

**MINUTES OF THE ANNUAL MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 10 MAY 2011
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr J Cooper (Town Mayor)	Cllr Mrs V Edwards (Deputy Mayor)
Cllr C Carritt	Cllr E Poskitt
Cllr B Yoxall	Cllr T Gardiner
Cllr A Glees	Cllr Mrs L Glees
Cllr Mrs A Grant	Cllr Mrs E Jay
Cllr P Jay	Cllr P Redpath
Cllr Mrs T Redpath	Cllr Mrs P Richardson
Cllr Mrs E Stokes	Cllr Mrs J Dunsmore

ALSO IN ATTENDANCE:

Seven members of the public.

WTC/1/11 ELECTION OF TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

The outgoing Mayor, J Cooper called for nominations for the post of Town Mayor and proposed the current Deputy Mayor, Mrs V Edwards. This proposal was seconded by Cllr A Glees. Cllr T Gardiner proposed Cllr Mrs J Dunsmore and this motion was seconded by Cllr Mrs T Redpath. The Cllrs voted for their preferred candidate by a show of hands the result of which was as follows:

Votes for Cllr Mrs V Edwards: Cllrs E Poskitt, J Cooper, P Jay, Mrs L Glees, A Glees, Mrs E Jay, Mrs V Edwards (7)

Votes for Cllr Mrs J Dunsmore: Cllrs P Redpath, Mrs A Grant, Mrs E Stokes, C Carritt, T Gardiner, Mrs J Dunsmore, B Yoxall, Mrs P Richardson and Mrs T Redpath (9)

RESOLVED (9 votes to 7)

That Cllr Mrs Jill Dunsmore is elected to serve as Mayor of Woodstock until the Annual Meeting of the Council in May 2012. Cllr Mrs J Dunsmore then signed the Declaration of Acceptance of Office and duly took over the Chair for the meeting.

WTC/2/11 ELECTION OF THE DEPUTY TOWN MAYOR AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Mrs T Redpath proposed Cllr Mrs V Edwards for the position of Deputy Mayor. She declined the nomination. Cllr C Carritt proposed Cllr B Yoxall for the position of Deputy Mayor and this was seconded by Cllr Mrs E Stokes. Cllr B Yoxall accepted the nomination.

RESOLVED

That Cllr B Yoxall is elected to serve as Deputy Mayor of Woodstock until the Annual Meeting of the Council in May 2012. Cllr B Yoxall then signed the Declaration of Acceptance of Office.

WTC/3/11 ***ELECTION OF THE COUNCIL MEMBER FOR PROPERTY***

Cllr P Jay proposed that Cllr E Poskitt be re-appointed as the Council Member for Property and this was seconded by Cllr T Gardiner.

RESOLVED

That Cllr E Poskitt be elected to serve as the Council Member for Property until the Annual Meeting of the Council in May 2012.

WTC/4/11 ***ELECTIONS FOR APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES***

The Town Council received and considered a schedule recording the Members' preferences as to the Committees, Working Groups and Outside Bodies they wished to serve upon.

RESOLVED

That Members be appointed to serve on Committees, Working Groups and Outside Bodies as set out in the Schedule attached as the Appendix to these Minutes.

The Council then adjourned in order to allow meetings of the Committees to take place to elect their Chairmen.

RESOLVED

That the following Chairmen were elected until the Annual Meeting of the Town Council in May 2012:

- (i) Mayors Committee - The Mayor
- (ii) Communications Sub-Committee - Cllr B Yoxall
- (iii) Finance Committee - Cllr P Redpath
- (iv) Strategy Committee - Cllr J Cooper

Following the completion of that business, the meeting of the Town Council re-convened.

WTC/5/11 ***DECLARATIONS OF INTEREST***

Cllr T Gardiner declared a Personal Interest in Agenda Item 15(i) a) 11 Churchill Gate, Woodstock as he is a neighbour to the property.

Cllr B Yoxall declared a personal interest in Agenda Item 11 (ii) Public Participation address by Mr S Parnes as he was a candidate in the election.

WTC/6/10 ***APPOINTMENT OF PROFESSIONAL BODIES***

To consider the following appointments:

- | | |
|-----------------------|-------------------|
| (a) Solicitors: | Henmans LLP |
| (b) Property Agents: | Carter Jonas |
| (c) Bankers: | Barclays Bank plc |
| (d) Insurers: | Zurich Municipal |
| (e) Internal Auditor: | Roger Symes |

Cllr C Carritt proposed that appointments (a) to (e) be confirmed. This was seconded by Cllr Mrs V Edwards.

