

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 14 JUNE 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 Mrs E Jay
Cllr P Jay	Cllr E Poskitt
Cllr P Redpath	Cllr Mrs T Redpath
Cllr Mrs P Richardson	Cllr Mrs E Stokes

ALSO IN ATTENDANCE:

Cllr I Hudspeth and five members of the public and the editor of the Woodstock and Bladon News.

WTC/42/11 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs E Poskitt, Mrs L Glees and C Carritt.

WTC/43/11 DECLARATIONS OF INTEREST

Cllrs Mrs T Redpath and P Redpath both declared a personal interest in Agenda Item 5, Public Participation as they live immediately adjacent to the school and so any building work would affect them. Cllr J Cooper declared a prejudicial interest in Agenda Item 10 (b) Planning: 2-4 High Street as he is known to the applicant. Cllr Mrs V Edwards declared a personal interest in Agenda Item 10(c) Planning: 1 Hill Rise as she is the former owner of this property. Cllr B Yoxall declared a personal interest in Agenda Item 14 (e) (ii) Strategy Committee Response to WODC letter as his wife suffered an injury in wintery conditions on Christmas Eve 2009. Cllr Mrs A Grant declared a personal interest in Agenda Item 21 Caretaking at the Community Centre as the WTC Environmental Warden is her sister's partner.

WTC/44/11 TO APPROVE THE MINUTES OF:

The Minutes of the meeting of the Town Council held on Tuesday 10th May 2011 were approved and signed as a correct record subject to the following amendment: WTC/12/11. In the first sentence the word 'report' was deleted and replaced with the word 'event'.

The Minutes of the extraordinary meeting of the Town Council held on 24th May 2011 were approved and signed as a correct record subject to the following amendment:

WTC/39/11(b). The word 'courtyard' was inserted between the words 'Centre' and 'Garden'.

WTC/45/11 MATTERS ARISING FROM THE MINUTES

WTC/25/11, Cemetery: Cllr P Jay reported that he had been informed by Blenheim Estates that they expect to make an agreement on the Heads of Terms for the new cemetery extension on 4th July 2011 and hope to go ahead and sign thereafter and complete by 1st April 2012.

WTC/37/11, Ending of the BBC TV Oxford News Programme. Cllr P Jay reported that the BBC TV Oxford News Programme will not be ended. It will continue. The Mayor thanked Cllr P Jay for this information and Cllr A Glees for his help with the letter which WTC had sent to the BBC Trust.

WTC/46/11 PRESENTATIONS

The following presentations were made by the Mayor:

- (i) The 'Banbury' Fire Medal to Honorary Townsman J Banbury. This medal had been bestowed upon the family but kept in the muniment room of the Town Hall. It was therefore presented to the Banbury family for their retention.
- (ii) A 'Past Mayors' pin was presented to Cllr J Cooper to signify his term in office as Mayor of Woodstock Town Council.
- (iii) The Deputy Mayor's Chain of Office was presented to Cllr B Yoxall to mark his appointment as the 2011/12 Deputy Mayor of Woodstock.

WTC/47/11 PUBLIC PARTICIPATION

Mrs Lisa Rowe, the Head Teacher of the Woodstock Primary School and Mr Darrell Marchand (Chair of the School Governors) addressed WTC about the proposed expansion of the school. In recent years the school has been oversubscribed for children aged four and some have had to be refused because of this. The primary school wants to gradually increase the overall number of pupils in the school (initially by increasing the intake from 30 to 45 in the reception year). In seven years time they hope to teach 315 children in a total of 11 classes. In order to achieve this additional buildings and another teacher will be required. Informal consultations are underway with Oxfordshire County Council and a feasibility study undertaken. Cllrs Mrs T Redpath and P Redpath both declared a personal interest as they live immediately adjacent to the Woodstock Primary School. Cllr Mrs T Redpath asked about the location of the building that was envisaged. Mr Marchand said that the aim is to link the two schools together, build an additional class room on the existing play ground and another at the Nursery School end. Cllr T Gardiner asked whether WTC could do anything to help at this stage. Mrs Rowe advised that until the first stage informal consultation has been completed at the end of August there was nothing to be done. If this is successful a second stage formal consultation will be issued by OCC in September 2011 at which time WTC could comment. The Mayor proposed that WTC note its overwhelming support for the Woodstock Primary School ambitions.

