

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 09 AUGUST 2011
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

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

ALSO IN ATTENDANCE:

Cllr I Hudspeth and 4 residents.

WTC/97/11 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs E Poskitt, Mrs E Jay and P Jay.

WTC/98/11 DECLARATIONS OF INTEREST

The Deputy Mayor declared a personal interest in Agenda Item 8: Winter Weather as his wife sustained an injury during winter weather on Christmas Eve 2009.

WTC/99/11 TO APPROVE THE MINUTES OF:

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

WTC/76/11 Public Participation. In the first sentence it was noted that the Head of Operations at the CLA Game Fair was Nick Brooks-Ward so an 's' was added to 'Brook'.

WTC/78/11 Communications. In the first sentence the word 'Oxford' was deleted and replaced with 'Woodstock'.

WTC/81/11 Planning Application 11/0933/P/FP the bracketed minute was amended to read (on part of the Owen Mumford site).

WTC/86/11 War Memorial Inscription. In the first sentence the words 'install an additional' were deleted and replaced with the words 'amend the inscription on the'.

WTC/89/11 Meetings of Committees and Sub-Committees (c) Property Working Group (ii) Meeting with Carter Jonas. Cllr Mrs Edwards asked that her name be removed from the proposal and the resolution as she was not at the meeting when this matter was discussed.

The Minutes of the extraordinary meeting of the Town Council held on 19th July 2011 were approved and signed as a correct record.

WTC/100/11 PUBLIC PARTICIPATION

Two residents addressed the Council at this meeting:

(i) Mr Sharone Parnes

Mr Parnes spoke about the worries that he has relating to the current Oxford County Council Library Consultation. He distributed a report to all Cllrs that summarised his concerns and asked that WTC consider the six actions listed in his paper. The Mayor thanked Mr Parnes for his presentation and advised him that County Cllr Ian Hudspeth would be presenting an item about the library consultation later on the

agenda. Cllr Hudspeth agreed to address some of the actions suggested by Mr Parnes when he made his report.

(ii) Mr Chris Baylis

Mr Baylis distributed a report to all Cllrs that summarised his concerns about the rumoured proposal to demolish the garage at the Community Centre and the implications that this had relating to the staging that is currently stored in it. He explained the problems associated with storing it elsewhere, listed the typical Woodstock community events for which it is used and suggested the costs that would arise if it was no longer available. He asked that the staging either be kept where it is or, that WTC consider hiring a similar stage as required to prevent the Woodstock events being put at risk. The Mayor suggested that this issue could be discussed under the agenda item about Winter Weather but the Council decided that it was inappropriate to include it under that item. The Council agreed to discuss Mr Baylis's concerns but noted that no decisions about this matter could be taken at this meeting. The Chairman of the Community Centre Working Group thanked Mr Baylis for raising his concerns but explained that no formal plans for the Community Centre had yet been made to the Town Council as the level of available funding is yet to be confirmed. She suggested that the current garage is not in a good location but that there may be an opportunity to store the staging elsewhere on the site even if the current garage is demolished. Discussion followed about whether rent should be charged for the storage of the staging. The Chairman of the working group said that the good will of the community will be required in order for the remodelling of the Community Centre to succeed and assured Mr Baylis that WTC will not do anything that will be to the detriment of Woodstock residents. She reaffirmed that there are no proposals at present but that they will be logical, sensible and practical. The Mayor thanked Mr Baylis for bringing his concerns to the Council.

WTC/101/11 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

A report from County and District Councillor Ian Hudspeth had previously been received and circulated. He reported about the changes that will be made to the current Park and Ride facilities that service Oxford. Last year Oxford County Council (OCC) paid Oxford City Council and took over running the Redbridge, Seacourt and Peartree Park and Ride facilities. The agreement enabled either party to give 12 months notice on this arrangement and OCC has now given this. In future OCC will continue to provide a free parking service at the Water Eaton and Pear Tree sites but a charge will be introduced for long term parking at the Thornhill site. Long distance coaches will also be charged for using this site. The Thornhill Park and Ride facility will be expanded.

Cllr I Hudspeth said that WODC is now collecting all types of plastic. This is currently a 3 month trial.

District Cllr J Cooper reported that residents will be supplied with nets for their recycling boxes if they apply to WODC.

ACTION: *The Clerk will arrange for the information about the nets to be made available to residents via the WTC web site.*

Cllr J Cooper said that the street cleaning team has been asked to look into the sweeping and cleaning of Park Lane. Cllr Cooper reported that the Community Governance review is currently underway and will be going to the Audit and General Purposes Committee of WODC on 29th September.