RESOLVED

That professional appointments (a) to (e) be continued, to operate until such time as the Council decides to review them.

With regard to the solicitors Henmans LLP (appointment (a)) Cllr T Redpath proposed an amendment and asked that WTC continue with Henmans subject to a review in 2 months time. This amendment was seconded by Cllr Mrs A Grant. Other Cllrs suggested that this was too short a period in which to undertake such a review. The proposers of the amendment agreed that the review should take place by September 2011.

RESOLVED (14 votes for)

That a review of WTC's legal services be carried out by 1st September 2011.

ACTION: The Property Working Group.

WTC/7/11

STANDING ORDERS AND FINANCIAL REGULATIONS

Cllr T Gardiner proposed that the current Standing Orders and Financial Regulations be used at Council, Committee and Working Group Meetings. This motion was seconded by Cllr Mrs T Redpath. Cllr P Jay asked that the Standing Orders and Financial Regulations be re-printed to include the updated Financial Regulations.

RESOLVED

That the current Standing Orders and updated Financial Regulations be printed and used at Council, Committee and Working Group Meetings.

ACTION: Town Clerk.

WTC/8/11

PARISH REPRESENTATIVE ON THE STANDARDS COMMITTEE

A notification of vacancies for a Parish Representative and Deputy to serve on WODC's Standards Committee was received and considered. Cllr A Glees proposed that he apply for this vacancy. The Mayor said that she would also like to apply.

ACTION: The Mayor and Cllr A Glees will notify WODC of their interest.

WTC/9/11

APOLOGIES FOR ABSENCE

None received.

WTC/10/11

TO APPROVE THE MINUTES OF:

The Minutes of the Meeting of the Town Council held on Tuesday 12th April 2011 were approved and signed as a correct record subject to the following amendments:

WTC/291/10 Public Participation Session with Respect to Items on the Agenda. In the first paragraph on page 127 references to a specific location that plans to utilise a cemetery extension for allotments until required were removed. The last sentence of the resolution on page 127 was amended so that the words 'commits to' were deleted and the word 'investigating' was amended to read 'investigate'.

WTC/296/10 Planning Matters (ii) New Development Banbury Road. The word 'Road' was inserted at the end of the first sentence.

WTC/301/10 (iii) cont'd Cemetery (i). In the first sentence the word 'Road' was replaced with 'Lane'. (ii) The resolution was amended so that '£50' was removed and replaced by '50%'.

WTC/303/10 Property Update (i) Update on the Community Centre Re-modelling. The reference to Cllr L Grant in the first sentence was amended to read Cllr L Glee.

WTC/11/11 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

- (i) Report from Cllr I Hudspeth
The council received and noted the May 2011 report from Cllr I Hudspeth.
- (ii) Address by Mr S Parnes entitled 'The Election That Was & The Poll That Wasn't: What happened, what didn't – and why not'?
Cllr B Yoxall declared a personal interest in this item as he was one of the candidates in the election.
Mr Parnes congratulated the new Mayor and Deputy Mayor upon their appointments. He explained why he had called for an election and why he had later withdrawn his candidacy. The Mayor said that WTC had noted what he had said and would respond in writing.
ACTION: The Mayor will write and formally respond to Mr Parnes.

WTC/12/11 COMMUNICATIONS

Cllr J Cooper thanked residents and Cllrs for their support at the recent fund raising event to raise money for the Air Ambulance. It was noted that people could still bid for a tour of the Twickenham Rugby Stadium. He also reported that Chris Oliver had sent a thank you card to acknowledge the gift presented to him upon his retirement.

WTC/13/11 QUESTIONS

None.

WTC/14/11 RE-ORDERING THE AGENDA

The Mayor asked the residents in attendance whether they were interested in any particular agenda items. One resident was interested in the allotments, one had a personal interest in the planning application for 7 Briar Thicket and others expressed a general interest. Two residents were interested in the Bowls and Tennis Club but it was explained that this agenda item would be taken in confidential session.

The Mayor asked that WTC agree to take the following agenda items next: Agenda Item 18 (a) Report of the Allotment Working Group, followed by Agenda Item 15 (i) Planning Applications, followed by Item 20 The Community Centre Working Group. The council agreed to this request.

