

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 15 NOVEMBER 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	Cllr E Poskitt
Cllr P Jay	

ALSO IN ATTENDANCE:

Cllr I Hudspeth and 11 residents.

WTC/168/11 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs E Jay.

WTC/169/11 DECLARATIONS OF INTEREST

Cllr Mr B Yoxall declared a personal interest in Agenda Item 15 Winter Weather issues. Cllr C Carritt declared a personal interest in Agenda Item 16c (ii) Meetings of Committees and Sub-committees (c) Finance Committee (ii) First Draft Budget 2012/13 as he is the treasurer of the Youth Club. Cllr J Cooper declared a personal interest in Agenda Item 16c (ii) Meetings of Committees and Sub-committees (c) Finance Committee (ii) First Draft Budget 2012/13 as he is the chairman of the Youth Club. Cllrs Mrs P Richardson, Mrs A Grant and Mrs E Stokes declared personal interests in Agenda Item 16c (ii) Meetings of Committees and Sub-committees (c) Finance Committee (ii) First Draft Budget 2012/13 as they are members of the Youth Club Committee.

WTC/170/11 TO APPROVE THE MINUTES OF:

The Minutes of the meeting of the Town Council held on Tuesday 11^h October 2011 were approved and signed as a correct record subject to the following amendments:

General amendment: there were two errors relating to the initial of Cllr Mrs Redpath. These were all amended to say Cllr Mrs T Redpath.

WTC/144/11 Local Development Framework. The end of the fifteenth line was amended so that the word 'responses' was replaced by the words 'pages of regulations'.

WTC/145/11 the amendment to WTC/126/11 (a) related to (ii) Budget Review and not (ii) VAT.

WTC/157/11 VAT. The last sentence of page 93 was amended to read 'Cllr P Redpath said that he had spoken to Roger Symes the internal auditor who recommended that WTC consult the advisor used by Chipping Norton Town Council who was Andrew Marsden and had previously given advice to WTC on VAT – who would charge less.'

WTC/171/11 PUBLIC PARTICIPATION

Two residents addressed the council at this meeting:

- (i) Mr Trevor Hendy spoke about 'The Future of The Oxfordshire Museum'. He had previously distributed a paper to Cllrs. Mr Hendy thanked WTC for the opportunity to address the council and expressed his concerns that volunteers would not be able to sustain the service at the museum. He said that more

help would be needed in the cafe and to maintain the gardens. He advised the Council that 1st April 2012 is the date on which the reduced budget will come into force. He asked WTC to consider how it might be able to support the museum and enter into a dialogue with the Museum Services Manager. Discussion followed. Cllr C Carritt noted that the Town Partnership Group survey showed that the museum is the most visited facility in the town and so is important to the town. The economics of the cafe were discussed. It was noted that there is no acquisitions budget so these are paid for from public donations or through grants. The Woodstock gallery was discussed and it was noted that the museum is displaying all of the Woodstock items that it has at present. Cllr Mrs P Richardson considered that the museum is a key contributor to the 'Wake Up To Woodstock' footfall and suggested that a list of volunteer slots be considered. It was noted that 50% of the time allocated to the professional museum staff member will be allocated to volunteer recruitment. Cllr C Carritt asked that this item be brought forward as an agenda item for the December Town Council meeting.

- (ii) Mr Carl Giffin, the Honorary Treasurer to the Woodstock Bowls and Tennis Club then addressed the council and read a prepared statement. He said that it is not possible for the club to indemnify its trustees. He told the council that it would be difficult to find the funds to cover the cost of the rent proposed by WTC. He made WTC aware that proceedings were being issued against the council in order to protect the clubs interests. The Clerk requested and was provided with a copy of the statement. This was copied to all Cllrs. Cllr T Gardiner suggested that the main problem concerned trustee liability and Mr Giffin confirmed this to be the case. The Mayor advised Mr Giffin that the Woodstock Bowls and Tennis Club was on the agenda and so would be discussed later in the meeting. She advised that it would be discussed in confidential session.

