 9 February 2010. Cllr T Gardiner seconded this proposal.

**RESOLVED** (10 votes for and 1 against)

That the amendment is accepted and that the paper by Cllr Mrs T Redpath is incorporated in the official WTC response to the Core Strategy.

The amended proposal was then put to a vote.

**RESOLVED** (10 votes for and 1 against)

That the amended proposal be submitted as the WTC official response to the LDF Core Strategy. The Mayor offered to combine the two papers and produce the final submission and his offer was accepted by the Council.

**WTC/317/09 COMMUNITY CENTRE PARKING**

The Mayor gave an update on progress towards an agreement with the Old Woodstock Town Football Club about parking at the Community Centre. It has been agreed in principle that a set of keys will be issued to the Community Centre Caretaker and that WTC may be asked to contribute towards the insurance cost and also £500 annually towards the cost of maintenance.

The Mayor proposed that WTC note and approve his report that the parking issue has been agreed in principle. Cllr T Gardiner seconded this proposal.

**RESOLVED**

That WTC note and approve the Mayor's report that the parking issue has been agreed in principle with Old Woodstock Town Football Club.

**WTC/318/09 PLANNING MATTERS - APPLICATIONS**

(a) Ref: 10/0223/P/FP  
Insertion of rear dormer window.  
17 Rosamund Drive, Woodstock

**RESOLVED**

That no objection be made to this planning application.

**WTC/319/09 HOUSING DEVELOPMENT IN WEST OXFORDSHIRE**

The Mayor reminded the Council about the 'White's Close' proposal received from WODC and considered at the February meeting of the Town Council. Based upon the information available at the time WTC had passed a resolution that the new development should be called 'Ben's Close' instead. Since then further information has been received explaining that the name 'White's Close' had been suggested in memory of Mr White who had been the site manager at the new Banbury Road development at the time of his death. The Clerk reported upon the proposed names for the new Shipton Road housing development and suggested that there was an opportunity to name one of the roads there in memory of Mr White. Both developments were then discussed. The Mayor asked WTC to confirm its previous decision. Cllr Mrs V Edwards proposed that the Council confirm the decision to call the new development 'Ben's Close'. This proposal was seconded by Cllr C Carritt.

**RESOLVED**

That the new housing development in the Banbury Road be named after Ben Brooks. The Clerk will advise WODC that the Hensington Farm barns next to the new site are due to be developed and there will therefore be an opportunity for the new development to be named after Mr White.

**WTC/320/09 RE-ORDERING OF THE AGENDA**

The Mayor asked the Council to agree to move Agenda Items 20 & 22 forward on the Agenda as they might be of interest to Cllr Mrs J Dunsmore and members of the public in attendance.

**RESOLVED**

That Agenda Items 20 (Winter Weather) and 22 (Dogs) be moved forward.

**WTC/321/09 WINTER WEATHER**

A letter from Mrs S Yoxall about the winter weather to the Mayor and Deputy Mayor was received and considered. WODC has responded to a letter sent by WTC asking about its plans for better provisions in the future to deal with adverse weather. District Cllr Mrs J Dunsmore said that WODC was prepared in principle to consider whether any local actions might be introduced in Woodstock. The Mayor proposed that the Clerk explore with WODC whether some of Mrs Yoxall's suggestions might be supported with funding by WODC/OCC. Cllr C Carritt seconded this proposal.

**RESOLVED**

That the Clerk will write to WODC to investigate whether some of Mrs Yoxall's suggestions might be supported with funding by WODC/OCC.

**WTC/322/09 DOGS**

Cllr B Yoxall said that the Strategy Committee had received and considered a letter from a resident about dog fouling and had sympathy for the resident who had made the complaint. He asked WTC to consider installing additional dog bins and said that signs about the potential fines were already being displayed. It was suggested that the problem was concentrated around the centre of the town. Oxfordshire County Cllr I Hudspeth said that the names of people who let their dogs foul the paths can be passed to the dog wardens in confidence. Cllr B Yoxall proposed that WODC be asked for the support of the dog wardens on this problem. This proposal was seconded by Cllr J Cooper.

**RESOLVED**

That the Clerk will write to WODC and ask for the support of the dog wardens to address the current problem.

