

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 10 APRIL 2012
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr Mrs J Dunsmore (Mayor)	Cllr B Yoxall (Deputy Mayor)
Cllr J Cooper	Cllr Mrs A Grant
Cllr Mrs L Glees	Cllr P Jay
Cllr C Carritt	Cllr Mrs P Richardson
Cllr P Redpath	Cllr Mrs T Redpath
Cllr T Gardiner	Cllr E Poskitt

ALSO IN ATTENDANCE:

Three members of the public and County and District Cllr I Hudspeth attended the meeting.

WTC/345/11 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mrs E Stokes

WTC/346/11 DECLARATIONS OF INTEREST

Cllr T Gardiner declared a personal interest in Agenda Item 10 Additional Memory for the Office Computers as he knows the owner. Cllr C Carritt declared a personal interest in Agenda Item 14 Project Management of the New Playground Provisions because one of the directors of Sacha Barnes Associates is a friend. Cllr J Cooper declared a personal interest in Agenda Item 14 Project Management of the New Playground Provisions because he is a Member of WODC.

WTC/347/11 TO APPROVE THE MINUTES OF:

The minutes of the meeting of the Town Council held on Tuesday 13th March 2012 were approved and signed as a correct record subject to the following amendments:

WTC/308/11, Declarations of Interest. Amendments were made to the declarations of interest made by Cllrs Mrs T Redpath and P Redpath.

WTC/310/11. Public Participation. The name of the first person to address WTC was amended to read Jo Elliott. The words 'be fully consulted with' were removed from the end of the fourth paragraph.

WTC/311/11, S106 Matters (b) OWL Extension. The following words were added to the end of the third sentence 'the length of Verenia Court'. At the start of the eighth sentence the word 'she' was replaced with 'Cllr Mrs T Redpath', the 'V' was removed from the end of 'WTC' and the letters 'in' inserted before the word 'correct'. In the ninth sentence the words 'tried to' were removed and the letter 'd' was added to the word 'raise'. In item (iv) on page 188 the two references to 'adjourning properties' were amended to read 'adjoining properties'.

WTC/319/11, S106 Matters (continued). Cllr T Gardiner was added to the list of Cllrs that had voted for the motion at the bottom of page 194 and the number in brackets was corrected to read (12). Cllr T Gardiner was deleted from the list of Cllrs that had voted against this motion and the number in brackets was amended to read (1).

WTC/324/11, Property Update (continued) (v) 24 Market Place (continued) the declarations of interest made by Cllrs Mrs T Redpath and P Redpath were amended.

It was noted that it should be 'Slow' worms at WTC/310/11

The minutes of the meeting of the Town Council held on Tuesday 20th March 2012 were approved and signed as a correct record subject to the following amendments:

WTC/329/11, Meetings of Committees and Sub-Committees (a) Community Centre Working Group (v) Dancemania. In the last sentence of the first paragraph on page 200 the word 'verbal' was replaced with the word 'oral'.

WTC/331/11, Property Update c). The last sentence on page 200 was amended so that the words 'would be more appropriate' were replaced by 'is the appropriate form of payment'.

WTC/332/11, Meetings of Committees and Sub-Committees (cont'd) (b) Finance Committee. The following words were inserted at the end of the first paragraph 'as not being VAT registered recovering VAT is only effective within the di minimis limit of £45k spend.

WTC/333/11, Benches in the Market Square. The word 'an' was added to the end of page 201.

The minutes of the meeting of the Town Council held on Tuesday 3rd April 2012 were approved and signed as a correct record subject to the following amendment:

WTC/343/11, Property Update (ii) 8 Park Street. The word 'moths' in the last sentence of page 205 was amended to read 'months'.

WTC/348/11 PUBLIC PARTICIPATION

None.

WTC/349/11 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Report from County and District Cllr I Hudspeth

Cllrs received and noted a report from County and District Cllr I Hudspeth that had been previously circulated. Cllr I Hudspeth noted that this was the last meeting before TC dissolves and thanked everyone for their support. He welcomed the three new Members that were in attendance at the meeting. The Mayor and Cllr T Gardiner thanked Cllr I Hudspeth for his support.

(i) Report from District Cllr J Cooper

District Cllr J Cooper reported upon the LDF and noted that the situation had eased because WODC can now count 'windfall sites' as part of the calculation towards meeting the regional target. These are sites that were outside the original plan e.g. 'The Former Station' site on Oxford Road. He confirmed that exception sites cannot be considered in the calculation. Cllr J Cooper reported that the Hanborough Station is now owned by a different landowner and that there is a possibility that the car parking discussions might be concluded. Cllr J Cooper reported that the Woodstock swimming pool would open for the season on Saturday 14th April 2012.