WTC/172/11 *REPORTS FROM DISTRICT AND COUNTY COUNCILLORS*

A report from County and District Councillor Ian Hudspeth had previously been received and circulated. He reported that the WTC Big Society bid had been welcomed by the County Council and noted that OCC would like to use it as a template. OCC have approved the expansion of the Woodstock Primary School today. The school had been listed 59th in the Sunday Times national list of the best schools and is the only state school from Oxfordshire in the top 100 schools (primary or secondary). The Mayor asked if parking had been mentioned during the discussions about the schools expansion and Cllr Hudspeth said that he was sure that it would be brought forward and considered later. The Mayor noted that there are some concerns about parking in Shipton Road and also where the road goes over to the Banbury Road. The Mayor asked Cllr I Hudspeth to take this matter forward on behalf of WTC and also asked that he ask OCC to revisit the bus fares for children travelling to the Marlborough School from Bladon. Cllr I Hudspeth agreed to do so.

Cllr P Redpath noted that the cobbles near the Green Doors to the Town Hall are in a poor state and require attention. Cllr E Poskitt agreed and said that it is important that they be re-set properly.

ACTION: Cllr I Hudspeth will raise WTC's concerns about parking problems in the Shipton Road and bus fares from Bladon with OCC.

Cllr I Hudspeth reported that the Leader of OCC will be retiring May 2012.

District Cllr J Cooper noted that the planning application for The Holdings development had been passed and that WTC's objections had been unsuccessful on this occasion. Cllr P Redpath had attended the planning meeting and said that Cllr

Cooper had made a good representation on behalf of the council. Cllr P Redpath noted that the outcome was worrying as a second house was now up for sale. Cllr J Cooper is pressing for a proper written de-briefing to be produced about the CLA Game Fair in order that there was a full record of why it was so successful this year. He considered this to be important for future years. Cllr J Cooper provided an update about Equity Share housing. These houses are part owned by householders and part owned by Sovereign housing in order to achieve a better housing mix. The Mayor asked whether the ability of people to get mortgages now had been taken into account. Cllr J Cooper confirmed that the officers were currently considering this matter and will update the council on the situation. Cllr J Cooper reported that he is pushing for better co-ordination of transport to Long Hanborough railway station.

WTC/173/11 COMMUNICATIONS

The Mayor mentioned that the Deputy Mayor had been ill but is now much better. He is withdrawing from the Finance Committee, Community Centre Working Group and Christmas Lights Working Group but will remain on the other groups and continue as Deputy Mayor. The Mayor congratulated Mr Fred Edwards who lives in the Hensington Road upon reaching his 100th birthday on 18th November 2011. He has lived in Woodstock for the past 70 years. The Mayor had purchased a card which the Cllrs and Clerk signed. The Mayor thanked everyone involved in Remembrance Sunday and has written and thanked Reverend Daffern and the British Legion. It was noted that the little boy who had fainted during the event had fully recovered. Cllr E Poskitt asked that the people who helped with the reception afterwards be thanked. The Mayor had already thanked Cllr Mrs A Grant and her husband. Cllr C Carritt asked that the Town Hall Caretaker, Environmental Warden and Cllr Mrs A Grants sister Dulcie Smith be thanked. It was noted that the Environmental Warden had given his time for free.

ACTION: *The Mayor will thank the Caretaker, Environmental Warden and Dulcie Smith for their assistance on Remembrance Sunday.*

It was suggested that a box of 'Woodstock' ties in the muniment room be given as gifts or sold for the Mayor's charities. It was reported that Chris Oliver has been presented with the Presidents Award for Youth Services in recognition of his 50 years of working with Oxford Youth Service. He is one of only two people in the county to receive this award. The Mayor will send a letter of congratulations.

ACTION: *The Mayor will send a letter of congratulations to Chris Oliver*

Cllrs were reminded that the 'Night of 1,000 Candles' will take place at 6pm on 26th November. 'Mayor's Carols' will take place at 5pm on Saturday 17th December. A brass band will play, the church choir will sing and Rev Daffern will speak. As the shops will still be open this may help the Woodstock economy.

WTC/174/11 QUESTIONS

None

WTC/175/11 MOTIONS

Three motions were received and considered by the council.

- (i) The following motion was deferred from the October Town Council Meeting:
Cllr C Carritt asked that the following motion be considered by the Council:

"a) that WTC resolves to adopt a policy for the publication of Newsletters as set out in the attached draft document. (previously circulated)

b) that WTC investigates the commercial distribution of newsletters to all Woodstock households and allocates a provisional budget item of £720 for year 2012/2013 for this purpose."