WTC/15/11 MEETING OF THE ALLOTMENT WORKING GROUP

The chairman of the group referred members to the report that had been produced and circulated prior to the meeting. She proposed that WTC resolved to approve the recommendations contained within the report. The Mayor said that the recommendations therein would be considered and voted upon separately.

RESOLUTIONS

The council resolved that:

1. the Clerk will make a formal application to Blenheim Estate for 184 X 28 Metres of land parallel to Green Lane – between the sewage pumping and electricity stations – (Grid reference SP452/182) for a lease between WTC and Blenheim Estate for 20 years for use for allotment purposes.
ACTION: Town Clerk to write to Blenheim Estates.
2. the Clerk request a letter of intent from Blenheim Estate regarding the proposed lease to enable the setting up of a Woodstock Allotment Association and to facilitate immediate grant application and the seeking of any necessary planning permission.
ACTION: Town Clerk to request Letter of Intent from Blenheim Estates.
3. WTC provide a letter of intent to the Woodstock Allotment Association of its acceptance of such a lease.
ACTION: Town Clerk to write Letter of Intent to Woodstock Allotment Association.
4. the Clerk obtains a survey of water supply from Thames Water at a cost to WTC of £240 (to be offset against the cost of future provision of water to the site if provided).
ACTION: Town Clerk to commission a water survey from Thames Water.
5. WTC takes notice that the Woodstock Allotment Association will apply for grants for setting up costs – estimated at between £7-£10k – and undertakes to contribute a sum of 10% of the grant application maximum (i.e. £1k) in this unbudgeted year. WTC will advise the Allotment Committee of the Woodstock Public Events Fund and suggests that they consider making an application to this fund to facilitate their immediate cash flow requirements.
ACTIONS: WTC to contribute £1k towards the Woodstock allotments in 2011/12. The Town Clerk to pass the Allotment Committee information about the Woodstock Public Events Fund.
6. WTC agrees to reassess the situation in the new budgetary year, in the event that grant applications are unsuccessful.
ACTION: WTC to reassess the situation in the new budgetary year, in the event that the grant applications are unsuccessful.

The Mayor asked that the list of people currently on the allotments waiting list be circulated to Council Members.

ACTION: Mr Kinch to provide updated list to the Assistant Town Clerk for copying and distribution to Cllrs.

The Mayor asked that after the Clerk has made the formal request to Blenheim Estate, Mr Kinch publicise the allotments in Woodstock and Bladon News and on Notice Boards and the that Assistant Clerk post this notification on the Woodstock web site.

ACTION: Mr Kinch to prepare copy to advertise the allotments and this to be actioned after the Clerk has made the formal approach to Blenheim Estates.

Cllr Mrs L Glees noted that the allotment lease and responsibilities of the allotment management committee will need to be investigated and harmonised to cover various eventualities such as empty allotments. She considered that it needs to be legally sound and she suggested that the Councils solicitors look at this for WTC.

WTC/16/11 PLANNING MATTERS

(i) Planning Applications

The council received and considered the following planning applications:

(a) Ref: 11/0483/P/FP

11 Churchill Gate, Woodstock: Erection of a porch.

Cllr T Gardiner declared a personal interest as he is a neighbour.

RESOLVED

That WTC has no comment to make about this planning application.

(b) Ref: 11/0491/P/FP

66 Banbury Road, Woodstock: Erection of two storey side and rear and single rear extensions.

RESOLVED

That WTC has no comment to make about this planning application.

(c) Ref: 11/0528/P/FP

7 Briar Thicket, Woodstock: Erection of single storey front and rear and two storey side extensions.

The planning applicant was present at the town council meeting and described how he had responded to previous concerns. The Mayor advised him that he could speak to the WODC Planning Committee. Cllr J Cooper proposed that WTC object to this application on the grounds of over-development and make reference to WODC local planning policy BE2 (General Developments Standards under the Environment Section) that says that a 'new development should respect and where possible improve the character and quality of it's surroundings' . Cllr Mrs P Richardson seconded this motion.

RESOLVED (7 votes for, 4 against, 5 Cllrs abstained)

That WTC will object to this planning application on the grounds of overdevelopment under local planning policy BE2.