**WTC/323/09 BOWLS AND TENNIS CLUB**

A letter from Darbyø solicitors, advice from the National Association of Local Councils and a report from the Bowls and Tennis Club Working Group (B&TCWG) were received and considered by the Council. The B&TCWG considered that a peppercorn rent is no longer appropriate and that it is important that the best possible outcome be obtained for Woodstock residents. Cllr E Poskitt proposed that the Council defer a decision and ask the B&TCWG to formulate proposals for lease terms in the light of NALC advice to present to the April meeting of the Town Council and that a solicitor is instructed to act on behalf of WTC in negotiating a new lease with the Bowls and Tennis Club. This proposal was seconded by Cllr P Redpath. Cllr Mrs V Edwards proposed that the motion be amended and that Carter Jonas, as a professional property management company, be asked to give advice and make recommendations. Cllr C Carritt seconded this proposal. Cllr E Poskitt accepted this amendment and further amended her proposal so that a decision is deferred for the present and that WTC seek the advice of Carter Jonas through a meeting between Carter Jonas and members of the B&TCWG. This proposal was seconded by Cllr P Redpath. A Member called for a named vote, the result of which was as follows:

For: Cllrs E Poskitt, Mrs T Redpath, P Redpath, C Carritt, Mrs E Stokes, Mrs P Richardson and Mrs V Edwards. (7)

Against: Cllrs G Myatt, J Cooper, B Yoxall, T Gardiner and P Jay. (5)

**RESOLVED** (7 votes for and 5 against)

That the amendments be accepted.

The main motion as amended was then voted upon. A Member called for a named vote, the result of which was as follows:

For: Cllrs E Poskitt, Mrs T Redpath, P Redpath, C Carritt, Mrs E Stokes, Mrs P Richardson and Mrs V Edwards. (7)

Against: Cllrs G Myatt, J Cooper, B Yoxall, T Gardiner and P Jay. (5)

**RESOLVED** (7 votes for and 5 against)

That

- WTC defers a decision about the lease of the Bowls and Tennis Club,
- WTC asks the B&TCWG to meet with Carter Jonas to ask for their advice and recommendations and formulates proposals for lease terms in light of the NALC advice to present to the April meeting of the Town Council, and
- WTC instructs a solicitor to act on behalf of WTC in negotiating a new lease with the Bowls and Tennis Club.

**WTC/324/09 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JANUARY 2010**

**(i) Borrowing From The Public Works Loan Board**

The Clerk/RFO reported that the loan application has been approved by the PWLB and received. Carter Jonas has been instructed to proceed with the work on the Park Street roof. The Council thanked the Clerk/RFO and Cllr B Yoxall for their work on the application.

**(ii) To Receive the Lists of Payments for February 2010.**

The list of payments for February 2010 amounting to £14,071.73 was received and considered by the Council.

**RESOLVED**

That the February payments totalling £14,071.73 be approved.

Two invoices were received and submitted for Council authorization.

**RESOLVED**

That the payment for Witney Press Ltd be authorised for payment now and that the other invoice for Henmans LLP be suspended whilst it is confirmed that it is correct.

(iii) To receive the Bank Reconciliation Statements for February 2010.

The bank reconciliation statements for February 2010 was received and considered.

**RESOLVED**

To approve the bank reconciliation statements for February 2010.

(iv) To receive Summary and Detailed Income and Expenditure Statements for February 2010

The summary and detailed income and expenditure statements for February 2010 were received and considered.

**RESOLVED**

To approve the summary and detailed income statements for February 2010.

(v) Internal Control

The Clerk/RFO reported that Members have now completed the following checks and no deficiencies have been identified: Petty Cash, Payment Controls (x2), Asset Controls, Bank Reconciliation, Proper Book Keeping, Standing Orders and Financial Regulations. Checks are outstanding for Year End Procedures and Risk management Arrangements.

(vi) Gas and Electricity Supplies

The Council received and considered a paper by the Finance Assistant about the options for entering a buying consortium. Some further clarification is required before Cllrs can make a decision.

**RESOLVED**

That the points requiring further investigation should be clarified and reported at the April 2010 Town Council meeting.

**WTC/325/09 SEALING OF DOCUMENTS**

The new lease for Orange Square at the Community Centre was officially sealed by WTC and signed by the Mayor and Town Clerk.