And that these two issues to be voted on separately. Item (a) was about policy and based on the following 5 principles:

1. To enable maximum freedom to the editorial committee.
2. The final decisions would rest with the Clerk.
3. The content would be agreed by the Clerk and Town Mayor.
4. Personal campaigning must be avoided.
5. It will promote the Council as a unifying entity.

This motion was seconded by Cllr B Yoxall. Discussion followed.

RESOLVED (13 votes for, 1 abstention and 1 non-voting Cllr)
That the policy written by Cllr C Carritt is approved by WTC.

Cllr C Carritt asked to amend part (b) of his motion so that the budget was deferred to 2013/14 but the Mayor considered that this was not possible. Discussion followed. Cllr C Carritt asked if his motion could be amended so that it became subject the budget setting process. This was agreed by Council.

RESOLVED (11 votes for, 3 against and 1 abstention)

That WTC investigates the commercial distribution of newsletters to all Woodstock households and allocates a provisional budget item of £720 for year 2012/2013, subject to the budget setting process, for this purpose.

(ii) The following motion was received from Cllr C Carritt

"Woodstock has again excelled in the Britain in Bloom regional competition. The Bloom team and many individual and corporate groups in the town go to considerable trouble to ensure that the town is attractive, colourful and clean. It is sad that there is a seemingly growing trend by a few to leave wheelie bins and recycling containers on the public highway on a permanent or semi-permanent basis. This is contrary to the Environmental Protection Act that requires that bins only be left on the highway on the day of collection. WTC seeks assurances from WODC that where offenders are identified they will take robust action to ensure compliance with the law and that such actions will apply equally to residential and commercial properties."

This motion was seconded by Cllr A Glees. Cllr C Carritt circulated some photographs that he had taken. Cllr Mrs P Richardson asked that the motion be amended to include 'A' Boards but the proposer and seconder did not agree to this amendment. Discussion followed. It was noted that the larger commercial bins could also cause a similar problem. It was noted that there is a trolley available that residents can buy from WODC at a reasonable cost to help transport heavy boxes and bins. The Mayor advised that there was an assisted service available for less able and elderly residents upon application to WODC. Cllr Mrs L Glees noted that WODC can supply sacks for residents of properties that cannot take their bins in.

RESOLVED (Unanimous)

That WTC seeks assurances from WODC that where offenders are identified they will take robust action to ensure compliance with the law and that such action will apply equally to residential and commercial properties.

ACTION: *The Clerk will write to WODC.*

- (ii) The following motion was received from Cllr Mrs A Grant (see enclosed paper):

“WTC request the Town Clerk to write to the authorities of the identified sites seeking permission to accommodate the Air Ambulance request of a clothing bank site in Woodstock.”

This motion was seconded by Cllr P Jay. Discussion followed about possible sites for this clothing bank and how this matter is taken forward.

RESOLVED

That WTC consider the WODC car park and Schools to be good potential sites for this container, and that Cllrs J Cooper and I Hudspeth are asked to take this matter forward.

ACTION: Cllrs J Cooper and I Hudspeth will endeavour to take this matter forward.

WTC/176/11 CONSIDERATION OF REPLACEMENT BENCHES ON THE MARKET SQUARE

The Mayor reported that she has asked WODC to delay the benches being reinstated as she has health and safety concerns about the current sites. Discussion followed. Cllr Carritt suggested that the installation of two bell bollards would improve health and safety on the square. He said that they look nice and do not get knocked down or run over by traffic, however as they are immovable the Town Fair would have to work around them. The Clerk asked whether OCC might fund this H&S issue and it was suggested that they should do so. The Mayor asked Cllr I Hudspeth to take this matter forward with OCC Highways department. Cllr C Carritt said that it should also go to the newly formed Highways Working Group.

RESOLVED (14 votes for, 1 against)

That County Cllr I Hudspeth is asked to take this health and safety matter up with OCC Highways on behalf of WTC and that the WTC Highways group will look into this matter further.

ACTIONS:

1. *County Cllr I Hudspeth will progress this health and safety matter with OCC Highways department.*
2. *The WTC Highways Working Group will also consider it when it meets.*

WTC/177/11 CHRISTMAS LIGHTS

This matter was deferred until the confidential session.

WTC/178/11 NEW WORKING GROUP AND COMMITTEE

- (i) Highways Working Group

This working group will manage all WTC highways and transport matters. The Mayor proposed that Cllr C Carritt would lead the newly formed Highways working group. This was seconded by Cllr J Cooper.

