

**MINUTES OF THE EXTRAORDINARY MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 19 JULY 2011
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

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

ALSO IN ATTENDANCE:

One member of the public.

WTC/90/11 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs V Edwards, P Jay and Mrs E Jay and County Councillor I Hudspeth.

WTC/91/11 DECLARATIONS OF INTEREST

None

WTC/92/11 COMMUNICATIONS

The Mayor asked the Council to agree to bring the item about 'Public Participation' forward and then exclude the public and press before the item of Caretakers is discussed. The Council agreed to this request. The Mayor advised the Council that some new information had been received about the Bowls and Tennis Club and asked the Council to agree to allow this matter to be discussed after the exclusion of the public and the press. The Council agreed to this request. The Mayor reported that a lot of mess had been left after a recent wedding and that it had taken the Caretaker a lot of time to clean up the rubbish. The carpet has been stained by chocolate and strawberries and so will require cleaning. Discussion followed.

RESOLVED

That the Caretaker will be asked to clean the carpet, the hirer in question will lose the deposit and also be charged for any additional hours that the caretaker has to spend cleaning up the mess.

ACTIONS:

1. The Clerk will ask the Caretaker to clean the carpet
2. The Deputy Clerk will invoice the hirer for any time over and above that already covered within the £50 deposit.

The Council Member for Property proposed that the damage deposit for weddings be increased. The Clerk recommended that the damage deposit be increased for all parties and bookings of a similar nature.

Cllr T Gardiner proposed that all deposits be banked as soon as they are received.

RESOLVED

That from now on the damage deposits will be banked as soon as they are received.

Discussion followed about the amount that the damage deposit should be increased to and a vote was decided upon the various options. The results were as follows:

£200 – 4 votes for
£150 – 5 votes for
£100 – 3 votes for

RESOLVED

That the damage deposit will be increased from £50 to £150 with immediate effect.

ACTION: The staff will apply the decisions to bookings henceforth.

WTC/93/11

PUBLIC PARTICIPATION

The Mayor introduced a paper about ‘Public Participation’ that was brought forward from the meeting of 12th July by the Deputy Mayor. The aim of this paper is to encourage resident participation at Town Council meetings. The Deputy Mayor proposed the following motion:

Standing Order 82. ‘Permission for the Electorate to Speak at Council’

- a) Members of the public have the right to speak about any subject they may wish to raise whether or not it is on the agenda of the meeting concerned, providing it is relevant to the interests of the Council. Such relevance will be determined by the Clerk in consultation with the Mayor/Deputy Mayor.
- b) Only one subject may be addressed at any one time.
- c) Written notice of the wish to speak and the subject matter must be given by 10am on the morning of the meeting. In exceptional circumstances, at the Mayor’s discretion, permission may be given at a later time on verbal request to the Town Clerk.
- d) The Town Mayor or Chairman shall first introduce the subject to be addressed.
- e) The speaker shall be allowed to speak on one subject for no more than five minutes.
- f) The Town Mayor or Chairman shall respond and the matter may be debated by members at that meeting.
- g) Where a response cannot be given without the necessary research the matter shall be referred for further consideration at the next Council Meeting, or may be dealt with in writing.
- h) The maximum number of electors permitted to speak at any one meeting shall normally be three

End of Standing Order 82:

Whilst S.O’s 68-72 are satisfactory as written, it is recommended that S.O. 70 A, in order to avoid confusion, should be cross referenced to the amended S.O 82 thus:

‘Whilst having regard to the provisions of S.O 82, the Chairman may, at his discretion, at all meetings of the Council and at a convenient time...’

Discussion followed. Cllr C Carritt proposed the following amendments, seconded by Cllr E Poskitt, that

- (i) Item (c) be amended so that requests to speak must be received by midday on the morning of the day before the meeting

RESOLVED (12 votes for, 1 abstention)

That Item (c) be amended in accordance with Cllr C Carritts proposal described above.

- (ii) The following words be added at the end of Item (f) ‘but any formal motion or resolution relating to the issues raised shall stand adjourned for consideration at a subsequent Town Council meeting at which it shall be agendered.’

RESOLVED (12 votes for, 1 abstention)

That Item (f) be amended in accordance with Cllr C Carritts proposal described above.

Cllr A Glee proposed an amendment to the proposal so that in Item (a) the words ‘the right’ be deleted and replaced with the word ‘permission’, and that the following text be added to the end of Item (g) ‘That whoever speaks be asked to give a written statement to accompany the oral speech when the situation requires’. Cllr P Redpath seconded this motion.

RESOLVED (7 votes for, 4 votes against)

That in Item (a) the words ‘the right’ are replaced with the word ‘permission’ and that the following text be added to the end of Item (g) ‘That whoever speaks be asked to give a written statement to accompany the oral speech when the situation requires’.

Cllr T Gardiner proposed a further amendment to the proposal so that the revised S.O 82 is trialled for a period of 6 months. This motion was seconded by Cllr C Carritt.