WTC/102/11 COMMUNICATIONS

The Mayor reported that she had sent letters to the CLA organisers, Bill Oddy at WODC and Sara Thornton at TVP and thanked them for the enormous improvements that they had achieved for the Game Fair this year. She thanked Cllrs A Gleees, P Jay and the Deputy Mayor for the work they had undertaken to find suitable solutions to meet the needs of Woodstock residents.

The Mayor thanked Cllr Mrs A Grant and her husband Jim and also Ian and Sarah Thomas for the catering which they organised for 'Mayor's Sunday'. She also thanked the Deputy Clerk and the Deputy Mayor for the effort that they had put into making this event such a success, the Reverend Canon Adrian Daffern for delivering a lovely service and the choir for singing so beautifully. Cllr A Gleees thanked the Mayor for reinstating this event and hoped that it would continue from now on. He suggested that in future photographs might be taken at such events for inclusion on the WTC web site. It was noted that Cllr C Carritt had taken one photo at 'Mayor's Sunday' and published this along with a note about the event on the WTC web site.

WTC/103/11 QUESTIONS

None

WTC/104/11 WINTER WEATHER

The Deputy Mayor declared a personal interest as his wife sustained an injury during winter weather on Christmas Eve 2009.

The Council considered a paper from the Deputy Mayor about Winter Weather. The Deputy Mayor proposed that WTC agree that the paper be submitted as an application to the OCC Big Society Grant Fund. Cllr T Gardiner seconded this motion. Discussion followed around the storage location of the salt and equipment and the volunteers who would help.

Cllr C Carritt proposed an amendment that 'WTC resolves to accept the report by the Deputy Mayor in principle in order that it can progress the Big Society bid but that points of detail be discussed by the Strategy Committee'. Cllr J Cooper said that he would second this motion in the words 'subject to a suitable storage location be included after 'principle'.

The Deputy Mayor amended his original motion and proposed that the contents of the application for Big Society Funding be accepted as the way forward for WTC to deal with Winter Weather preparations for the year ahead subject to a suitable storage location and community volunteers being found. Cllr T Gardiner accepted this amendment.

RESOLVED (unanimous)

That the contents of the application for Big Society Funding be accepted as the way forward for WTC to deal with Winter Weather preparations for the year ahead subject to a suitable storage location and community volunteers being found.

ACTIONS:

1. The Town Clerk will work with the Deputy Mayor to ensure that a bid application is made by the deadline of 31st August 2011
2. County and District Councillor Ian Hudspeth will determine whether OCC insurance will cover the volunteers who will be assisting WTC.

WTC/105/11 MEETING DISCUSSIONS

The Mayor asked Cllrs if they would each be prepared to speak only once to each Agenda item in order to facilitate the Council finishing all of the business.

RESOLVED

That Cllrs agreed to only speak once to each Agenda item in order to facilitate the Council finishing all of the business.

WTC/106/11 PLANNING MATTERS

(i) The following planning applications were received and considered

(a) Ref: 11/0984/P/FP

Sansons Cottage (near Wootton, Woodstock)

Change of use of first floor office/workshop/store to self contained holiday let.

RESOLVED

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

(b) Ref: 11/1007/P/LB

38 Oxford Street, Woodstock

Internal alterations to include secondary glazing and changes to layout.

RESOLVED

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

***ACTION:** The planning comments will be relayed to WODC by the office staff.*

(ii) Response to Request for advice from Kemp and Kemp

A paper from Cllr Mrs T Redpath was received and considered by the Council that outlined the worries about affordable housing that stemmed from three recent WODC planning proposals (two in Woodstock, one in Enstone) for Deeds of Variation to Section 106 agreements. Cllr Mrs T Redpath told the Council that Kemp and Kemp had reviewed the planning paperwork and was not surprised that WTC was concerned. Cllr Mrs T Redpath considered that WTC had been treated badly by WODC because it had not been informed about this issue (she had found out about it instead) and the consultation period had been shortened. She noted that although she was able to find out about what was happening in Woodstock she did not know what was being recommended for Enstone. Cllr Mrs T Redpath considered that because the town is so desirable and the housing stock expensive it leaves the Town in a vulnerable position to developers supplying more houses for affordable housing on the basis of need that are later converted back for general sale. Cllr Mrs T Redpath proposed that WTC ask WODC to reopen this issue. This proposal was seconded by the Mayor.