WTC/350/11 COMMUNICATIONS

The Mayor reported that immediately before the council meeting there had been a celebration for two new Honorary Townsmen: Colonel Nigel Clifford and Mrs Gwenda Mason, both of whom had contributed a lot to Woodstock society over the years. She thanked everyone that had attended the event, Cllr Mrs A Grant, Dulcie Smith and Mrs Jane Hibberd for serving the food and clearing up afterwards. The Mayor also thanked the staff for arranging for the production of the two beautiful scrolls. The Deputy Mayor reported that some Cllrs would not be continuing on WTC after 3rd May. He noted that Cllr Mrs J Dunsmore would be retiring from local politics after a career that spanned 22 years initially when she lived in Lichfield and latterly in Woodstock. The Deputy Mayor said that they had shared a common aim to improve disabled access in the Town Hall and to refurbish the building. He reported upon Cllr Mrs J Dunsmore's work whilst a Cabinet Member on the District Council. She had worked closely with Cllr Mrs T Redpath on planning matters relating to the former railway site in Woodstock and had also led the team that had produced the 'Shaping Futures' document about developing sustainable communities and had left a legacy that she should be proud of. The Deputy Mayor reported that Cllr Mrs J Dunsmore had been the Mayor of WTC during the past year and that although this

had not always been an easy job she had represented Woodstock at many events. He also noted Cllr Mrs J Dunsmore's work on the Oxford and Woodstock Literary Festivals. The Deputy Mayor thanked Cllr Mrs J Dunsmore for all of her work and said that the Council wished her well for the future. The Mayor said that she had enjoyed her work. She thanked all Cllrs for the work that they had done during her term in office and said that they should be proud of their achievements. The Mayor said that she was pleased to see three of the new WTC councillors at the meeting that evening and hoped that they would enjoy their term in office. The Mayor thanked the Town Clerk and the rest of the staff who had worked for Woodstock Town Council during her term as Mayor.

The Council discussed flag flying for the Queen's birthday on 21st April and for St George's Day on 23rd April.

RESOLVED

That two different flags would be flown to mark the two different celebrations.

WTC/351/11 PLANNING MATTERS

(i) Planning Applications

a) Ref: 12/0384/P/FP

Erection of two dwellings with associated parking, access and landscaping.

Land adj to Hill Rise, Manor Road, Woodstock

Cllr P Jay proposed that WTC object to this planning application on the basis that it would extend the envelope of the Town. This motion was seconded by the Mayor.

RESOLVED (7 votes for, 2 votes against and 3 abstentions)

That WTC objects to this planning application on the basis that it would extend the envelope of the Town.

b) Ref: 12/0385/P/RFP

Construction of covered verandah.

36 Brook Hill, Woodstock.

RESOLVED

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

c) Ref: 12/0489/P/FP

Conversion of part of garage to study and new Juliet balcony with doors to second floor.

27 Lewisfield Way, Woodstock

Cllr Mrs T Redpath proposed that WTC object to this planning application due to the loss of parking. This motion was seconded by Cllr Mrs P Richardson.

RESOLVED (7 votes for, 2 votes against and 3 abstentions)

That WTC objects to this planning application on the basis that it would result in a loss of parking.

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

WTC/352/11 THE LEGACY FUND

Cllr T Gardiner, Chairman of the Legacy Fund Trustees reminded WTC of the background to the Legacy Fund. Cllr T Gardiner noted that at the WTC meeting of 14th February 2012 WTC received and considered the minutes of the Legacy Fund Trustees of 7th February which contained a unanimous recommendation by the

Legacy Fund Trustees (Minute reference LF/16/11) that “The Woodstock Legacy Fund Trustees recommend to Woodstock Town Council that the Legacy Fund be used to fund the installation of a stair lift in the Woodstock Town Hall”.

At the WTC meeting on 14th February 2012 WTC resolved to “approve the recommendation of the Legacy Fund Trustees and proceed with the installation of the disabled stair lift in the Town Hall” (minute WTC/291/11).

The Chairman of the Legacy Fund Trustees reported that at the Annual Town Meeting on 27th March 2012 Cllr P Jay had proposed that “the Town meeting supports the expenditure of the Legacy Fund, subject to technical and regulatory approval, on the installation of a disabled persons stair lift at Woodstock Town”. This motion was seconded by Colonel N Clifford and passed by an overwhelming majority of the members of the electorate present (approximately 70 people) with 2 abstentions and no votes against.

