

**MINUTES OF THE RECONVENED MEETING OF  
OF THE WOODSTOCK TOWN COUNCIL  
HELD AT 8.50PM ON TUESDAY 20 MARCH 2012  
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 T Redpath
Cllr Mrs P Richardson	Cllr P Redpath
Cllr Mrs E Stokes	Cllr Mrs A Grant
Cllr P Jay	Cllr Dr E Poskitt

The Mayor apologised to the Council for the misunderstanding about the time of the meeting. She also asked for the clock in the Mayor's Parlour to have the right time on a regular basis.

**WTC/326/11 Apologies for Absence**

Apologies were received from Cllrs T Gardiner, Mrs L Glees and C Carritt.

**WTC/327/11 Declarations of Interest**

Cllr P Jay declared a personal interest in Agenda Item 6, Property Update. Cllr Mrs J Dunsmore declared a personal interest in respect of Agenda Item 6, Property Update. Cllr B Yoxall declared a personal interest in respect of Agenda Item 11, Review of Snow Clearance Priorities.

**WTC/328/11 Public Participation**

No members of the public were present

**Exclusion of the Public and Press**

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 are excluded for Agenda Items 4, 5 and 6.

**WTC/329/11 Meetings of Committees and Sub-Committees**

**(a) Community Centre Working Group**

**(i) Monthly Progress Report**

The Chairman of the Community Centre Working Group presented the March report, drawing attention to an update on the funding situation since the report was written. A very generous donation of £5,000 from a resident had been received, making total income £158,000. The relevant Appendices to the report were amended accordingly. It was agreed that the Mayor would write a personal note of thank you to the donor concerned.

**ACTION:** *The Mayor to write letter of thanks to private donor.*

(ii) Minutes of the Meeting of the Community Centre Working Group held on 1<sup>st</sup> March 2012.

The Chairman of the Group explained the background to the three quotations received by the Town Clerk for provision of a portable stage, provision and installation of an audio system and installation of two stage lighting bars. The group recommended Firm A (Lancelyn) at a total cost including VAT of £11,528.10 and the Chairman of the Group proposed that the quotation for Lancelyn be accepted and this was seconded by Cllr Mrs E Stokes. It was approved unanimously. It was agreed that the Community Centre caretakers should be suitably trained to use the equipment.

**RESOLVED** (Unanimous)

That Lancelyn Lighting is the preferred contractor.

**ACTION:** *The Town Clerk to write to Lancelyn appointing them to undertake the necessary work.*

(iii) Possible solar PV panels at the Community Centre

In the absence of Cllr C Carritt this item was deferred.

(iv) Other expenditure items.

The Meeting approved the recommendation of the Chairman of the Group to authorise expenditure of circa £1,000 on replacing the rotten fire door in New Road and repairs to the window of the ladies toilet.

**RESOLVED** (Unanimous)

That Carter Jonas arrange for the replacement of the front door in New Road and to effect repairs to the window of the ladies toilet.

**ACTION:** *The Town Clerk to write to Michael Lunt of Carter Jonas.*

(v) Dancemania

The Chairman of the group drew attention to a leaflet handed out recently to pupils of Dancemania which included the following statement:

“The rates at the school (Marlborough Enterprise Centre) are triple the lower rate that I was paying at the Community Centre. This did not occur to be a problem as it was verbally agreed that the Woodstock Town Council would meet the difference. Unfortunately this has proved not to be the case and I have incurred two rather large invoices.”

Discussion followed. Hirers had been offered a month's free rent when they returned to the Community Centre as compensation for the disturbance. All organisations will receive the same consideration. A meeting had been set up on the 27<sup>th</sup> March 2012 to meet with Dancemania and the outcome would be reported to Council to decide whether any further action would be required. The Mayor said she had facilitated a £2 reduction to the hourly rate of Marlborough School and considered that the Town Council had been assisting with alternative arrangements.

Cllr Dr E Poskitt stressed the need to review the hiring system, being of the view that a distinction should be made between commercial and non-commercial activities rather than residents and non-residents. The Mayor summed up by saying the results of the 27<sup>th</sup> March meeting should be reported to the Town Council. The Town Clerk should be asked to discuss the situation with Cllr Mrs L Glees. Cllr P Jay said that account should be taken of any oral agreement and that the matter would be reviewed should any correspondence be received.

**RESOLVED:**

That the Deputy Mayor and Town Clerk and Finance Assistant to meet Amanda Paton on 27<sup>th</sup> March and report back to the Town Council. The Town Clerk will be asked to report back to Town Council her discussions with Cllr Mrs L Glees and also with Dancemania afterwards.