RESOLVED (unanimous)

That the Clerk notifies WODC that WTC is very discomfited regarding the houses at the Shipton and Banbury Road sites and requests more information about why Woodstock is being treated differently to Enstone.

***ACTION:** The Clerk will write to WODC.*

(iii) Local Development Framework

Cllr J Cooper advised that the Local Development Framework (LDF) is being discussed by WODC at a special meeting on 14th September. He proposed that Kemp and Kemp be engaged to represent WTC at this meeting. This motion was seconded by the Mayor.

RESOLVED (unanimous)
that Kemp and Kemp will be asked to represent WTC at this meeting. This motion was seconded by the Mayor.

ACTION: The Clerk will write to Kemp and Kemp.

At this point Cllr Mrs V Edwards left the meeting as she was unwell.

WTC/107/11 HISTORIC WOODSTOCK

The Council received and considered some papers about the ‘Historic Woodstock’ project. Cllr Mrs L Glees reported that the project was now at the stage when a tender should be put out to artists for the plaques that will go on the buildings. The plaques will be individually designed and funded from S106 funds. Some of the funds will have to be spent on fees so it is hoped that some private owners may donate the money required for the plaque to go on their properties and so will be invited to contribute. The Deputy Mayor said that the ‘Woodstock Town Walk’ leaflet produced two years ago might form the basis of a new information leaflet and suggested other properties that might be included on the list. Cllr Mrs L Glees reported that a group of local historians is currently working on producing a balanced list of properties for inclusion that will take into account factors such as industry and geography. Cllr C Carritt asked whether there was any synergy with ‘Art in Woodstock’. Cllr Mrs L Glees reported that an ‘Artists Day’ was proposed that would enable local people to come and see what is proposed. The Mayor thanked Cllr Mrs L Glees for her work to date on this project and asked her to progress it.

WTC/108/11 CHRISTMAS LIGHTS

The Deputy Mayor reported that Cllr C Carritt had produced a report outlining the three year costs of Christmas Lights. The Deputy Mayor noted that during the last two years the local contractor had kept the price stable but that a 5% increase should be budgeted for. He said that the Finance Committee had discussed this matter and agreed that a realistic budget provision should be made by WTC in addition to donations from residents. Cllr P Redpath said that any health and safety issues should be identified and costed separately and that WTC needs to decide how much it wants to spend and go out to tender quite quickly. The Mayor asked that the Finance Committee discuss this further. She proposed that WTC agree that in principle it would like to go ahead with Christmas Lights subject to the Finance Committee’s recommendation.

RESOLVED

That WTC agree in principle to go ahead with Christmas Lights and that the Finance Committee bring a recommendation to the September meeting.

ACTION: The Finance Committee will bring a recommendation about Christmas Lights back to the Town Council for consideration in September.

WTC/109/11 FINANCIAL ISSUES

- (i) To receive the List of Payments for July 2011

It was proposed and seconded that the list of payments made in the month of July 2011 amounting to £41,069.20 be received and approved.

RESOLVED

That the list of payments made in the month of July 2011 amounting to £41,069.20 is approved.

It was noted that the cost of the work undertaken at the Water Meadows by Mr Greatbatch represented two contracts and that Blenheim Estates will contribute up to 50% or a £500 contribution towards one of these contracts. The Mayor thanked Mr Greatbatch on behalf of WTC and asked that this be recorded in the WTC minutes.

- (ii) To receive the Bank Reconciliation Statements for July 2011
The Council received and considered the Bank Reconciliation Statements for July 2011.
- (iii) To receive the Summary and Detailed Income and Expenditure Statements for July 2011
The Summary and Detailed Income and Expenditure Statements for July 2011 were received and considered.

WTC/110/11 MEETINGS OF COMMITTEES AND SUB COMMITTEES

(a) Finance Committee

(i) Minutes

The minutes of the meeting of the Finance Committee held on Tuesday 26th July 2011 were received and considered.

The Finance Committee recommendations about Christmas Lights were discussed.

RESOLVED

That WTC approve the Christmas lights recommendations of the Finance Committee that:

- (1) WTC continues to provide Christmas lights in the Town.
- (2) The Chairman of the Finance Committee will ask Cllr C Carritt to put together a paper on the realistic annual cost of supplying Christmas lighting as well as the anticipated costs of electrical work which might be required from time to time (see WTC/108/11).
- (3) That any electrical work required is paid for out of WTC funds and not donated funds.
- (4) That a tender exercise is undertaken and completed by the end of September to appoint a new contractor to provide the Christmas lighting in the Town for the next three years in order that a recommendation can be considered by WTC on 11th October 2011.
- (5) That in future all donations gathered for Christmas lights are ring-fenced for that purpose.