(d) Ref: 11/0536/P/FP

75 Manor Road, Woodstock: Construction of roof over courtyard to create storage area to the rear of the dwelling.

RESOLVED

That WTC has no comment to make about this planning application.

(e) Ref: 11/0552/P/LB

Manor Farm, 12 Manor Road, Woodstock: Internal refurbishment to include alterations to layout.

RESOLVED

That WTC has no comment to make about this planning application.

(f) Ref: 11/0593/P/DCA

Old School, Oxford Road, Woodstock: Demolition of existing 1.4m high boundary walling.

RESOLVED

That WTC has no comment to make about this planning application.

(g) Ref: 11/0570/P/FP

45 Hill Rise Woodstock: Erection of dwelling with associated access and parking.

A letter of objection from a neighbour was noted. Cllr J Cooper proposed that WTC object to this application on the grounds of over-development and make reference to WODC local planning policy BE2 (General Developments Standards under the Environment Section) that says that a 'new development should respect and where possible improve the character and quality of its surroundings'. Cllr Mrs P Richardson seconded this motion.

RESOLVED (6 votes for, 3 against, 7 Cllrs abstained)

That WTC will object to this planning application on the grounds of overdevelopment under local planning policy BE2.

ACTION: Assistant Town Clerk to relay the planning comments to WODC

WTC/17/11 **EXCLUSION OF THE PUBLIC AND PRESS**

Cllr C Carritt 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 for Agenda Item 20 the Community Centre Working Group. This proposal was seconded by Cllr J Cooper.

RESOLVED

That the public should be excluded for the report from the Community Centre Working Group.

WTC/18/11 **COMMUNITY CENTRE WORKING GROUP**

(i) Registration for VAT

The council considered a note from the finance assistant that set out the arguments for and against registering the Community Centre for VAT. Cllr Mrs V Edwards proposed that the Community Centre be registered for VAT. This motion was seconded by Cllr Mrs L Glees. Discussion followed.

The Clerk/RFO recommended that WTC did not register the Community Centre for VAT because the decision could not be reversed later. She also expressed concern about the possible long term effects on bookings and the additional staff effort that may be involved in processing different types of invoicing. Some Cllrs disagreed and considered that the decision to register for VAT could be reversed at any time if required. A member called for a named vote the results of which were as follows:

For: Cllrs Mrs J Dunsmore, Mrs A Grant, Mrs T Redpath, P Redpath, P Jay, A Glees, Mrs L Glees, C Carritt, Mrs V Edwards, Mrs E Jay (10)

Against: Cllrs B Yoxall, T Gardiner and J Cooper (3)

Abstentions: Cllrs E Poskitt, Mrs E Stokes and Mrs P Richardson (3)

RESOLVED

That WTC will register the Community Centre for VAT.

ACTION: The Finance Assistant/RFO will register the Community Centre for VAT.

(iii) WREN Application

Cllr Mrs L Glees noted that the deadline for the receipt of applications was 18th May 2011. Various draft letters relating to the applications were received and considered: a letter detailing the Third Party Funding, a letter to local businesses, an environmental policy statement, an equal opportunities statement (Cllr Mrs L Glees thanked Cllr Mrs T Redpath for her help with this) and a letting policy. Cllr Mrs L Glees proposed that these documents be approved and sent in time to meet the deadline. This motion was seconded by Mrs V Edwards.

RESOLVED

That the letter detailing Third Party Funding is approved.

RESOLVED (12 votes for, 4 abstentions)

That the letter to the local businesses is approved.

RESOLVED

That the Environmental Policy is approved but the third bullet point is amended to read 'balance developmental needs with the protection and conservation of the natural and built environment, protecting and enhancing the landscape and historical, architectural and local distinctiveness of the area, whilst preserving and enhancing it's biodiversity'.

RESOLVED

That the Equal Opportunities Policy is approved.

RESOLVED

That the current letting policy will be submitted

ACTION: Cllrs Mrs V Edwards, Mrs L Glees and the Assistant Town Clerk will compile, copy and submit the WREN application.

The Mayor thanked Cllr Mrs L Glees for her work on the WREN application. Cllr Mrs L Glees reported that £1k had recently been donated towards this project from an anonymous donor.

The Council then came out of confidential session and took the next item on the agenda.

WTC/19/11 FINANCIAL ISSUES

The Clerk distributed revised financial spreadsheets as the bank statements had now been received and reconciled.