RESOLVED

That Cllr C Carritt will be chairman of the newly formed WTC Highways working group.

- (ii) Personnel Committee

The make up of the Personnel Committee was noted.

WTC/179/11 PLANNING MATTERS

The following planning applications were received and considered

- a) Ref: 11/1625/P/FP
Erection of single storey side extension. Remove existing brick wall and construct close boarded fencing in revised position.
2 Meadow Walk, Woodstock

RESOLVED

That WTC wishes to make no objection to the single storey side extension but objects to the close boarding fence as it would spoil the open plan approach on Princes Ride..

- b) Ref: 11/1698/P/FP
Alterations to include new door opening and stud works partitions to create new second floor bathroom and insertion of velux roof light in rear roof slope.
5B Market Place, Woodstock.

RESOLVED

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

- (c) Ref:11/1714/P/S73
Variation of condition 2 of Planning Permission 10/1733/P/FP to allow a three panel window on rear elevation instead of two panel window.
5 New Road, Woodstock.

RESOLVED

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

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

WTC/180/11 FINANCIAL ISSUES

- (i) To receive the List of Payments for October 2011
It was proposed and seconded that the list of payments made in the month of October 2011 amounting to £25,621.70 be received and approved.

RESOLVED

That the list of payments made in the month of October 2011 amounting to £25,621.70 is approved.

- (ii) To receive the Bank Reconciliation Statements for October 2011
The Council received and considered the Bank Reconciliation Statements for October 2011.

- (iii) To receive the Summary and Detailed Income and Expenditure Statements for October 2011
The Summary and Detailed Income and Expenditure Statements for October 2011 were received and considered. It was noted that the date on the sheet was incorrect.

WTC/181/11 EXHIBITION FOUNDATION

Cllr Mrs E Jay is a trustee on the Woodstock Exhibition Foundation and her appointment is due to expire. It was agreed that this agenda item would be deferred until the next meeting as Cllr Mrs E Jay was not present.

ACTION: This item will be included on the agenda for the Extraordinary Town Council meeting

WTC/182/11 WINTER WEATHER ISSUES

Cllr Mr B Yoxall declared a personal interest as his wife had an accident during winter weather. Cllr J Cooper reported that the WTC bid for a grant from the Big Society has been successful and congratulated Cllr B Yoxall. The site for the storage of the OCC delivery of grit was confirmed. The council was updated on progress relating to the positioning of the proposed new grit bins and the identification of possible volunteers to assist with snow clearance. Cllr B Yoxall asked that volunteers be sought through the WTC newsletter and web site. Cllr B Yoxall provided details of the tools and equipment included in the bid. Cllr J Cooper proposed that the Clerk be given permission to order these items. Cllr B Yoxall seconded this motion.

RESOLVED (Unanimous)

That the Clerk be authorised to purchase the items listed in the Big Society Winter Weather grant application.

ACTIONS

1. *Cllr B Yoxall will prepare some text about the need for volunteers for inclusion on the web site and in the next WTC newsletter.*
2. *The Clerk will order the tools and equipment and notify OCC of the delivery location for the grit delivery.*

WTC/183/11 MEETINGS OF COMMITTEES AND SUB COMMITTEES

(a) Meeting of the Traffic Advisory Committee

The following recommendations from the Traffic Advisory Committee meeting of 19th October were received and considered by the Council. Cllr C Carritt made the following proposals that were seconded by the Mayor.

(i) Parking Enforcement

That WTC support the recommendation that the new Highways Working Group of WTC enter into discussions with WODC to rationalise the present waiting restrictions in Woodstock. Discussion followed. Cllr A Glees proposed an amendment, seconded by Cllr P Jay that there be no changes to the current regulations. This amendment was discussed but withdrawn when it was recognised that a majority of Cllrs supported a review with no commitment at this stage.

RESOLVED (11 votes for, 4 against)

That WTC supports this recommendation.

(ii) Upgrade of Hensington Road

That WTC support the recommendation that the Clerk writes to Mr Geoff Barrell of Oxfordshire County Council seeking urgent clarification on the issue of the Section 106 funding of improvements to Hensington Road between Union Street and Oxford Street.

RESOLVED (10 votes for, 4 against and 1 abstention)

That WTC supports this recommendation.