- (6) That the Mayor write to the CLA Game Fair organisers to see if they would be willing to make a donation towards the Christmas lighting in Woodstock this year.
- (7) That the Deputy Mayor will try to identify a Woodstock resident who could join the Christmas Lights Working Group.

ACTIONS:

1. *The Finance Committee will decide the specification for the Christmas Lights tender exercise.*
2. *Upon receipt of the tender specification the Clerk will invite three local electrical contractors to tender for the provision of Christmas lighting in the Town for the next three years.*
3. *That the Finance Assistant set up a separate line in future accounts to ring fence Christmas lights donations.*
4. *The Mayor will write to the CLA Game Fair organisers to see if they would be willing to make a donation towards Christmas lighting in Woodstock in 2011.*
5. *The Deputy Mayor will try to identify a Woodstock resident who could join the Christmas Lights Working Group.*

The Finance Committee had received and considered a variety of information that had been collected about VAT this was discussed at the end of the meeting.

(ii) Budget Timetable

WTC received and noted the updated 2011/12 Budget Timetable.

(iii) Committee Membership

Cllr Mrs A Grant asked to join the Finance Committee. Cllr P Redpath proposed that Cllr Mrs A Grant join the Finance Committee and The Mayor seconded this motion.

RESOLVED

That Cllr Mrs A Grant join the Finance Committee

Cllr J Cooper proposed that he join the Finance Committee. Cllr A Glees seconded this motion.

RESOLVED

That Cllr J Cooper join the Finance Committee

(b) Communications Sub-Committee

The minutes of the meeting of the Communications Sub-Committee held on Friday 29th July 2011 were received and considered. At item 6 of the Sub-Committee minutes the Deputy Mayor proposed that the WTC Newsletters would be produced as and when required, but this would normally be Winter, early Summer and Autumn. The content should not be confined to resolutions of the Town Council but should be sufficiently informative to keep residents abreast of

anything which affected them arising from a possible interest of the Town Council. Discussion followed.

Cllr C Carritt proposed an amendment to the motion that the second sentence of the motion that the 'Content should not be confined to resolutions of the Town Council but should be sufficiently informative to keep residents abreast of anything which affected them arising from a possible interest of the Town Council' be deleted. Cllr A Glees seconded this motion.

RESOLVED (8 votes for, 2 votes against, the other Cllrs abstained)

That the second sentence in the original motion that said that 'Content should not be confined to resolutions of the Town Council but should be sufficiently informative to keep residents abreast of anything which affected them arising from a possible interest of the Town Council' be deleted.

The revised motion was then voted upon.

RESOLVED

That the WTC Newsletters would be produced as and when required, but this would normally be Winter, early Summer and Autumn.

(c) Library Working Group

County and District Cllr I Hudspeth reported that some useful discussions had been held about the library consultation and that the schools had helped distribute this information. He suggested that a further meeting of the working group be held prior to the OCC meeting. He suggested leafleting all houses and said that he would be happy to help with this. Cllr I Hudspeth said that it was likely that the library working group would propose that the Woodstock library should be fully funded and fully staffed. Cllr I Hudspeth will ask for further details of the scope of the work of the volunteers as the job description appears to resemble the work of a fully paid librarian.

Cllr J Cooper referred to the concerns raised by Mr Parnes in the public participation session and asked Cllr I Hudspeth to comment on the back office figures presented. Cllr J Cooper wondered whether these included the cost of the mobile library service. Cllr Hudspeth confirmed that he didn't think that the mobile library costs were included in the back office costs. Cllr C Carritt reported that the town questionnaire showed that the popularity of the library was second only to the Woodstock Museum if you excluded walking in the country. The need to substantiate the figures was discussed. Cllr A Glees said that Woodstock was a cultural place where books were very important and that OCC also needs to understand this. In addition to there being a community service there was also a spin-off for local trade and for attracting people into the town through events such as the literary festival. The Mayor said that she didn't want the libraries opening hours reduced and that the front and back staff needed to be retained. She proposed that a library leaflet be produced and this motion was seconded by Cllr J Cooper.

RESOLVED

That a leaflet will be produced as part of the library campaign.