It was noted that the Town Clerk has now submitted a Listed Buildings application to WODC and is currently obtaining quotes for the purchase and installation of a stair lift. The Deputy Mayor has offered to assist with the site meetings and Carter Jonas will be asked to provide any maps that may be required by the planning department at WODC. The Clerk has contacted the Fire Officer and will meet him and hopefully the County Council Disability Officer at the Town Hall with the Deputy Mayor to discuss the scheme once a preferred option has been identified.

Cllr T Gardiner said that now that the process of obtaining approvals and contractor quotations for the installation is now underway under the management of the Town Clerk the constitutional obligations of the Legacy Fund Trustees have now been discharged and the rationale for the continued existence of the Legacy Fund Trustees no longer applies. Cllr T Gardiner reported that the Legacy Fund Trustees recommended that any surplus money could be spent on purchasing and installing dog and litter bins around the Town.

Cllr T Gardiner reported that the Legacy Fund Trustees had considered the position and proposed that the Legacy Fund Trustees group expires with this council and that the Legacy Fund Trustees now pass the authority and specifically designated funds to WTC under the control of the Woodstock Town Clerk/RFO to ensure the wishes of the Legacy Fund Trustees, WTC and residents of Woodstock are met at the earliest opportunity and a stair lift installed in the Town Hall. Cllr E Poskitt seconded this motion. Discussion followed. It was noted that Mr C Baylis, who is another Legacy Fund trustee, supported this motion.

RESOLVED (Unanimous)

That the Legacy Fund Trustees had considered the position and proposed that the Legacy Fund Trustees group expires with this council and that the Legacy Fund Trustees now pass the authority and specifically designated funds to WTC under the control of the Woodstock Town Clerk/RFO to ensure the wishes of the Legacy Fund Trustees, WTC and residents of Woodstock are met at the earliest opportunity and a stair lift installed in the Town Hall.

It was noted that if for any reason this cannot happen a new group of Trustees will be set up. Cllr P Jay supported this approach and thanked the Chairman of the Legacy Fund Trustees for the work undertaken by him and other members of the group.

ACTIONS:

1. *The Town Clerk will obtain design options and quotations from potential contractors assisted by the Deputy Mayor*
2. *The Town Clerk will compile and submit any information required by the WODC planning department and/or the OCC Fire Officer.*
3. *The Town Clerk and Deputy Mayor will then make a recommendation to WTC*

WTC/353/11 SHEDS AT THE ALLOTMENT SITE

Cllrs received and considered a paper produced by the Town Clerk about a policy for sheds at the allotment site. This included pictures of two types of shed that some allotment holders had indicated that they wished to install on the site along with information about the preferences of the Allotment Society. Cllr Mrs P Richardson proposed that WTC adopts a policy that only sheds with a planned overall footprint of 6' x 4' and a height of no more than 6'6" at the highest point be permitted at the Green Lane Allotment Site. This motion was seconded by the Mayor.

RESOLVED (11 votes for and 1 vote against)

That WTC adopts a policy that only sheds with a planned overall footprint of 6' x 4' and a height of no more than 6'6" at the highest point be permitted at the Green Lane Allotment Site.

***ACTION:** The Clerk will notify the Chairman of the Allotment Society about the WTC policy about sheds at the Green Lane Allotment Site.*

WTC/354/11 ADDITIONAL MEMORY FOR THE OFFICE COMPUTERS

Cllr T Gardiner declared a personal interest as he knows the owners of the company who maintain WTC's computer systems. The Town Clerk reported that the office computers were running out of memory. The company that provides WTC computer support has assessed the system requirements and recommended that 2 x 1GB chips of memory is installed on each computer. The Mayor proposed that each of the three office computers be fitted with an additional 2 x 1GB chips of memory at a total cost of £312.00 (ex VAT). Cllr C Carritt seconded this motion.

RESOLVED (11 votes for – Cllr T Gardiner did not take part in the vote due to his personal interest)

That WTC instructs its computer support supplier to install 2 x 1GB chips of memory into each of the three office computers.

***ACTION:** The Clerk will arrange for the new memory to be installed in the office computers.*

WTC/355/11 BENCHES ON THE MARKET SQUARE

The Mayor reminded Cllrs that WODC has agreed to fund two benches to replace those destroyed by vehicles on the Market Square and that WTC needed to decide where these should be located. The Mayor noted that OCC had already agreed to provide two bell bollards and Cllr C Carritt considered that these bollards should protect the benches. Cllr Mrs P Richardson proposed that the new benches be put back in the original locations. This motion was seconded by Cllr C Carritt. Discussion followed. It was noted that when the fair comes in October WODC have previously removed the bollards but will no longer be able to do so if bell bollards are installed.