(iii) Pedestrian Facility on A44 at Caroline Court

That WTC support the recommendation that the Clerk writes to Mr Geoff Barrell of Oxfordshire County Council seeking urgent clarification on the issue of the Section 106 funding for pedestrian crossing facilities at Oxford Street between Caroline Court and the new Berkeley Homes site.

RESOLVED (14 votes for, 1 against)

That WTC supports this recommendation.

(iv) Loose Cobbles Town Centre

That in respect of repairs to the towns cobbles, the Clerk writes to County Councillor Ian Hudspeth with a view to meeting to secure possible funding for the repairs from the new “Locality Funding” mechanism at OCC

RESOLVED (14 votes for, 1 non-voter)

That WTC supports this recommendation.

(v) Woodstock Charter Fair

That WTC authorise Cllrs Jill Dunsmore and Colin Carritt (formerly delegated to seek improvements to the town fair set up times etc.) to meet with WODC to further refine the arrangements for the town fair and to provide an opportunity for residents to put their case to the District Council.

RESOLVED (12 votes for, 2 against and 1 non-voter)

That WTC supports this recommendation.

(vi) Cycle Parking

That Cycle Stands, funded from Section 106 contributions from the Shipton Road development, be provided at the following locations

First Priorities:

- Behind town hall - 3 Sheffield stands
- Outside the Oxfordshire Museum - 3 Sheffield stands
- Shambles behind the Crown - 2 Sheffield stands
- The Box of Delights Convenience store - 2 Sheffield stands

Second Priorities:

- Blenheim Palace Gates bus stop, Oxford Road (toward Oxford) - 2 Sheffield stands
- Library - 3 Sheffield stands
- Market Street - 2 Sheffield stands

It was noted that OCC would install these facilities but that it was unlikely that all sites can be accommodated from this tranche of funds. Remaining sites will be allocated funds direct from OCC’s sustainable transport funds when their budgets allow. There will be no cost to WTC.

RESOLVED (13 votes for and 2 abstentions)

That WTC supports this recommendation.

(viii) French Market Farmers Market

That the Clerk writes to OCC to investigate the possibility of a Temporary Traffic Regulation Order for One-Way movement of vehicles during the operation of Farmers and French Markets on the town square. Discussion followed. Some Cllrs considered that this should not be done for safety reasons and others considered that the two-way flow slowed traffic down. Cllr A Glees recommended that a 20mph speed limit be introduced in Woodstock. He also suggested the introduction of a traffic crossing on the A44 in order to try and slow down the lorries. Cllr I Hudspeth noted that the 20mph limit introduced in Oxford had resulted in a 1-2mph reduction in speed but that the lack of police enforcement was a problem. Cllr P Redpath suggested that a one way system could increase the number of parking spaces and the use of chicanes would stop people from speeding. Cllr C Carritt said that the Highways Working Group will discuss a 20mph speed limit and bring it up with the Traffic Advisory Committee.

RESOLVED (11 votes for and 4 against)

That WTC supports this recommendation and that the Highways Working Group will discuss the possibility of a 20mph speed limit and bring this back to the Traffic Advisory Committee.

***ACTION:** That the Highways Working Group will discuss the possibility of a 20mph speed limit and bring this back to the Traffic Advisory Committee.*

(b) Community Centre Working Group

The minutes of the meeting of the Community Centre Working Party of 26th October were received and considered.

Cllr C Carritt proposed that in the light of the potential loss of significant funding for the refurbishment of the Community Centre, a scheme of considerable benefit to the town, Council hereby authorises the Town Mayor and the Chair of the Community Centre Working Group to take whatever executive action is required, including binding decisions on VAT, to secure by negotiation with WREN the provisionally agreed funding and to report back to Council at the earliest possible date. This motion was seconded by Peter Jay. Discussion followed.

The Mayor reminded Cllrs that they have now had the Critchley report, and that in this report Critchley's have recommended that WTC should not Opt to Tax its Community Centre at this time. The Mayor also reminded Cllrs that they had previously said that they would accept the VAT recommendation made by 'Critchley's' accountants. Cllr P Redpath said that the Critchley report only referred to whether WTC should Opt to Tax the Community Centre but a more holistic approach was required and had previously been agreed. Cllr Mrs T Redpath considered that there was a clear recommendation to do the whole Council. Other Cllrs said that the Critchley recommendation that WTC should not Opt to Tax its Community Centre made it unnecessary to consider Opting to Tax WTC as a whole. Cllr P Jay reminded Cllrs that it was agreed that WTC would go to an expert to get a clear recommendation and this is what it has now received. Cllr T Gardiner asked that

it be noted that he was disappointed that the report did not consider the whole of the council's activities. Cllr P Jay proposed that WTC accept and act upon the advice of Critchley's. This motion was seconded by Cllr A Glees.