RESOLVED (12 votes for, 1 against)

That the revised S.O 82 is trialled for a period of 6 months.

The full amended proposal was then voted upon.

RESOLVED (11 votes for and 2 abstentions)

That

Standing Order 82. ‘Permission for the Electorate to Speak at Council’ be revised as follows

- a) Members of the public have permission to speak about any subject they may wish to raise whether or not it is on the agenda of the meeting concerned, providing it is relevant to the interests of the Council. Such relevance will be determined by the Clerk in consultation with the Mayor/Deputy Mayor.
- b) Only one subject may be addressed at any one time.
- c) Written notice of the wish to speak and the subject matter must be received by midday on the morning of the day before the meeting. In exceptional circumstances, at the Mayor’s discretion, permission may be given at a later time on verbal request to the Town Clerk.
- d) The Town Mayor or Chairman shall first introduce the subject to be addressed.
- e) The speaker shall be permitted to speak on one subject for no more than five minutes.
- f) The Town Mayor or Chairman shall respond and the matter may be debated by members at that meeting, but any formal motion or resolution relating to the issues raised shall stand adjourned for consideration at a subsequent Town Council meeting at which it shall be agendered.
- g) Where a response cannot be given without the necessary research the matter shall be referred for further consideration at the next Council Meeting, or may be dealt with in writing, and that whoever speaks be asked to give a written statement to accompany the oral speech when the situation requires.

- h) The maximum number of electors permitted to speak at any one meeting shall normally be three

End of Standing Order 82:

Whilst S.O's 68-72 are satisfactory as written, it is recommended that S.O. 70 A, in order to avoid confusion, should be cross referenced to the amended S.O 82 thus:

'Whilst having regard to the provisions of S.O 82, the Chairman may, at his discretion, at all meetings of the Council and at a convenient time...'

ACTIONS:

1. The Clerk will arrange for the revised standing order to be publicised on the web sites, WTC notice boards.
2. The Mayor will include it in her next monthly report to Woodstock and Bladon News.

WTC/94/11 EXCLUSION OF THE PUBLIC AND PRESS

It was 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.

RESOLVED

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

WTC/95/11 BOWLS AND TENNIS CLUB

The Chairman of the Bowls and Tennis Club advised Members of some new information that had been received in relation to the Bowls and Tennis Club lease. Cllr P Redpath proposed that the Clerk write, as a matter of urgency, to Carter Jonas and ask them to reiterate the points in the WTC resolution of 14th June 2011 to the Bowls and Tennis Club, and confirm that there should be no time extension and that any indemnity by WTC is not an option. This motion was seconded by Cllr T Gardiner. Cllr Mrs T Redpath noted that this was reaffirming the Council decision made in June 2011.

RESOLVED (Unanimous)

That the Clerk write, as a matter of urgency, to Carter Jonas and ask them to reiterate the points in the WTC resolution of 14th June 2011 to the Bowls and Tennis Club, and confirm that there should be no time extension and that any indemnity by WTC is not an option.

ACTION: The Clerk will write as a matter of urgency to Carter Jonas and inform them of the Councils resolution.

WTC/96/11 CARETAKERS

The Mayor introduced the paper that had been brought forward from the WTC meeting of 12th July 2011 and proposed that the recommendations from the Mayor's Committee be approved by Council, namely that:

- 1) The Clerk, The Mayor and the CMfP work with the existing Caretaker to:
 - (i) Draft a new job description and contract that reflects the current Caretakers newly expanded job in a similar format to other more recent staff contracts.

- (ii) Draft a job description, contract and advert for the new post of Deputy Caretaker that includes a provision for covering for the Environmental Warden during periods of absence due to holidays or sickness.
- 2) The Clerk send the revised and new documents to SE Employers for comment prior to them being finalised (working within a budget of £500 maximum).
- 3) The revised contract is issued to the existing Caretaker.
- 4) The recruitment process for the new Deputy Caretaker is undertaken as soon as possible.
- 5) That a total caretaking budget of £15,500 be allowed for the first year (including holiday cover for the environmental warden) until the current variables can be confirmed.

Cllr J Cooper seconded this motion. Discussion followed.

RESOLVED

That

- 1) The Clerk, The Mayor and the CMfP work with the existing Caretaker to:
 - (iii) Draft a new job description and contract that reflects the current Caretakers newly expanded job in a similar format to other more recent staff contracts.
 - (iv) Draft a job description, contract and advert for the new post of Deputy Caretaker that includes a provision for covering for the Environmental Warden during periods of absence due to holidays or sickness.
- 2) The Clerk send the revised and new documents to SE Employers for comment prior to them being finalised (working within a budget of £500 maximum).
- 3) The revised contract is issued to the existing Caretaker.
- 4) The recruitment process for the new Deputy Caretaker is undertaken as soon as possible.
- 5) That a total caretaking budget of £15,500 be allowed for the first year (including holiday cover for the environmental warden) until the current variables can be confirmed.

ACTION: The Mayor, Clerk and CMfP will progress this matter.

The meeting rose at 9.07pm.

Signed Date