RESOLVED

That WTC noted its overwhelming support for the Woodstock Primary School ambitions.

WTC/48/11 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

A report from County Councillor Ian Hudspeth had previously been received and circulated. The OCC cabinet would be discussing the lease of the 'Soldiers of Oxfordshire' for the Woodstock Museum the following week and Cllr I Hudspeth assured WTC that its concerns had been taken into consideration. OCC and the 'Soldiers' want the venture to be sustainable and the 'Soldiers' are investing £4m in the museum. The Deputy Mayor expressed concern that Woodstock specific items currently on sale at the Museum may be discontinued and asked Cllr Hudspeth to help ensure that this does not happen. Cllr I Hudspeth agreed to assist with this matter. Cllr A Glees was concerned that the beauty of the museum garden should be preserved. Cllr I Hudspeth noted his comments but said that there would need to be some compromises. Cllr Mrs V Edwards expressed concern about the logistics associated with the new building because recently a fire engine could not access the back of Browns Lane. Cllr I Hudspeth assured her that Oxfordshire Fire and Rescue would have been consulted. Cllr P Redpath asked whether any new figures were available for the movements in and out of the Langford lane recycling depot. Cllr I Hudspeth reported that the traffic movements will need to be taken into consideration.

District Cllr J Cooper updated the Council about the WODC committees which he has now been selected to serve on. These include the 'Social & development

Control', 'Uplands Planning 'and 'Economic and Social' committees. Cllr J Cooper said that distraction burglaries were happening. Cllr Mrs T Redpath enquired about the current position with regards to 'The Holding' planning application (Ref 11/0661/P/FP) in Shipton Road. Cllr J Cooper advised that this was being discussed that week and a site visit would be requested.

WTC/49/11 *REDUCTION OF LIBRARY SERVICE CONSULTATION*

Cllr I Hudspeth had distributed some facts and figures about the Woodstock Library prior to the meeting. The library will remain fully funded until 2012. The first phase of the library consultation about what happens thereafter runs until 30th September 2011. OCC are now considering three levels of support to libraries in the future. Cllr I Hudspeth suggested that WTC should aim to work towards maintaining a fully funded and fully staffed library. Cllr P Jay suggested that a Cllr be appointed to lead a working group on this matter and Cllr Hudspeth offered to lead this working group ex officio. Cllr Mrs V Edwards offered to work with him as the WTC representative. The Mayor said that she would also join the group and Honorary Townsman J Banbury who was present at the meeting also offered to help.

RESOLVED

That a working group will be established to develop WTC's campaign to try and ensure that a fully funded and fully staffed library is maintained in Woodstock. Cllr I Hudspeth will chair this WG and Cllr Mrs V Edwards, the Mayor and Honorary Townsman J Banbury will be amongst the members.

WTC/50/11 *COMMUNICATIONS*

The Mayor updated Cllrs about various dates for their diaries that will also be listed on the WTC web site. She advised that the two Mayor's Charities for this year will be the Citizens Advice Bureau and the Woodstock Youth Club. She reported that the new Police Chief Inspector, Colin Paine has assured her that the police will find space in the police car park for the unit next time the Breast Screening Unit wishes to visit Woodstock. She informed Cllrs that the national celebrations for the Queens Jubilee will take place 2nd to 5th June 2012. The local Oxfordshire celebrations will take place 26 and 27th May 2012 and the proposals include planting Jubilee Woods and actions related to Playing Fields. The Mayor would like to set up a working group and work with other Woodstock residents to determine and plan a suitable Woodstock celebration. She asked that Cllrs willing to volunteer contact her. Cllr A Glees suggested that John Hoy of Blenheim Estates be invited to join such a working group. The Mayor proposed that WTC fly the flag on Armed Forces Day, 25th June.