RESOLVED (12 for, 2 against and 1 abstention)

That WTC accept and act upon the advice of Critchley's and does not Opt to Tax its Community Centre at this time.

The Chairman of the Community Centre Working Group asked that that in light of the Critchely recommendation and WTC's resolution to accept this advice, Cllr C Carritt's motion be amended to remove the reference to VAT as it was no longer required. Cllrs C Carritt and P Jay agreed to this amendment. Cllr Mrs V Edwards asked that the motion be further amended to include the Town Clerk in the list of people authorised to take whatever executive action is required to secure a negotiation with WREN. Cllrs C Carritt and P Jay agreed to this amendment.

Discussion followed about the merits and potential pitfalls arising from delegating authority to a small group of Cllrs. Cllr A Glees considered that the amended motion being discussed provides a credible and efficient management process for this project. The reasons for the current delay in the receipt of the WREN contract were discussed and the steps required to take this matter forward. In his summing up Cllr C Carritt told Cllrs that he was against delegation as a matter of policy but that this motion is for delegated executive action and not policy. A Member called for a named vote.

For: Cllrs E Poskitt, Mrs L Glees, Mrs V Edwards, A Glees, C Carritt, P Jay, Mrs P Richardson and Mrs J Dunsmore. (8)

Against: Cllrs P Redpath, Mrs T Redpath, Mrs A Grant, J Cooper, Mrs E Stokes, T Gardiner and B Yoxall (7)

RESOLVED

That in the light of the potential loss of significant funding for the refurbishment of the Community Centre, a scheme of considerable benefit to the town, Council hereby authorises the Town Mayor, the Town Clerk and the Chair of the Community Centre Working Group to take whatever executive action is required, to secure by negotiation with WREN the provisionally agreed funding and to report back to Council at the earliest possible date.

The Chairman of the working group presented the Community Centre Renewal Control Framework. She said that this project needed to be delivered on time. She noted that she had had a lot of help from the Clerk/RFO, Finance Assistant and Cllr T Gardiner. Cllr P Jay said that the purpose of this framework was to enable staff and members of the working party to have a clear basis by which to take this project through quickly. Discussion followed. There were several queries about the figures that were presented in the document which Cllr Mrs V Edwards answered. Cllr Mrs T Redpath said that she had not received the paper prior to the meeting. Cllr P Jay apologised for this as he thought that he had emailed it to all Cllrs beforehand. The original paper had been amended and distributed in hard copy that evening for the consideration of the Council. Cllr Mrs V Edwards proposed that the Council agree to

the use of the amended control framework and this motion was seconded by Cllr P Jay.

RESOLVED

That the amended Community Centre Renewal - Control Framework document will be used for the Community Centre refurbishment project.

The Mayor asked the Council to note that it would be impossible to complete all of the business on the agenda that evening and asked its agreement to defer some items until an Extraordinary Town Council meeting on 22nd November 2011 and that the remaining items be taken in order of priority.. The Council agreed to do this.

(c) Finance Committee

It was agreed that this agenda item be deferred until the next meeting

ACTION: This item will be included on the agenda for the Extraordinary Town Council meeting.

WTC/184/11 WOODSTOCK YOUTH CLUB

It was agreed that this agenda item be deferred until the next meeting

ACTION: This item will be included on the agenda for the Extraordinary Town Council meeting.

WTC/185/11 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 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/186/11 FREEMEN AND TOWNSMEN

It was agreed that this agenda item be deferred until the next meeting

ACTION: This item will be included on the agenda for the Extraordinary Town Council meeting.

WTC/187/11 WOODSTOCK BOWLS AND TENNIS CLUB

The Mayor thanked the Chairman of the Woodstock Bowls and Tennis Club for his work on this matter. The Chairman of the working group updated the council about progress on the lease and outlined the current areas under discussion and proposed that

- (i) in the event of the unfortunate situation that the Bowls and Tennis Club was to cease, the assets (which appear to belong to the trustees) including all buildings and content, will remain and be transferred into the ownership of WTC in good condition; and that in such an event WTC assume management of the premises until permanent or alternative arrangements can be made.

