

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 22 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 A Glees	Cllr Mrs A Grant
Cllr Mrs E Stokes	Cllr Mrs L Glees
Cllr E Poskitt	Cllr Mrs E Jay

**ALSO IN ATTENDANCE:**

No residents.

**WTC/192/11 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs P Jay, C Carritt, Mrs P Richardson, P Redpath, Mrs T Redpath and T Gardiner

**WTC/193/11 DECLARATIONS OF INTEREST**

Cllr J Cooper declared a personal interest in Agenda Item 17 Woodstock Youth Club as he is the Chairman of the Youth Club. Cllrs Mrs A Grant and Mrs E Stokes also declared personal interests in Agenda Item 17 Woodstock Youth Club as they are Committee members of the Youth Club.

**WTC/194/11 PUBLIC PARTICIPATION**

No residents wished to address the Council at this meeting.

**WTC/195/11 PLANNING MATTERS**

No planning applications had been received since the previous Town Council meeting.

**WTC/196/11 COMMUNITY CENTRE**

The Chairman of the Community Centre Working Party updated Cllrs on progress and said that at this meeting the Council needed to approve the tender specification that would be issued to interested parties by Carter Jonas (currently four). She explained that the tender specification contained details of all of the things that WTC would like to do but that Carter Jonas had worded it in such a way that some items could be removed if there proves to be insufficient budget to do them. The chairman of the working party considers this to be a very good specification and noted that it includes a contingency to allow for unforeseen occurrences. It was noted that Cllrs Mrs V Edwards and Mrs L Glees are still trying to raise additional funds for this project through grants and donations.

WREN require a publicity plan to be actioned and therefore the chairman of the working party asked for the council's agreement for the plans of the proposed refurbishment to be displayed in the Town Hall foyer. WTC agreed to this.

The Deputy Mayor accepted that the plans have the approval of the council but expressed his continued reservations about the kitchen being moved and the bar. He had hoped to see an option in the specification whereby it would be retained in its current position as he feared that the alternatives might be too cramped. The chairman of the working party explained that Carter Jonas had recommended the relocation of

the kitchen. It would enable this space to be turned into a meeting room which would create a new income stream for the building.

The Deputy Mayor asked about plans for the car park and was advised that there are no funds to do this at present. However, if the tenders come in under budget or the level of donations increase the car park could be considered. Discussion also arose about the current plans and options for the future for the heating system. The refurbishment will include a new 3 zone boiler but only 2 zones will be connected initially.

It was noted that some asbestos has been found in the building and so will need to be removed.

The Mayor asked that it be minuted that the cost of the refurbishment of the Community Centre will be paid for by grants, donations and the money ring-fenced from the sale of the Rectory Lane Garage, and that precept money will only be used for the usual maintenance required on the Community Centre.

Cllr E Poskitt noted that the tenant of the office nearest the road had complained that noise was currently a problem. The Chairman of the working party noted this concern.

Cllr A Glees asked that the large amount of effort that has been put into this project by Cllr Mrs V Edwards, Mrs L Glees and the Town Clerk be recorded.

Cllr Mrs L Glees asked that WTC consider allowing user groups free use of the new facility for a limited period when the Community Centre is re-opened in order to compensate them and welcome them back to the building. This was considered to be a good suggestion and discussion followed about what might be appropriate. Cllr Mrs E Stokes proposed that regular user groups each be given one month's session (s) free. Cllr Mrs A Grant seconded this motion.

#### **RESOLVED**

That when the Community Centre reopens regular user groups will each be given one month's session (s) free of charge.

The Chairman of the Community Centre Working Party proposed that the Tender Specification for the Community Centre Refurbishment Project be approved and Carter Jonas notified of this as soon as possible. This motion was seconded by the Deputy Mayor.

#### **RESOLVED** (Unanimous)

That the Tender Specification for the Community Centre Refurbishment Project be approved and Carter Jonas notified of this as soon as possible.

***ACTION:** The Clerk will notify Carter Jonas that the tender specification has been approved by WTC.*

The council considered some draft papers prepared by the Chairman of the working party and the Town Clerk. It is proposed that these be sent to WREN in order to address their outstanding queries. Discussion followed. It was noted that a copy of

Building Regulations are one of the WREN requirements. Cllr Mrs V Edwards told council that £940 plus VAT must be paid now in order to initiate Building Regulations and that these can take several weeks to come through. Following further discussion Cllr Mrs V Edwards agreed to confirm where the cost for building regulations is shown in the Carter Jonas project budget. The Chairman of the Community Centre Working Party proposed that WTC agrees that the draft documentation prepared for WREN can be sent as soon as possible, and also authorises that a cheque for £940 plus VAT be raised and passed to Carter Jonas for despatch with the application for Building Regulations. The Mayor seconded this motion.