(i) To receive the list of Payments for April 2011

It was proposed and seconded that the list of payments made in the month of April 2011 amounting to £17,180.45 be received and approved.

RESOLVED

That the list of payments made in the month of April 2011 amounting to £17,180.45 is approved

- (ii) To receive the Bank Reconciliation Statements for April 2011
The Council received and considered the bank Reconciliation Statements for April 2011.
- (iii) To receive the Summary and Detailed Income & Expenditure Statements for April 2011
The Summary and Detailed Income and Expenditure Statements for April 2011 were received and considered.
- (iv) Answer to question at the TC meeting of March 2011 about Christmas Lights
The council considered the report that had been produced in response to a question asked by Cllr J Dunsmore. The Mayor asked that this report be updated to show the 2009 surplus money.

RESOLVED

That the report about Christmas Lights will be updated to show the 2009 surplus.

ACTION: The finance assistant will update the report.

Cllr A Glee proposed that Cllr P Jay be thanked for his work as the chairman of the Finance Committee. Cllr Mrs V Edwards seconded this motion.

RESOLVED

That Cllr P Jay is thanked for his work as chairman of the finance committee.

WTC/20/11 PLANNING MATTERS -Continued

- (ii) New Development Banbury Road
The council received and correspondence from WODC that said that the developer did not want to name the new development in Banbury Road 'Capability Close'. Cllr P Jay proposed that the new development be called 'Ramillies Close' to mark the 305th anniversary of the first Duke of Marlborough's victory over the French army. This motion was seconded by Cllr A Glee.

RESOLVED

That the Clerk will write to both WODC and the Duke of Marlborough and suggest that the new development in Banbury Road is called 'Ramillies Close'.

ACTION: Town Clerk to notify WODC and also write to His Grace the Duke of Marlborough.

WTC/21/11 CEMETERY

This item was deferred until the council went into confidential session.

WTC/22/11 WINTER WEATHER

A letter from WODC was received and considered. The Deputy Mayor proposed that this matter be referred to the Strategy Committee for consideration and then brought back to Council.

RESOLVED

That the Strategy Committee will consider the WODC letter about severe winter weather and bring a response back to WTC at the June TC meeting.

WTC/23/11 MEETINGS OF COMMITTEES & SUB-COMMITTEES

(i) Allotment Working Group

The report from this group of the meetings on 18th April and 3rd May had been received earlier in the meeting.

(ii) Traffic Advisory Committee

The council received and considered the minutes of the meeting of the Traffic Advisory Committee that was held on 20th April 2011.

WTC/24/11 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 instructed to withdraw for items 15 (iv) - 17. This proposal was seconded by the Deputy Mayor.

RESOLVED

That the public should be excluded for the EWG report on the cemetery, the report of the Property Working Group, the Property Update and discussions concerning the 2011 Caretaking Requirements for Woodstock Town Council.

WTC/25/11 CEMETERY

Following the Town Council meeting on 12th April the Clerk had written and informed a resident of the WTC decision relating to a memorial in the Green Lane Cemetery. The chairman of the EWG outlined the content of a subsequent letter received from this resident. Discussion followed. Cllr Mrs A Grant proposed that the original council decision be re-confirmed. Cllr Mrs E Jay proposed an amendment to the motion whereby the Clerk would investigate whether WTC rules and regulations could accommodate the suggestion made by the correspondent, and if appropriate write to the families affected by this. If this is inappropriate, the resident will be advised that the original decision of WTC stands. She further proposed that the WTC policy about headstones be updated to include wording to cover this matter in case it arises in the future. Cllr T Gardiner seconded this amendment.

RESOLVED (6 votes for, 5 against)

That the Clerk will investigate whether WTC can accommodate the suggestion of the resident and if so write to the residents affected by the suggestion. If this is not possible the Clerk will notify the correspondent of this. The relevant WTC will be updated to include wording to reflect the WTC policy on this matter in case a similar case arises in the future.

ACTION: The Clerk will work with the Assistant Clerk and Council Members to investigate the feasibility of accommodating the residents request and write appropriate letters following this investigation.

ACTION: The EWG will update the cemetery rules and regulations to include the WTC policy on this matter.

WTC/26/11 PROPERTY UPDATE

(i) Number 8 Park Street

A prospective tenant has been found for this property. The garden needs tidying up before they move in so WTC considered a quote received from a local gardener, obtained by Carter Jonas. Cllr T Gardiner proposed that WTC accept this quotation. This motion was seconded by Cllr A Glees.