- (ii) the Council consent to any reasonable extension of time to incorporate this into the lease.

This motion was seconded by the Mayor. Discussion followed. Cllr Mrs P Richardson asked for an amendment to point (ii) so that the following words were added at the end ‘and if the club should cease to exist, the rental liabilities would cease as well at that point’. The proposer and seconder agreed to this amendment. Cllr P Jay asked for an amendment to the motion so that a third point was added ‘and that the lease now be completed accordingly’. The proposer and seconder agreed to this amendment. A Cllr called for a named vote the result of which was as follows:

For: Cllrs Mrs J Dunsmore, B Yoxall, T Gardiner, A Glees, Mrs L Glees, P Redpath, Mrs T Redpath, Mrs A Grant, E Poskitt, Mrs P Richardson, Mrs E Stokes, Mrs V Edwards, C Carritt and P Jay
Against: Cllr J Cooper (1)

RESOLVED

That

- (i) in the event of the unfortunate situation that the Bowls and Tennis Club was to cease, the assets (which appear to belong to the trustees) including all buildings and content, will remain and be transferred into the ownership of WTC in good condition; and that in such an event WTC assume management of the premises until permanent or alternative arrangements can be made.
- (ii) the Council consent to any reasonable extension of time to incorporate this into the lease and if the club should cease to exist, the rental liabilities would cease as well at that point’.
- (iii) the lease now be completed accordingly.

WTC/188/11 CHRISTMAS LIGHTS

The council received and considered a report from Cllr C Carritt on this matter. Four companies were invited to tender but only two had done so. The bids initially looked comparable but on further investigation by one of the companies they informed the Clerk that they would be unable to undertake the work for the price that they had included in their tender. The contract was therefore awarded to Botanicare.

RESOLVED

That Botanicare is awarded the three year contract to install the Christmas Lights for WTC.

WTC/189/11 STAFFING UPDATE

The Clerk updated the council about progress recruiting a Deputy Caretaker and permanent Clerk’s Assistant. She distributed copies of the job description and work schedule for the deputy caretaker and the advert and job description for the Clerk’s Assistant. The Mayor proposed that WTC accept the Clerk’s recommendations that:

1. The process to recruit a new Clerk’s Assistant to replace Ms Davis is started as soon as possible.
2. WTC agrees that an advert is placed in the Oxford Times.
3. That the new post is advertised as SPC 16 pro rata as previously
4. The job is for 24 hours a week

5. WTC agrees that Mrs S Fisher is asked to provide temporary cover for this post during periods of absence due to holiday or illness.

The Deputy Mayor seconded this motion. Discussion followed. It was noted that the opening hours would stay the same. Cllr Mrs L Glees asked that the extra hours be worked on a day when the Town Hall is closed and this was considered to be sensible. It was noted that this would always be 'bitty' job due to its nature and requirements. Cllr T Gardiner asked why this matter was not going to the Personnel Committee. He was advised that time was of the essence as Ms Fisher does not want to continue working for WTC much into the New Year due to family commitments.

RESOLVED (13 for and 2 abstentions)

That

1. The process to recruit a new Clerk's Assistant to replace Ms Davis is started as soon as possible.
2. WTC agrees that an advert is placed in the Oxford Times.
3. That the new post is advertised as SPC 16 pro rata as previously
4. The job is for 24 hours a week
5. WTC agrees that Mrs S Fisher is asked to provide temporary cover for this post during periods of absence due to holiday or illness.

***ACTION:** The Clerk will place an advert in the Oxford Times and officially ask Mrs S Fisher if she would be available to provide cover for the permanent Clerk's Assistant during periods of absence.*

WTC/190/11 **PROPERTY UPDATE**

The CMfP gave a brief update on the main property matters. It was agreed that this agenda item be deferred until the next meeting

***ACTION:** This item will be included on the agenda for the Extraordinary Town Council meeting.*

WTC/191/11 **SEALING OF DOCUMENTS**

None.

The Meeting was adjourned at this point because it was 10.30 pm. It was agreed that the remainder of the business on the agenda would be discussed at 7.30pm on Tuesday 22nd November 2011.

The meeting rose at 10.30pm.

Signed Date