RESOLVED

That the flag will be flown on the Town Hall on 25th June 2011 and a working group will be established for the Jubilee celebrations.

ACTIONS:

1. The Town hall Staff will notify Mr Myatt.
2. The Mayor will establish a Jubilee celebrations working group

WTC/51/11 *QUESTIONS*

None

WTC/52/11 *PLANNING APPLICATIONS*

The following planning applications were received and considered

- (a) Ref: 11/0697/P/FP
26 Cockpit Close, Woodstock
Erection of conservatory.

RESOLVED

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

(b) Ref: 11/0718/P/FP

2-4 High Street, Woodstock

Conversion of part of shop to residential to serve existing dwelling. Erection of rear extension and alterations to garage.

Cllr J Cooper declared a prejudicial interest as he is known to the applicant. The Mayor said that the residents at number 6 had contacted her with concerns that they would lose light and it would be overbearing if this application was approved. The Mayor proposed that WTC object to this planning application on the grounds of WODC's planning policies BE2, overdevelopment within the site and BE5 as the conversion fails to preserve and enhance the listed building in a conservation area. Cllr Mrs T Redpath seconded this motion.

RESOLVED (9 votes for)

That WTC object to this planning application on the grounds of WODC's planning policies BE2 and BE5.

(c) Ref: 11/0728/P/FPEXT

1 Hill Rise, Woodstock

Erection of two storey side and rear extension and single storey rear extensions. (To allow extension to time limit).

Cllr Mrs V Edwards declared a personal interest as she is the former owner of this property.

RESOLVED

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

(d) Ref: 11/0798/P/FP

9 Vanbrugh Close, Woodstock

Conversion of garage to living accommodation and erection of single storey front extension. (Retrospective).

The council noted that this was a retrospective planning application.

RESOLVED

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

ACTION: The Assistant Town Clerk will relay the planning comments to WODC.

WTC/53/11 FINANCIAL ISSUES

(i) To receive the List of Payments for May 2011

It was proposed and seconded that the list of payments made in the month of May 2011 amounting to £13,017.25 be received and approved.

RESOLVED

That the list of payments made in the month of May 2011 amounting to £13,017.25 is approved.

- (ii) To receive the Bank Reconciliation Statements for May 2011
The Council received and considered the Bank Reconciliation Statements for May 2011.
- (iii) To receive the Summary and Detailed Income and Expenditure Statements for May 2011
The Summary and Detailed Income and Expenditure Statements for May 2011 were received and considered.
- (iv) Annual Statement of Accounts for 2010/11, Annual Return, Audit Report and Slippage Report
The Council received and considered a report from the Chairman of the Finance Committee summarising these reports as considered by the Finance Committee. The Chairman of the Finance Committee proposed that WTC:
 - (i) approve the annual statement of accounts for the year ended 31 March 2011;
 - (ii) approve the annual return for the year ended 31 March 2011;
 - (iii) receive and note the internal auditor's report for the year ended 31 March, 2011;
 - (iv) receive and note the slippage report for the year ended 31 March, 2011;
 - (v) note the internal audit documents.

RESOLVED

That WTC

- a. approved the annual statement of accounts for the year ended 31 March 2011;
- b. approved the annual return for the year ended 31 March 2011, noting that one figure had been crossed through and amended;
- c. received and noted the internal auditor's report for the year ended 31 March, 2011;
- d. received and noted the slippage report for the year ended 31 March, 2011.
- e. noted the internal audit documents.

ACTION: The RFO will ensure that the Annual Return for the year ended 31 March 2011 is submitted on time.