RESOLVED

That the gardening quote received from Carter Jonas be approved.

ACTION: The Clerk will notify Carter Jonas.

Several Cllrs asked to view the work undertaken at 8 Park Street.

ACTION: The CMfP will obtain a set of keys from Carter Jonas and arrange for this to take place.

AGREEMENT TO EXTEND THE MEETING

The Mayor asked for agreement to extend the meeting until 10.45 pm

RESOLVED

That the meeting would be extended until 10.45pm.

(ii) Number 2 Park Street

The Deputy Mayor reported that there is a crack in the ceiling of the old sorting office at 2 Park Street.

RESOLVED

That this matter will be discussed at the June Town Council meeting.

(iii) Fire and Emergency Lighting Contracts at the Town Hall

WTC received and considered quotations for moving the contract for the fire alarm and emergency lighting servicing and maintenance from the current supplier to Chubb who already manage this service at the Community Centre. The CMfP proposed that Carter Jonas be asked to arrange for the contract to be moved to Chubb and the work on installing missing and replacing old sensors be approved. This motion was seconded by Cllr C Carritt.

RESOLVED

That the Fire alarm and Emergency Lighting maintenance and service contract be transferred from the current provide to Chubb and that the missing sensors be replaced and old sensors replaced in accordance with the Chubb recommendations.

ACTION: The Clerk will notify Carter Jonas.

(iv) Asbestos Survey at the Town Hall.

The need for asbestos labelling in the Assembly Rooms was discussed.

RESOLVED

That labels will be applied to the underside of the window sills in the Assembly Rooms.

ACTION: The Clerk will work with Carter Jonas to source and fit suitable stickers.

(v) Electrical Matters

(a) Fixed Wiring

The CMfP notified WTC that Southern Electric has been booked to undertake the fixed wiring tests in May 2011.

(b) Extractor Fan in the Ladies Toilet

The CMfP reported that as there is no window in the ladies toilet it is essential for a working extractor fan to be in place.

RESOLVED

That Carter Jonas will be asked to go ahead and arrange for the new extractor fan to be fitted (cost £489 plus VAT)

ACTION: The Clerk will notify Carter Jonas of the WTC decision.

(c) Craft Fair

The CMfP informed the council of electrical problems that had occurred over the Easter weekend. These are thought to be associated with the Craft Fair as they were using the Town Hall at the time. The Town Hall staff had previously raised PAT testing with the Craft Fair organiser and been told that all apparatus used was PAT tested. However, when the problem arose the caretaker examined the apparatus in use and found only one piece of equipment had been PAT tested.

RESOLVED

That the Town Clerk will write to the organisers of the Craft Fair allowing them until the end of June to provide evidence that all apparatus is certified recently PAT tested and that, failing this, the Craft Fair is not allowed to use the building until all equipment can be thus certified.

ACTION: Town Clerk to write to the Craft Fair organisers

(vi) Front Doors that open onto the Market Square

The CMfP presented a quotation for decorating the doors. Cllr C Carritt noted that they must be oiled and not varnished. Cllr J Cooper noted that the Nat West had recently had the doors of the bank redecorated. He proposed that Nat West be asked for details of their decorators in order that an additional quotation can be obtained.

RESOLVED

That the Nat West bank is asked for details of the company that undertook the recent re-decoration of the doors to the bank, a quote will then be obtained and the matter be brought back to council.

ACTION: Town Clerk/CMfP to progress this matter.

(vii) Community Centre Dishwasher

Users of the Community Centre identified the need for a commercial dishwasher in the downstairs kitchen of the Community Centre and have been raising funds towards this. A quote for £1639.13 (plus VAT) was received in October 2010. The Lunch Club and others have managed to collect £1050 towards the purchase of this machine. This quotation included installation but it was uncertain whether this included the cost of removing one kitchen unit and the possible stabilization of the units.

RESOLVED

1. That the Lunch Club be congratulated on their fund raising efforts.

ACTION: Town Clerk to send a letter.

2. That it is confirmed that the installation of the new dishwasher will not involve extra costs because of removal of kitchen units or further plumbing.

ACTION: CMfP to confirm.

3. That WTC will contribute the shortfall in funding and arrange for this to be installed as practical.

ACTION: Town Clerk/CMfP will progress.