**WTC/326/09 COMMUNITY WOODLAND AGREEMENT**

The Council received and considered a report and draft agreement about the Woodstock@900 Community Woodland. Cllr C Carritt explained that this would provide a permanent reminder of the Woodstock at 900 celebrations and that there would be very little financial commitment to WTC. The only certain financial liability to WTC was for the site to be included on the Council's public liability insurance policy. The only other possible costs would arise in the event that the woodland became no longer viable. The potential cost to WTC if this was happen was thought to be in the region of £200-£300. In return the Town would gain a natural resource at the northern end of the Town, similar to the OWL reserve which would be a valuable public resource of substantial benefit to residents. Cllr C Carritt proposed that the Council approve the second draft of the agreement between Blenheim Estates and Woodstock Town Council. This proposal was seconded by Cllr B Yoxall

**RESOLVED**

That the 2<sup>nd</sup> draft of the agreement between Blenheim Estates and Woodstock Town Council be approved.

**(a) Environment Working Group**

The Council considered the minutes of the meeting of the Environment Working Group that was held on 16<sup>th</sup> February 2010.

**(i) Policy for Removal of Unauthorised Memorials**

Unauthorised memorials and tributes at the Green Lane Cemetery were discussed. Although the working group has sympathy with bereaved families for their loss, it reminded WTC that this is a designated lawn cemetery. Some planting and tributes have been introduced by families along the lengths of some graves and this is making it difficult to mow the grass.

Recommendations from the Working Group:

- That notices are displayed at the cemetery to remind families that such tributes are unauthorised and also asking for them to be removed within a given time.
- That leaflets that explain the WTC policy on memorials and tributes at the lawn cemetery are issued to the funeral directors and that they are asked to give a copy of this to relatives when they purchase a plot.
- A letter on the subject is placed in the Woodstock and Bladon News.
- That after the notices have been publicised and put on display for 3 months action is taken by WTC to remove any remaining memorials and tributes that are not confined to the area at the head of the grave space.

**RESOLVED**

That publicity material is produced that will:

- Remind residents and/or the families of the deceased that the Green Lane Cemetery is a Lawn Cemetery,
- Ask families to remove unauthorised memorials and/or tributes within a given period of time
- Advise people that if, after a 3 month period of notice, unauthorised memorials and/or tributes have not been removed by families WTC will take action to do so.

**(ii) Cemetery Regulations**

The Working group has reviewed and revised the Woodstock cemetery regulations. The recommendation from the Working Group is that the regulations be split into three types ó one to be given to funeral directors, another for internal use and one that is appropriate for the families.

**RESOLVED**

That the cemetery regulations are split into two sections and that one section is given to the funeral directors and the other is used internally.

**(iii) Fees and Charges**

The current fees and charges were reviewed. The Working Group recommended a table of increased fees for approval by the Council. It was noted that the recommendation included a provision that there should be no charge for the interment of a child under the age of 12 years old. It was explained that a search fee will be charged to people who ask the Town Hall staff to search through cemetery records as a contribution towards the cost of the staff time involved in this activity. Cllr Myatt considered that in future the cemetery charges should reflect the cost of providing and maintaining the cemeteries. He said that the increased charges should cover the future costs and not those relating to the past.

**RESOLVED**

That the cemetery fees should be increased as recommended by the Working Group.

Cllr Myatt was invited to discuss his suggestions for future charging levels with the Environment Working Group and also to prepare a written report for consideration at a future meeting.

### ***EXCLUSION OF THE PUBLIC AND PRESS***

Cllr T Gardiner 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 instructed to withdraw. This proposal was seconded by Cllr J Cooper.

### **RESOLVED**

That the public be asked to withdraw from the meeting.

#### **(iv) Grass Cutting**

The current grass cutting tender finishes on 31<sup>st</sup> March 2010. Five companies were invited to tender for a new three year contract. In the tenders organisations were asked to cost their proposals based on two scenarios: one whereby the grass was laid and the other whereby the grass was collected. Three tenders were received, two of which priced both options. The merits of the various proposals were discussed. The Environment Working Group recommended that the grass should be laid instead of removed as the cost difference was significant. It was proposed by Cllr C Carritt that the lowest quote be accepted on this basis and this was seconded by Cllr J Cooper.

### **RESOLVED**

That the grass will not be removed and that the grass cutting contract will be awarded to the organisation that submitted the lowest quote on that basis.