**RESOLVED** (Unanimous)

That WTC agrees that the draft documentation prepared for WREN can be sent as soon as possible, and also authorises that a cheque for £940 plus VAT be raised and passed to Carter Jonas for despatch with the application for Building Regulations.

**ACTIONS:**

1. *The Clerk will send the approved documentation to WREN as soon as possible.*
2. *The Clerk will arrange for a cheque for the Buildings Regulations fees of £940 plus VAT to be raised and passed to Carter Jonas.*
3. *Cllr Mrs V Edwards will confirm where the cost for the Building Regulations appears in the Carter Jonas budget for this project.*

It was noted that the Chairman of the Community Centre Working Party would like to explore the option of making the Community Centre into a charity in a similar way to the Youth Club. Cllr Mrs L Glees noted that when she initially approached organisations for donations a lot of charitable organisations were unable to help as they could only donate to charities. The Mayor proposed that Cllr Mrs V Edwards be given permission to investigate the charity position. This motion was seconded by Cllr A Glees.

**RESOLVED** (Unanimous)

That Cllr Mrs V Edwards be given permission to investigate the charity position.

**ACTION:** *Cllr Mrs V Edwards will undertake investigations and report back to Council.*

It was agreed that the Community Centre Working Party meeting scheduled for 24<sup>th</sup> November was cancelled.

**ACTION:** *The Clerk will send an email to all Cllrs to notify them that the meeting has been cancelled.*

**WTC/197/11 EXHIBITION FOUNDATION**

Cllr Mrs E Jay is a trustee on the Woodstock Exhibition Foundation and her appointment is due to expire. She does not wish to continue as a trustee and so the Mayor asked for nominations for her replacement. Cllr A Glees proposed Cllr Mrs L Glees who accepted the nomination. This motion was seconded by Cllr Mrs V Edwards. No other nominations were received and so Cllr Mrs L Glees was duly appointed.

**RESOLUTION** (unanimous)

That Cllr Mrs L Glees will replace Cllr Mrs E Jay as a trustee on the Woodstock Exhibition Foundation when her term of office ends.

*ACTION: The Clerk will notify Dr R Edwards of this resolution.*

**WTC/198/11 MEETINGS OF COMMITTEES AND SUB COMMITTEES**

**(a) Finance Committee**

**(i) Minutes**

The minutes of the Finance Committee meeting on 27<sup>th</sup> September 2011 were received and considered. Cllr J Cooper noted that at FC/28/11 the Finance Committee recommended that fees and charges are increased by 5% and rounded up to the nearest pound. Discussion followed. It was considered that this rise was in line with inflation. Cllr E Poskitt noted that WTC needs to structure its fees and charges better between those that are private bookings and those that are commercial. Cllr J Cooper proposed Cllr R Poskitt seconded this motion.

**RESOLVED** (unanimous)

That WTC increase its fees and charges by 5% in line with inflation.

The minutes of the Finance Committee Meeting on 1<sup>st</sup> November were received and considered. Cllr A Glees referred to minute FC/35/11 Budget 2012/13, Expenditure item (g) Capital Expenditure (i) Upholstery for the Mayor's Parlour, and asked that this item be kept under review

The Mayor proposed that because the Chairman of the Finance Committee was unable to be present at this meeting further discussion arising from the minutes of 27<sup>th</sup> September and 1<sup>st</sup> November and the First Draft Budget 2012/13 be further deferred until the Extraordinary Town Council meeting of 29<sup>th</sup> November 2011. The Cllrs present agreed to this proposal.

**RESOLVED**

It was agreed that further discussion about the Finance Committee deferred agenda items be further deferred until the next Extraordinary Town Council meeting on 29<sup>th</sup> November 2011.

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

**WTC/199/11 WOODSTOCK YOUTH CLUB**

A report about the Woodstock Youth Club was received and noted.

**WTC/200/11 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/201/11 FREEMEN AND TOWNSMEN**

The Mayor proposed three new Townsmen. These were seconded by the Deputy Mayor. The nominations were discussed. The Mayor asked the council for its permission to formally approach the three people whom she nominated. Discussion followed.

Cllrs voted upon the three nominations separately and gave its approval for the Mayor to formally approach two of the three nominations. The council considered that the third nominee was very worthy of recognition due to the extensive contribution they make to Woodstock but that it would be better to nominate them for an alternative award.