- (v) Internal Controls
The Asset controls were considered by Cllrs in April. An updated assessment of all physical assets and their current value needs to be undertaken and include items constructed by volunteer labour. It was proposed that this be discussed at a meeting with WTC's insurers, scheduled for August, and that the RFO/Finance Assistant report back to council in September.

RESOLVED

That an updated assessment of all physical assets and their current value including items constructed by volunteer labour be undertaken following discussions at a meeting with WTC's insurers, scheduled for August.

ACTION: The RFO/Finance Assistant will report back to council in September.

WTC/54/11 PUBLIC PARTICIPATION

A paper from the Deputy Mayor that proposed several ways to encourage more public participation at meetings was received and considered by the council. Discussion followed and several amendments were suggested. Cllr P Jay proposed that the Deputy Mayor's proposal be referred to the Mayor's Committee for further consideration in order that it could be brought back to the Town Council in one months time as a polished proposal. This motion was seconded by the Deputy Mayor.

RESOLVED

That the Deputy Mayor's proposal be referred to the Mayor's Committee for further consideration in order that it could be brought back to the Town Council in one months time

ACTION: The Mayor's Committee will consider this matter at its meeting on 5th July and bring back a revised proposal for WTC to consider at the July meeting.

WTC/55/11 CLA GAME FAIR

The Council received and considered a report from Cllr P Jay about the CLA Game Fair. He thanked Cllr A Glee for his detailed work on this matter to date and for recent support from the Deputy Mayor. Cllr P Jay proposed that the Council:

- a. notes the traffic management and other plans developed for the 2011 Game Fair at Blenheim;
- b. cautiously welcomes the evidence that these arrangements should succeed in preventing a repetition of the chaos in 2008;
- c. urges the council's team to ensure maximum publicity to inform local residents of the plans, especially for traffic management, including the meeting in the Town Hall on 12th July;
- d. advises continuing vigilance by all concerned; and
- e. extends a warm welcome to the Game Fair, wishing it well for a successful event both for the participants and for the wider local community.

The Deputy Mayor seconded this motion.

RESOLVED

That the Council:

- a. notes the traffic management and other plans developed for the 2011 Game Fair at Blenheim;
- b. cautiously welcomes the evidence that these arrangements should succeed in preventing a repetition of the chaos in 2008;
- c. urges the council's team to ensure maximum publicity to inform local residents of the plans, especially for traffic management, including the meeting in the Town Hall on 12th July;
- d. advises continuing vigilance by all concerned; and

- e. extends a warm welcome to the Game Fair, wishing it well for a successful event both for the participants and for the wider local community.

Cllr P Jay and the Deputy Mayor will utilise the WTC Newsletter to inform residents. Cllr Mrs E Jay suggested that posters are also used to inform residents and Cllr Mrs E Stokes suggested that the Marlborough School be asked to help with these. Cllr Mrs V Edwards suggested that groups and individuals who are using the Town Hall and Community Centre that weekend be notified of the forthcoming Game Fair.

ACTIONS:

- i) Cllr P Jay and the Deputy Mayor will produce an article about the Game Fair in the forthcoming issue of the WTC Newsletter.
- ii) Cllr Mrs E Stokes will ask the Marlborough School if they will work with WTC and produce a poster.
- iii) The Clerks Deputy will contact all bookings for the Town Hall and Community Centre and make them aware of the forthcoming Game Fair.

WTC/56/11 MEETINGS OF COMMITTEES AND SUB COMMITTEES

(a) Oxford Airport Consultative Group Report

A summary of the meeting of the Oxford Airport Consultative group were received and noted. The following points were specifically mentioned.

- i) A 22m high radar mast is being installed on the Woodstock side of the airport
- ii) No significant increase in helicopter traffic is anticipated during the weekend of the British Grand Prix
- iii) An Air Show is planned for 21st August. It will start at 1pm and finish at 5pm and expects to attract 15,000 visitors. The Bladon roundabout will not be used but traffic congestion and high levels of noise are anticipated.