### **(b) Communications Sub-Committee**

The minutes of the meeting of the Communications Sub-Committee on Friday 19<sup>th</sup> February were received and noted by the Council.

### **(c) Finance Committee**

The Council considered the minutes of the meeting of the Finance Committee that was held on 23<sup>rd</sup> February 2010.

#### **(i) Pensions**

The Finance Committee recommended that no further pension provisions be offered to new staff until further information about the implications of the stakeholder legislation and other pertinent regulations has been obtained and considered by WTC.

### **RESOLVED**

That no further pension provisions will be offered to new staff until WTC has obtained and considered the implications of the stakeholder legislation and other pertinent regulations.

#### **(ii) Internal Control and Internal Audit**

The Finance Committee recommended that the current level of interaction with the Internal Auditor is continued and WTC's existing internal control and risk systems are retained.

### **RESOLVED**

That the current levels of interaction with the Internal Auditor are continued and the existing internal control and risk systems retained.

#### **(iii) Year End Financial Statements and Annual Return**

The Finance Committee recommended that the proposed action plan and timescale relating to the WTC Annual Return be accepted.

**RESOLVED**

That the action plan and timescale for the WTC Annual return was approved.

(iv) Energy Supplies

WTC received and considered a paper by the Finance Support Officer about the options for buying its future gas and electricity supplies through a buying consortium as resolved by Council. The Council felt unable to make a decision until further information was supplied.

**RESOLVED**

That a clear recommendation is to be presented to the WTC for consideration in April and that the chairman of the Property Working Group should be kept informed of progress.

(d) Woodstock@900

The Mayor and Cllr E Poskitt presented oral reports of the meeting of the Woodstock@900 Committee meeting that had been held earlier on Tuesday 9<sup>th</sup> March. It was noted that funds were needed and so adverts would be welcomed. The Mayor advised WTC that the Constitution of the Woodstock@900 Legacy Fund had been amended to reflect the original wish that the money be spent as the Town sees fit and that this should involve a Town Meeting. Further amendments are being explored with Councillors to see whether it can usefully be made to converge more closely with the model of the Special Events Fund.

**RESOLVED**

That the Woodstock@900 flag will be flown between 1<sup>st</sup> May 2010 and the last day of the celebrations.

***EXCLUSION OF THE PUBLIC AND PRESS***

Cllr T Gardiner 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 instructed to withdraw. This proposal was seconded by Cllr J Cooper.

**RESOLVED**

That the public be asked to withdraw from the meeting.

District Councillor Mrs J Dunsmore outlined the programme recommended by the Woodstock@900 Committee for one part of the celebrations.

**RESOLVED**

That WTC approved the recommendation of the Woodstock@900 Committee for the programme outlined to WTC by District Councillor Mrs J Dunsmore.

(e) Strategy Committee

The minutes of the Strategy Committee meeting held on 2<sup>nd</sup> March were received and considered. Possible ways of increasing community participation were discussed. Some Councillors considered that nominating people/organisations for awards was subjective. Cllr C Carritt suggested that a Mayor's award might be a good award that reflects his position as Mayor. Cllr B Yoxall formally proposed a Mayor's Award and Cllr C Carritt seconded the proposal.

**RESOLVED** (4 votes for, 6 against)

That the proposal made by Cllr B Yoxall would not be adopted by WTC.

ORCC has invited nominations for commendable examples of community initiatives. Cllr B Yoxall proposed that Bloom and the Royal British Legion be nominated. Cllr C Carritt seconded this proposal.

**RESOLVED**

That Bloomø and the Royal British Legion in Woodstock will be nominated as commendable examples of community initiatives to ORCC

Cllr B Yoxall reported that the Rural Services Network is inviting nominations for commendable examples of community initiatives.

**RESOLVED** (1 abstention)

That Sustainable Woodstock is nominated to the Rural Service Network as a commendable example of community initiatives.

It was noted that Cllr C Carritt and Cllr Mrs P Richardson will report on the activities of the Marlborough School and the Woodstock Primary School respectively at the April Council meeting.

***EXCLUSION OF THE PUBLIC AND PRESS***

Cllr T Gardiner 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 instructed to withdraw. This proposal was seconded by Cllr J Cooper.

**RESOLVED**

That the public be asked to withdraw from the meeting.

**(f) Mayor's Committee**

The Council received and considered the minutes of the Mayorø Committee held on 2<sup>nd</sup> February 2010.