WTC/27/11 WOODSTOCK BOWLS AND TENNIS CLUB

The chairman of the working group presented a paper to WTC and reminded the council of its resolutions of 12th October 2010 and 9th November 2010 (*Minutes WTC/160/10 (e) and WTC/184/10*) . On 13th April WTC’s solicitors had provided a legal opinion on one outstanding matter. Carter Jonas had also advised on this matter. Discussion followed. The Mayor proposed that the advice of the councils solicitors and property experts be followed.

RESOLVED

That the rental of £1,500 per year is increased annually by reference to the consumer price index and the clause about overhead floodlights be withdrawn.

The chairman of the working group noted that Carter Jonas had recommended that the start date of the new lease should be 10th August 2011.

ACTION: Town Clerk to notify Carter Jonas.

WTC/28/11 DEFERMENT OF ALL OTHER AGENDA ITEMS

Due to the time, the Mayor asked that the Council agree to defer all outstanding agenda items until the next town council meeting.

RESOLVED

That the outstanding business from this agenda is brought forward to the next meeting of WTC.

The meeting rose at 10.45pm.

Signed Date

Appendix 1

Woodstock Town Council

Appointment of Members to Serve on Committees,

Working Groups and Outside Bodies

Council Member for Property: Cllr E Poskitt

Committees

<u>Committee</u>	<u>Current Number of Nominations</u> <u>2011/12</u>	<u>Councillor Appointments</u>
Mayor's	7	The Mayor (Ex Officio), The Deputy Mayor (Ex Officio) J Cooper, E Poskitt, T Gardiner, Mrs V Edwards, Mrs T Redpath, Mrs A Grant and Mrs P Richardson.
- Communications Sub-Committee	1	B Yoxall
Finance	4	P Redpath , E Poskitt, B Yoxall, and Mrs T Redpath
Strategy	6	J Cooper , E Poskitt, Mrs L Gleees, B Yoxall, P Redpath and Mrs A Grant

Working Groups

Allotments Working Group	4	Mrs E Jay, Mrs T Redpath, P Redpath and Mrs P Richardson
Bowls and Tennis Club	5	P Redpath, E Poskitt, T Gardiner, P Jay and Mrs P Richardson
Christmas Lights	2	Cllr Mrs J Dunsmore and B Yoxall (assisted by Cllr C Carritt)
Environment	6	Mrs T Redpath, E Poskitt, Mrs E Jay, P Redpath, Mrs A Grant and Mrs P Richardson
Property	7	E Poskitt, Mrs J Dunsmore, J Cooper, Mrs L Gleees, B Yoxall, A Gleees and Mrs A Grant
- Community Centre Working Group	7	Mrs V Edwards, Mrs L Gleees, E Poskitt, Mrs J Dunsmore, B Yoxall, P Redpath and Mrs P Richardson

Other

Woodstock Bloom	3	E Poskitt, B Yoxall and Mrs P Richardson
Woodstock Legacy Fund Board of Trustees	3	The Mayor , T Gardiner and Mrs A Grant
Woodstock Town Plan Steering Group	2	C Carritt and B Yoxall

Outside Bodies

<u>Outside Body</u>		<u>Appointments</u>
A44A	2	Mrs E Jay and P Redpath
Carnival Committee	2	Cllr Mrs J Dunsmore and Mrs A Grant
Neighbourhood Action Group	1	A Glees
OALC	1	P Redpath
ORCC	1	Cllr Mrs J Dunsmore
Oxford Airport Consultative Committee	1	T Gardiner (Deputy Mrs E Jay)
Public Transport	1	B Yoxall
Sir Robert Cocks Education Charity	1	E Poskitt.
Traffic Advisory Committee	3	C Carritt, P Redpath and B Yoxall
Woodstock Wall Hangings Trust	3	Mrs E Jay, B Yoxall and Mrs P Richardson
Woodstock Relief In Need Charity	2	B Yoxall and Mrs E Stokes
Woodstock Exhibition Foundation Charity	4	Mrs E Stokes until 23.05.2012 Mrs E Jay until 13.11.2011 B Yoxall until 12.05.13 Mrs P Richardson until 23.5.2012
Woodstock Public Events Fund	1	P Jay
Woodstock Youth Club	3	J Cooper, Mrs E Stokes, and Mrs P Richardson