(b) Legacy Fund

i) Minutes

The Council received and considered the minutes of the meeting of the Legacy Fund Trustees that was held on Tuesday 17th May 2011. The Chairman of the Trustees proposed that in the next Town Council newsletter the Members of the Legacy Fund advises residents that the Woodstock@900 Legacy Fund has approximately £10k available. The purpose of this fund is to provide support to 'a major project or projects that bring lasting benefit to the people of Woodstock'. The members of the Legacy Fund will welcome suggestions or proposals of this nature from residents of Woodstock for consideration. Any proposals or suggestions should be addressed to the Town Clerk and sent to the Town Hall. The Deputy Mayor seconded this motion.

RESOLVED

That in the next Town Council newsletter the Members of the Legacy Fund advises residents that the Woodstock@900 Legacy Fund has approximately £10k available. The purpose of this fund is to provide support to 'a major project or projects that bring lasting benefit to the people of Woodstock'. The members of the Legacy Fund will welcome suggestions or proposals of this

nature from residents of Woodstock for consideration. Any proposals or suggestions should be addressed to the Town Clerk and sent to the Town Hall.

ii) Amendment to the Constitution

The Council received and considered a paper from the Trustees of the Legacy Fund that proposed several changes to the constitution. Discussion followed. The Chairman of the Legacy Fund Trustees thanked the council for its input.

(c) Property Working Group

The Mayor asked that WTC agree to take this report at the end of the meeting as it would need to go into confidential session and exclude the public and press. The Council agreed to this.

RESOLVED

That the report of the planning working group be taken at the end of the meeting when the council goes into confidential session.

(d) Communications Sub-Committee

The Council received and considered the minutes of the meeting of the Communications Sub-Committee that was held on Tuesday 31st May 2011. It was noted that the usual 300 word restriction on articles would not be applied to Cllr P Jay's article about the Game Fair. The Notice Boards at Princes Ride and Hensington Road are in need of repairing. A resident has generously offered to do this for WTC for the cost of the materials only. Cllr P Redpath advised that five star clear cuprinol should be used on the Notice Boards. The Mayor proposed that WTC accept this kind offer of assistance. This motion was seconded by Cllr Mrs E Stokes.

RESOLVED

That the offer by a resident to repair the Notice Boards in Princes Ride and Hensington Road is accepted with thanks.

(e) Strategy Committee

(i) Minutes

The Council received and considered the minutes of the meeting of the Strategy Committee that was held on Tuesday 31st May 2011. The WTC Cold Weather Strategy was discussed. The Chairman of the Strategy Committee proposed that:

- a. The Clerk ask OALC to clarify the insurance situation if a volunteer was shovelling snow and hurt themselves (or worse) whilst helping the council. The Clerk should also enquire where the liability lies if a member of the public borrowed a WTC shovel and hurt somebody else whilst helping the council.
- b. That WTC should apply to the Big Society for a grant.

RESOLVED

That:

- a. The Clerk ask OALC to clarify the insurance situation if a volunteer was shovelling snow and hurt themselves (or worse) whilst helping the council. The Clerk should also enquire where the liability lies if a member of the public borrowed a WTC shovel and hurt somebody else whilst helping the council.
- b. That WTC should apply to the Big Society for a grant.

ACTIONS:

1. The Clerk will contact OALC and ask the questions at a. above.
2. Members of the Strategy Committee will apply for a Big Society grant.

(ii) Response to WODC Letter about Winter Weather

Cllr B Yoxall declared a personal interest as his wife suffered an injury in wintry conditions on Christmas Eve 2009. It was proposed that the Deputy Mayor draft the response that will be sent to WODC.

RESOLVED

That the Deputy Mayor draft the WTC response to the WODC letter dated 20th April about Winter Weather.

(f) Allotments Working Group

The Council received and considered a report of the meeting of the Allotments Working Group that was held on Monday 1st June 2011.