**WTC/330/11 *Weed Spraying***

Three quotations were received and discussed. Cllr P Redpath proposed that Charlton Environmental be appointed. Seconded by Mrs P Richardson.

**RESOLVED:** (Unanimous)

That Charlton Environmental is appointed to undertake the three year weed spraying contract.

**WTC/331/11 *Property Update***

Cllr P Jay declared a personal interest as he knows one of the people concerned personally. Cllr Mrs J Dunsmore declared a personal interest as one of the people concerned is a personal friend.

a) The CMfP said a young couple were interested in renting 8 Park Street but wanted a reduction in the rent per month in the first instance. Cllr Mrs A Grant said it had already been agreed at the last meeting not to reduce the rent. Cllr P Jay said it should be left to the professionals.

**RESOLVED:**

To refer the negotiation of the rent for 8 Park Street back to Carter Jonas.

b) The CMfP referred to the outstanding issue of the Community Centre First Floor offices with the tenant suggesting that the increased rent should only apply from January 2012 and not July 2011.

**RESOLVED:**

That Carter Jonas is asked to ensure that the terms of the lease are met.

c) Cllr Mrs A Grant queried the issue of any other outstanding rent on Council properties. The Mayor said that WTC rely on Carter Jonas collecting rent when it is due. Cllr Mrs E Stokes suggested payment by direct debit but Cllr Dr E Poskitt said a Standing Order is the appropriate form of payment.

The Mayor proposed that Standing Order arrangements be built into future contracts. This was seconded by Cllr P Redpath.

**RESOLVED** (Unanimous)

That a Standing Order arrangement be implemented for rent collection from now on.

**Re-Entry of the Public and Press**

**WTC/332/11 Meetings of Committees and Sub-Committees (cont'd)**

(b) Finance Committee

Cllr P Redpath expressed surprise at the statement in Min FC/47/11 to the effect that the RFO and Finance Assistant "confirmed that all of environment items were 100% non-business and therefore the VAT is recoverable". He said that had serious implications for WTC finances as not being VAT registered recovering VAT is only effective within the di minimis limit of £45k spend.

Brought Forward Items

Cllr Mrs T Redpath asked that money in respect of Cemetery Items could be brought forward into the 2012/13 Financial Year. Cllr P Jay said a paper should be presented with a view to arriving at a decision at the April Town Council Meeting.

(c) Diamond Jubilee Working Party

The minutes of the meeting of the Group held on 29<sup>th</sup> February were received and approved.

(d) Personnel Committee

The recommendation to adopt the Financial Regulations by NALC was agreed with some changes.

**RESOLVED** (9 votes for and 1 against).

That WTC will adopt the NALC Model Financial Regulations with relevant changes for Woodstock Town Council.

(e) Strategy Working Group

Cllr B Yoxall suggested minor changes to Item 8 of the minutes but apologised for his lack of clarity at the Strategy Meeting on this point. Cllr P Redpath said in respect of Item 11 it had been agreed to oppose HS2 and only if it were to go ahead, to be routed via Heathrow. Cllr J Cooper noted these comments.

(f) Wall Hangings Trust

The minutes were received and noted.

**WTC/333/11 Benches in the Market Square**

Discussion took place regarding the need to replace the benches which will be supplied by WODC at an appropriate siting. The Mayor proposed an alternative siting looking towards the church. This proposal was seconded by Cllr J Cooper. Cllr Mrs P Richardson expressed reservations. A vote was taken the result of which was 3 votes for but 5 votes against and therefore the motion fell.

The Mayor reminded Cllrs that the positioning of the bollards has already been agreed by Council and that these are being supplied by OCC.

**WTC/334/11 Possible suspension of the Waiting Regulations in Hensington Road, Woodstock.**

Item deferred.

**WTC/335/11 Woodstock Town Partnership**

Item deferred

**WTC/336/11 Review of Snow Clearance Priorities**

Cllr B Yoxall declared a personal interest as his wife had been injured after falling on ice on Christmas Eve 2009. Cllr B Yoxall said that snow clearing operation had gone well on the whole when required and paid tribute to the support of Cllr J Cooper. He had, however, had difficulty in recruiting volunteers for Union Street and New Road. Moreover consideration had to be given to the locations of elderly residents and the pavements on both side of Shipton Road between Hensington Close/Flemings Road and the Box of Delights which was important for shoppers and those going to and from the Primary School. He proposed that the Town Council commit to expenditure of £100 in the next financial year to purchase 6 additional snow shovels with the aim of recruiting more volunteers. This was approved unanimously. The Mayor thanked Cllr B Yoxall and his team of volunteers including Cllrs Cooper and Redpath for their wonderful efforts.

The meeting closed at 10.30pm

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