Cllr C Carritt said that he would confirm with Mr McLoughlin of WODC that the fair will be able to operate around the new bollards when they meet for the Traffic Advisory Committee meeting next week.

RESOLVED (10 votes for and 2 votes against)

That WODC is asked to install the new replacement benches in the previous locations.

The Mayor asked that it be noted that she had voted against this motion because she was concerned for people's safety and the H&S issues arising from this.

The Town Clerk asked Cllr I Hudspeth when the bell bollards would be installed as this should be done before the replacement benches are installed. Cllr I Hudspeth said that he would confirm this and inform the Town Clerk but noted that the work on the cobble repairs would be completed first.

ACTIONS:

1. *Cllr C Carritt will confirm with Mr McLoughlin that the fair will be able to operate around the new bell bollards.*
2. *Cllr I Hudspeth will notify the Town Clerk about the proposed dates for the installation of the new bell bollards.*
3. *When these dates have been confirmed the Clerk will ask WODC to replace the two damaged benches with two of the same design and fit these in the same location.*

WTC/356/11 FINANCIAL ISSUES

- (i) To receive the List of Payments for March 2012

It was proposed and seconded that the list of payments made in the month of March 2012 amounting to £22,284.43 be received and approved.

RESOLVED

That the list of payments made in the month of March 2012 amounting to £22,284.43 is approved.

Cllr Mrs A Grant asked if there is a maximum number of hours that the Deputy Caretaker should be paid per week. Discussion followed during which it was suggested that the hours of the caretakers and environmental warden might be amalgamated and reported upon quarterly. The Mayor proposed that this was something for the new council to consider further and that the Clerk should prepare a paper to help them do so. Cllr T Gardiner seconded this motion.

RESOLVED (Unanimous)

That the amalgamated hours of the caretakers and environmental warden be reported by the Town Clerk to enable the new council to consider this further.

- (ii) To receive the Bank Reconciliation Statements for March 2012

The Council received and noted the Bank Reconciliation Statements for March 2012.

(iii) To receive the Summary and Detailed Income and Expenditure Statements for March 2012

The Summary and Detailed Income and Expenditure Statements for March 2012 were received and considered. The Town Clerk/RFO asked the council to note that these were unaudited end of year accounts.

(iv) Bring Forward Items

A paper by the Town Clerk was received and considered. Cllr T Gardiner suggested that that you cannot bring forward items and that any unspent budgets should go back into the general reserves and that it had to be ongoing work or have an invoice to be able to bring it forward.

Cllr Mrs T Redpath said that the budget for the repair work on the bridge must be brought forward or there was a risk that the council could be sued by the Environment Agency. Cllr Mrs T Redpath proposed that the £635 budget for bridge repairs should be brought forward. This motion was seconded by Cllr Mrs A Grant. Discussion followed. Cllr E Poskitt proposed an amendment to this motion that out of the 2012/13 budget £635 will be taken from the budget reserves to pay for essential repairs to the bridge at the water meadows for health and safety reasons. Cllr Mrs T Redpath accepted this amendment.

RESOLVED (Unanimous)

That out of the 2012/13 budget £635 will be taken from the budget reserves to pay for essential repairs to the bridge at the water meadows for health and safety reasons.

Cllr C Carritt proposed that all other items be brought to the attention of the new council for early attention. The Mayor seconded this proposal. Cllr P Jay noted that this could be done during the budget review.

RESOLVED (Unanimous)

That all other items be brought to the attention of the new council for early attention.

(v) Internal Controls

It was noted that the following internal controls had been considered in March by the RFO, Finance Assistant and three Cllrs: Payroll Controls, Budgetary Controls, Income Controls, the Bank Reconciliation and the Asset Controls. It was suggested that to improve the Asset Controls it would be a good idea to have a photo survey of significant internal furniture and fittings. All other controls were deemed satisfactory.

(vi) Disposition of Council Funds

The disposition of Council funds amounting to £186,066.97 was noted.

(vii) Purchase of stamps

Cllr J Cooper proposed that WTC purchase 500 x 1st class and 500 x 2nd class stamps before the post office price increase comes into force. Cllr A Gardiner seconded this motion.

RESOLVED

That 500 x 1st Class stamps and 500 x 2nd class stamps will be purchased before the price of stamps increases.