(g) Finance Committee

The Council received and considered the minutes of the meeting of the Finance Committee that was held on Tuesday 31st May 2011. Discussion followed. It has already been reported in minute (WTC/53/11 (iv)) that the Finance Committee recommended that the Annual Statement of Accounts and Annual Return for the Year Ended 31st March 2011 be approved and the slippage report and internal audit documents be noted and approved by the Town Council.

The Chairman of the Finance Committee proposed that WTC do not undertake a budget review now but undertakes a thorough review in August/September 2011 instead. The Deputy Mayor seconded this motion. Discussion followed.

RESOLVED (6 votes for and 4 votes against)

That WTC will not undertake a budget review now but undertake a thorough review in August/September 2011.

It was noted that there appears to be a delay between property rents being collected by Carter Jonas and the payment of the money to WTC.

ACTION: The CMfP/Town Clerk will ask Carter Jonas for an explanation about the delay in the payment of property rents that have been collected.

The investment strategy for the Town Council was discussed and it was as a consequence of the council asking the RFO to investigate improved investment potential for council reserves that the Finance Committee recommended that:

- a) That WTC move £50k from the WODC bank account and split the money to make one 2 year investment and two 1 year investments.
- b) That £20k is deposited for two years with Birmingham Midshires (the current rate is 3.85%), that £20k is involved for one year with Santander (current rate of interest 3.35%) and that £10k is invested for one year with Nat West (current rate of interest 3%)
- c) That these investments be reviewed in 1 years time
- d) That the signing arrangements on these accounts be a requirement for 2 of 4 authorised signatures.

Discussion followed. It was noted that this in the last 8 years the decision about where the council funds should be invested had rested with the RFO who had moved the funds between WODC and OCC.

The Chairman of the Finance Committee proposed that the RFO/ Finance Assistant compare the cost and the penalties associated with closing such accounts early compared to the returns on the WODC investments. This motion was seconded by Cllr T Gardiner.

RESOLVED (9 votes for)

That the RFO/ Finance Assistant compare the cost and the penalties associated with closing such accounts early compared to the returns on the WODC investments.

ACTION: The RFO/Finance Assistant will undertake the comparison and report back to the Finance Committee.

The Deputy Mayor proposed that WTC defer any decisions about investments until after the Budget Review. This motion was seconded by Cllr P Redpath.

RESOLVED (9 votes for).

That WTC defer any decisions about investments until after the Budget Review. VAT was discussed. The Chairman of the Finance Committee proposed that

- (i) Professional VAT advice is sought from professionals who have experience in Council administration and councils that have a property portfolio and that these include
 - a) Andy Rogers – Town Clerk of Wallingford
 - b) Mike Kennedy – Town Clerk of Henley
 - c) Pater Lacey – Finance trainer used by the OALC for Finance and VAT courses.
- (ii) The Council representatives will be asked for information about:
 - a) The circumstances and background to their decisions

- b) The approach they adopted
- c) The results of their deliberations
- d) Any conclusions or recommendations that they wish to make.

(iii) Peter Lacey and HMRC will be asked for further clarification about exemptions to VAT and for advice about WTC's specific circumstances.

ACTION: The RFO will contact the council representatives and the Finance Assistant will contact Mr Lacey and HMRC to gather the information required.

(j) Community Centre Working Group

The Mayor asked that WTC agree to take this report at the end of the meeting as it would need to go into confidential session and exclude the public and press. The Council agreed to this.

RESOLVED

That the report of the Community Centre Working Group be taken at the end of the meeting when the council goes into confidential session.

WTC/57/11 IAN THOMAS PAPER

The Mayor said that the Council should strive to get papers out with the agendas and asked that any papers to go out with the agendas be received by the Monday before so that they can be distributed on the Wednesday. She proposed that the Ian Thomas paper be referred to the Mayor's Committee for discussion on 5th July 2011.

RESOLVED

That the Ian Thomas paper be referred to the Mayor's Committee for discussion on 5th July 2011.