***ACTION:** The library working group will produce and distribute a leaflet.*

(d) Queens Jubilee Working Group

The Mayor is chairing the Queens Jubilee working group. Cllrs Mrs L Glees, Mrs A Grant, Mrs P Richardson, B Yoxall and E Poskitt have joined the group along with Honorary Townsmen Dr Robert Edwards and John Banbury, Chris Baylis, Dennis Allen and Mrs G Mason, Town Mayor 2002-4. A lot of ideas have been suggested and these are being compiled at present. These include a torch light parade, cream teas, and an Ox roast. Two thousand pounds will be required to fund the celebrations. This would be repaid from the profits. Cllr C Carritt mentioned that the Woodstock Public Events Fund had been set up for this purpose.

RESOLVED

That WTC will apply the Woodstock Public Events Fund for a £2k loan which will be repaid from the profits of the Queens Jubilee celebrations.

(e) Allotments Working Group

Cllr Mrs T Redpath asked that it be noted that a £10k grant had been applied for from 'Awards for All' and not £20k as previously noted in the minutes. She noted that information was required from the WODC planning department to confirm the specific size of sheds that would be considered to be acceptable.

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 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.

WTC/111/11 UPDATE ON STAFFING MATTERS

The Mayor reported that the Deputy Clerk had advised her and the Clerk that she needed to return to America for a two month period for personal reasons. She proposed to take any annual leave due to her and then take unpaid leave for the remainder of the absence. She has indicated to the Mayor and Clerk that she intends to return to the UK at the start of November and agreed to confirm this at the end of September. The Mayor proposed that Woodstock Town Council support the Deputy Clerk and agree to this two month absence. This motion was seconded by the Deputy Mayor.

RESOLVED (Unanimous)

That WTC supports the application of the Deputy Clerk to take a two month absence and that she will be paid for the time due to her and the remainder will be unpaid leave.

Cllr A Glees asked that it be noted that WTC passes on its best regards to the Deputy Clerk.

The Clerk suggested that WTC employ a temporary administrator primarily to cover the hours required 'front of house' when the office is open. Cllr Mrs A Grant offered to help with other jobs and the Clerk thanked her for this kind offer. The Mayor proposed that a temporary administrator be employed three mornings a week to help out 'front of house' whilst the Deputy Clerk is on leave. Cllr Mrs E Stokes seconded this motion.

RESOLVED (Unanimous)

That a temporary assistant be employed to work three mornings a week whilst the Deputy Clerk is absent.

WTC/112/11 **WOODSTOCK BOWLS AND TENNIS CLUB**

A paper from the Chairman of the Woodstock Bowls and Tennis Club Working Group was received and considered. The solicitors representing the Woodstock Bowls and Tennis Club have asked WTC to agree to a 1 month time extension from 20th August in order that the new lease can be completed. Discussion followed. The Mayor proposed that WTC agree to a 1 month time extension to enable the lease to be prepared and signed by 19th September 2011 but that no further extension will be granted. This motion was seconded by Cllr J Cooper.

RESOLVED (Unanimous)

That WTC agree to a 1 month time extension to enable the lease to be prepared and signed by 19th September 2011 but that no further extension will be granted.

WTC/113/11 **PROPERTY WORKING GROUP**

The minutes of the property working group held on 3rd August 2011 were received and noted. In the absence of the Council Member for Property the Mayor presented the recommendations of the working group.

(a) Roof on Number 6 Park Street

Carter Jonas has received three tenders for the replacement of the lead gutter on the roof between numbers 6 and 8 Park Street. They recommend accepting the lowest tender which is from Abbey Roofing. Discussion followed. The Mayor proposed that the Town Council adopt the tender from Abbey Roofing as quoted by Carter Jonas for the replacement of the lead gutter between the roofs of numbers 6 and 8 Park Street and that the Town Clerk should ask Zurich Insurance whether this work could be covered by WTC's insurance policy. Cllr J Cooper seconded this motion.

RESOLVED (9 votes for, 2 votes against and 1 abstention)

that WTC accept the tender from Abbey Roofing as quoted by Carter Jonas for the replacement of the lead gutter between the roofs of numbers 6 and 8 Park Street and that the Town Clerk will ask Zurich Insurance whether this work will be covered by WTC's insurance policy.

ACTIONS:

1. *The Clerk will notify Carter Jonas that they can instruct Abbey Roofing to replace the lead gutter between the roofs of number 6 and 8 Park Street.*
2. *The Clerk will ask Zurich Insurance whether this work will be covered the WTC insurance policy.*

(b) 8 Park Street Tenancy

Carter Jonas has notified that one of the tenants of 8 Park Street would like to give up his share of the lease and that it was proposed that this be taken over by the girlfriend of the remaining tenant. Carter Jonas has recommended that WTC accept this new arrangement on the condition that WTC incur none of the costs of rearranging the lease. Cllr Mrs A Grant proposed that WTC accepts the change of tenancy at number 8 Park Street as recommended by Carter Jonas provided that the Council is not involved in any cost relating to the revision of the lease. This motion was seconded by Cllr A Glees.