(i) Staffing Structure

The Clerkø Assistant will be retiring after 23 years of service to WTC at the end of April. The Clerk proposed a new staffing structure to be introduced after this date. The Mayor seconded this proposal.

**RESOLVED** (10 votes for)

That

- The role of the new Clerkø Assistant be expanded to 22 hours per week and include the duties of the senior administrator post,
- The supervision at weddings become a standard part of this job attracting no additional payment,
- That the Town Hall Caretaker be asked to assume the duties of wedding supervisor whenever the Clerkø assistant is unavailable.

(ii) The Clerkø Assistant

The Council received and considered an advertisement and job description for the Clerkø Assistant vacancy produced by the Clerk.

**RESOLVED**

That the job description and advertisement are approved and that the job is advertised in the Oxford Times, the Oxford Mail and various web sites.

(iii) Financial Assistant

The Mayorø Committee recommended that the services of Mr Upham be retained until the end of July 2010 whilst a suitable replacement is identified and recruited.

(iv) Office Accommodation

The Clerk reported on the problems currently associated with all staff using the one office in the Town Hall and the recommendations of Carter Jonas for improving the situation. The Mayor proposed that the Clerk be relocated to Room 13 in the Town Hall. Cllr E Poskitt seconded this proposal.

**RESOLVED** (8 votes for, 2 against)

That the Clerk's office will be moved to Room 13 in the Town Hall.

**(g) Property Working Group**

The Council received and considered the minutes of the Property Working Group held on 8<sup>th</sup> March 2010.

(i) Town Hall

The Carter Jonas report on the Town Hall has recommended that there are three matters that need attention at the Town Hall in the short term: the condition of the Town Hall roof needs to be investigated by a structural engineer, fire plans need to be reviewed and an Asbestos Register needs to be completed. Cllr Mrs V Edwards proposed that a small sub-group be established to go through the Carter Jonas report to review the priority 1 issues and that a structural engineer be employed to investigate the condition of the roof. This proposal was seconded by Cllr B Yoxall.

**RESOLVED**

That a Property Working Group sub-group review the priority 1 issues in the Carter Jonas report and that a structural engineer is appointed to investigate the condition of the Town Hall roof.

(ii) Community Centre

It was recommended that the architectural competition for designs for the development and/or refurbishment of the Community Centre already decided by the council be now commissioned and that meanwhile the building be maintained at a standard that allows it to be let for business and hiring purposes until the outcome of the competition is known and further action has been approved.

**RESOLVED**

That the Architectural Competition for the development and/or refurbishment of the Community Centre approved by the council be announced to residents at the Woodstock Annual Town Meeting on 16<sup>th</sup> March 2010.

(iii) 2 Market Street

The schedule of work has been agreed with the prospective tenant and the timescales for this work are currently being negotiated. The Chairman of the Property Working Group recommended that Meeson Williams negotiate the timescales on behalf of WTC.

**RESOLVED**

That Meeson Williams negotiate the timescales for the schedule of work with the prospective tenants.

(iv) 24 Market Place

The Planning Working Group recommended that WTC approve the suggested hanging sign thereby enabling them to apply for planning permission. The Working Group did not support the installation of a fixed bench outside the shop.

**RESOLVED**

That the suggested hanging sign is approved.

(v) Carter Jonas

The Chairman of the Property Working Group reported that Carter Jonas has taken over rent collection for WTC.

**WTC/328/09 LEGAL SERVICES**

The Mayor proposed that the agenda item relating to legal services be deferred to the April meeting of the Town Council.

**RESOLVED**

That WTC agreed that the item about legal services be deferred to the April Town Council meeting.

**WTC/329/09 TRAFFIC ADVISORY COMMITTEE**

The Minutes of the Woodstock Traffic Advisory Committee Meeting held on 21<sup>st</sup> October 2009 were received and noted.

**WTC/ 330/09 MEETINGS**

Cllr J Cooper wanted to determine whether Cllrs wanted a Town Council Meeting to be held during August.

**RESOLVED** (5 voted for, 4 voted against and 3 abstained)

That there should be a Town Council meeting in the month of August.

**WTC/331/09 CIVIC ANNOUNCEMENTS**

None.

The meeting rose at 10.25pm.

Signed í í í í í í í í í í í í í í í .. Date í í í í í í í í í í í í í í í