ACTION: The Mayor's Committee will discuss the Ian Thomas paper and make recommendations to council.

WTC/58/11 HIGHWAYS MATTERS

A report by Cllr C Carritt was received and considered. Because Cllr C Carritt was not present at the meeting the Mayor asked that this matter be deferred until the next meeting.

RESOLVED

That the Highways paper be deferred until the next meeting.

WTC/59/11 NOTICES ON WTC NOTICE BOARDS

Cllr A Glee proposed that no private notices should be permitted on the Town Council Notice Boards. This motion was seconded by the Deputy Mayor. Discussion followed.

RESOLVED (5 votes for and 4 against)

That no private notices should be permitted on the Town Council Notice Boards.

WTC/60/11 *SEALING OF DOCUMENTS*

None

WTC/61/11 *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 during agenda items 20-22.

WTC/62/11 *STAFF APPRAISAL*

Cllr J Cooper reported upon the work of the Town Clerk during his term of office and confirmed that it had been satisfactory.

WTC/63/11 *CARETAKING AT THE COMMUNITY CENTRE*

The Council received and noted a report from the Town Clerk that reported progress towards recruiting an additional Caretaker. Cllr Mrs A Grant declared a personal interest as the WTC Environmental Warden is her sister's partner and he is providing temporary cover for the existing Caretaker during periods of sickness or annual leave until a permanent member of staff has been recruited.

The Mayor proposed that the £50 telephone allowance associated with the Caretaking of the Community Centre be transferred to the Town Hall Caretaker who is currently servicing both buildings. This motion was seconded by Cllr J Cooper.

RESOLVED (10 votes for)

That the £50 telephone allowance associated with the Caretaking of the Community Centre be transferred to the Town Hall Caretaker who is currently servicing both buildings.

ACTION: The RFO will arrange for the additional payment of £50 to be made to the existing Caretaker.

WTC/64/11 *WOODSTOCK BOWLS AND TENNIS CLUB*

The Council received and considered a report from the Chairman of the Bowls and Tennis Club.

At this point the Mayor asked that the Council agree to an extension of 15 minutes and the Council Members agreed to this.

RESOLVED

That the meeting would continue for an additional 15 minutes.

The Chairman of the Bowls and Tennis Club Working Group reported the proposed lease terms between WTC and the Bowls and Tennis Club/trustees. He reported that the advice of Carter Jonas and the WTC solicitor had been sought and taken into

account when developing the 5 part motion that the working group proposed to Council that confirmed the instruction of lease terms between WTC and the Bowls and Tennis Club/trustees:

1. The termination date in the section 25 notice
2. The rent review cycle
3. The term of the lease
4. That the Clerk should confirm that several specific documents are currently being stored by WTC's solicitors
5. That a clause be included limiting the trustee liability.

Discussion followed. Cllr T Gardiner asked that a new sentence be inserted at the beginning and that the original part 5 of the motion be amended. This amendment was seconded by Cllr P Jay.

RESOLVED

That the existing lease stays the same save for the five points below

1. The termination date in the section 25 notice is the 20th August 2011. There is to be no extension to this date.
2. The rent review will be on a 3 year cycle (not annual)
3. The term of the lease will be 15 years
4. The Clerk will confirm with the WTC solicitors that they currently hold:
 - a) The title deeds to the land leased to the Bowls and Tennis Club/Trustees, and
 - b) The documents containing covenants dated 1938 and 1939
5. WTC would be please to agree to the newly introduced trustee liability limitation clause subject to seeing and agreeing the detail.

ACTIONS:

1. The Clerk will notify Carter Jonas of the Council decision and instruct them to progress this matter.
2. The Clerk will contact WTC's solicitors to confirm point 4 above.

The Mayor asked that due to the time all outstanding Agenda Items be discussed at an ETC on 28th June 2011.

The meeting rose at 10.45pm.

Signed Date