**RESOLVED**

That the Mayor can formally approach two of her three nominees about becoming Honorary Townsmen, and identify an alternative award for the third person to be nominated for.

**WTC/202/11 STAFFING UPDATE**

The Clerk updated the council about progress recruiting the Deputy Caretaker and permanent Clerk's Assistant and the envisaged caretaking requirements whilst the Community Centre is closed for refurbishment.

**WTC/203/11 PROPERTY UPDATE**

**(i) 8 Park Street**

The current situation regarding rent and a new lease was discussed.

**RESOLVED**

That a new lease will not be issued until all rent arrears are paid and that Carter Jonas is asked to give WTC a recommendation if this is not paid by the end of the month.

**(ii) Office 2 – Community Centre**

The tenant has requested that she be allowed to sub-let to a doctor. Discussion followed.

**RESOLVED (9 votes for, 1 against)**

That WTC does not accept the request from the tenant at Office 2 in the Community Centre to allow use of her office by another professional and that subletting continues to be unacceptable in tenant's leases.

**(iii) Carter Jonas contract review**

The Property Working Group had made a two part recommendation about the Carter Jonas contract review which was discussed. The first part was generally supported. It was noted that this review was

required to happen in January 2012 and should be a formal two way process. It was agreed that the appraisal would be undertaken by The Mayor, the Town Clerk, a member of the Property Working Group and the Finance Assistant. The Mayor asked that this matter be deferred until the January meeting.

**RESOLVED**

It was agreed that this matter be deferred until the January 2012 Town Council meeting

*ACTION: This item will be included on the agenda for the Town Council meeting that will take place in January 2012.*

(iv) Damage Deposits

The CMfP has produced a policy and proposed that it be trialled for 6 months. The Deputy Mayor seconded this motion. Discussion followed. The Mayor proposed that a damage deposit of £150 be applied to all bookings including those that are Free of Charge. This amendment was accepted.

**RESOLVED** (5 votes for, 3 against and 3 abstentions)

That the policy produced by the CMfP be trialled for 6 months and that a damage deposit of £150 be applied to all bookings including those that are Free of Charge.

*ACTION: The Clerk will notify the administration staff.*

(v) 24 Market Place

The door to 24 Market Place was discussed.

**RESOLVED** (Unanimous)

That the current glass door can be left in place to aid marketing but the original door must be left inside the shop.

The Town Clerk recommended that the locks be changed.

**RESOLVED** (Unanimous)

That the locks to the door to 24 Market Place be changed.

*ACTION: The Clerk will notify Carter Jonas.*

(vi) Castors on tables in the Mayor's Parlour

It was suggested that new castors are needed on the two large tables in the Mayor's Parlour.

*ACTION: Cllr Mrs A Grant will obtain a quote for new castors.*

(vii) Continued Maintenance of Doors onto the Market Square

The continued maintenance of the doors that open onto the Town Square was discussed.

**RESOLVED**

That the doors be treated annually from now on.

**ACTIONS:**

- 1. *This item will be diarised in the Town Hall diary by the Town Clerk.*
- 2. *The CMfP will make a budget provision for this action..*

(viii) Bouncy Castles

The council is sometimes approached about the use of Bouncy Castles at parties in the Community Centre.

**RESOLVED**

That at present WTC will refuse such requests but that the matter will be deferred and reconsidered when the refurbishment is complete.

*ACTION: The Property Working Group will again consider it's policy about the use of Bouncy Castles in the Community Centre after the refurbishment is finished.*

(ix) Extension of Town Hall Wedding Licence

The idea of licensing the Assembly Room for weddings was discussed. Cllr A Glee was concerned about the provenance of the double booking. This would require a new licence as the Town Hall license only covers the Mayor's Parlour at present. The CMfP proposed that a new weddings licence be applied for before the end of this financial year that would cover both the Mayor's Parlour and the Assembly Room. Cllr Mrs A Grant seconded this motion.

**RESOLVED** (8 votes for, all other Cllrs abstained)

that a new weddings licence be applied for before the end of this financial year that would cover both the Mayor's Parlour and the Assembly Room.

*ACTION: The Clerk will progress the new licence.*

(x) Capability Brown Picture

Cllr Mrs E Jay informed WTC that she knows a good photographer who could produce a full sized photograph of the Capability Brown picture if required. Discussion followed.

**RESOLVED**

That WTC is happy with its current replica and a full sized copy is not required.

The meeting rose at 9.45 pm.

Signed ..... Date .....