RESOLVED

That WTC accepts the change of tenancy at number 8 Park Street as recommended by Carter Jonas provided that the Council is not involved in any cost relating to the revision of the lease.

ACTION: The Clerk will notify Carter Jonas that they accept their recommendation concerning the change of tenancy.

(c) Bulging Wall and Ceiling of Number 2 Park Street

The Council meeting in July had requested that Carter Jonas should not ask the structural engineer they recommended to investigate the cracked ceiling and bulging wall of number 2 Park Street until the Town Clerk had found out whether the costs could be covered by the WTC insurance policy. Zurich Insurance had confirmed that the fee for a structural survey was not covered by the WTC insurance.

RESOLVED

That Carter Jonas will be instructed to proceed with the survey of the bulging wall and ceiling at 2 Park Street.

ACTION: The Clerk will notify Carter Jonas that they can proceed with the structural survey at Number 2 Park Street.

(d) Fixed Wiring Inspection

The Southern Electric fixed wiring inspection report at the Town Hall was received and considered. Certain remedial work is necessary before a Fixed Wiring Inspection and Test Certificate can be issued.

RESOLVED

That WTC accepts the need to proceed with the works outlined by SSE in order to obtain the Fixed Wiring Inspection and Test Certificate.

***ACTION:** The Clerk will notify Carter Jonas that they can instruct SSE to proceed with the remedial work required at the Town Hall.*

- (e) Upholstery for the Mayor's Parlour
Quotations for cushions are currently being obtained by Cllr Mrs L Glees.
- (f) Town Hall Doors
Two quotations have now been received.

***ACTION:** The Clerk contact a third decorator who had previously submitted a quotation to re-quote on a like for like basis.*

- (g) Chairs at the Community Centre
The previous caretaker used to use his own trolley to move chair at the Community Centre and took this when he retired from WTC.

***ACTION:** The Clerk will ask the Caretaker to undertake research to find a suitable trolley and report her findings to the CMfP.*

- (h) Rent Collection
The Council is still not receiving regular statements of tenants' rent, both rent collected and arrears from Carter Jonas.

***ACTION:** The Clerk will ask Carter Jonas to:*

- 1. provide monthly statements of rent payments received immediately after the end of relevant months,*
- 2. to use direct debits for rent collection*
- 3. to pay rent received to the Council not later than the end of the month in which it was received*
- 4. to be more active chasing up rent arrears more vigorously*

The Mayor asked the Council to agree to a 15 minute extension to the meeting and this was agreed.

WTC/114/11

VAT

The Chairman of the Finance Committee referred Cllrs to the information gathered by himself and staff about VAT. Cllr P Redpath proposed that the Council approve the recommendation of the Finance Committee that WTC approve the VAT recommendation of the Finance Committee that a decision

on VAT be deferred and that, in line with the recommendations of the Clerk/RFO, the status quo position on VAT is maintained and the de minimis calculations revisited in due course. This was seconded by Cllr J Cooper.

RESOLVED (6 votes for)

That WTC approve the VAT recommendation of the Finance Committee that a decision on VAT be deferred and that, in line with the recommendations of the Clerk/RFO, the status quo position on VAT is maintained and the de minimis calculations revisited in due course.

The Chairman of the Finance Committee reported that he had been speaking to the Finance Assistant about the de minimis and was investigating potential exemptions for the Community Centre.

Cllr P Redpath proposed that he meet with Cllr Mrs A Grant, the Finance Assistant and an expert from the VAT office so that some more questions could be asked. This motion was seconded by Cllr Mrs T Redpath. The Clerk advised the Council that the Finance Assistant would require approval for extra hours if he was required to attend a meeting. She asked that a list of specific questions be prepared and given to staff in order that they could be put to the VAT helpdesk. After answers had been obtained further questions could be asked if queries still remained. Cllr T Gardiner suggested that although a VAT officer would answer specific questions they would not be able to give advice. The proposal failed by 4 votes for but 6 votes against.

WTC/115/11

SEALING OF DOCUMENTS

There were no documents to seal at this meeting.

The meeting rose at 10.45pm.

Signed Date