Cllr T Gardiner proposed that the new Council consider using a franking machine instead of stamps and Cllr E Poskitt seconded this motion.

RESOLVED

That the new Council will be asked to consider using a franking machine instead of stamps.

***ACTION:** The Clerk will arrange for the stamps to be purchased.*

WTC/357/11 MEETINGS OF COMMITTEES AND SUB-COMMITTEES

(a) Personnel Committee

The recommendations contained within the minutes of the Personnel Committee meeting of 6th March were noted. These had been approved by WTC at the reconvened meeting on 20th March 2012.

The minutes of the Personnel Committee Meeting dated 20th March 2012 and 3rd April 2012 were noted. The Mayor thanked Cllr C Carritt for the significant amount of work that he had put into the review of the Standing Orders.

(b) Community Centre Working Group (CCWG) Monthly Progress Report

The 4th Community Centre Monthly Project Team Report was received and considered. The Chairman of the CCWG noted that the anticipated completion date for the entire phase 1 work is currently 8th June 2012. The hall and kitchen should be available for use by the end of May. The Chairman of the CCWG noted that a donation of £450 had been received from a private donor and that a further £500 had been pledged by a company. It was noted that the outstanding issue with Dancemania has now been amicably resolved.

Possible names for the refurbished Community Centre were discussed. The Mayor proposed that it retain its current name and the Deputy Mayor seconded this motion.

RESOLVED (11 votes for and 1 vote against)

That the Community Centre will retain its current name when it is re-opened.

(c) Annual Town Meeting

The draft minutes of the Annual Town Meeting that was held on Tuesday 27th March 2012 were received and noted. There are currently a few formatting errors that require amending and the Town Clerk agreed to action these.

***ACTION:** The Clerk will amend the formatting errors that were noted in the draft report of the Annual Town Meeting.*

(d) Jubilee Working Group

The minutes of the Diamond Jubilee Working Group meeting of 2nd April were received and noted by the Council. The Deputy Mayor reported that the lunch club event scheduled to take place on Saturday 2nd June would now take place on Monday 4th June.

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/358/11 PROJECT MANAGEMENT OF THE NEW PLAYGROUND PROVISIONS

Cllr C Carritt declared a personal interest because one of the directors of Sacha Barnes Associates is a friend. Cllr J Cooper declared a personal interest because he is a Member of WODC.

The council received and considered a paper by the Town Clerk. The project management of the new playground provisions had initially been discussed at the Town Council meeting of 13th March 2012 at which time the Council resolved that the Town Clerk should obtain further quotations (WTC/316/11). A total of four organisations were invited to submit quotes for this work. After visiting the sites one organisation had declined the offer but asked to be considered as an equipment supplier. The other three quotations were considered by council and discussion followed. The Town Clerk recommended that the professional staff from WODC be employed to undertake this work. Cllr Mrs P Richardson proposed that WODC be employed to Project Manage the provision and installation of the new play equipment at the New Road and Budds Close play areas. Cllr J Cooper seconded this motion. A member called for a recorded vote:

For: Cllrs E Poskitt, P Jay, J Cooper, Mrs L Glees, Mrs P Richardson and B Yoxall (6).

Against: Cllrs P Redpath, Mrs T Redpath and Mrs A Grant (3).

Abstentions: Cllrs C Carritt, T Gardiner and Mrs J Dunsmore (3).

RESOLVED

That WODC be employed to Project Manage the provision and installation of the new play equipment at the New Road and Budds Close play areas.

ACTION: *The Town Clerk will notify the organisations of the Councils decision.*

WTC/359/11 CEMETERY MARKERS

The Council considered two quotations that the Town Clerk had obtained for the purchase of 50 grave markers (25 x 'Rest In Peace' and 25 x Reserved'). These will be purchased in an effort to ensure that there are few if any unmarked graves in the

Green Lane Cemetery. Cllr J Cooper proposed that GB Fabrication be asked to supply the 50 cemetery markers and Cllr P Jay seconded this motion.

RESOLVED

That GB Fabrication is asked to supply 25 x 'Rest In Peace' and 25 'Reserved' grave markers.

ACTION: The Clerk will arrange for an order to be placed with GB fabrication.

WTC/360/11 TO CONSIDER OTHER EXPENDITURE

The following expenditure was considered:

(i) Wedding Expenses

The Mayor and Cllr Mrs A Grant left the meeting whilst this matter was discussed.

The Council received and considered a letter and breakdown of expenses incurred by the bride who had moved her wedding to an alternative venue due to a double booking. The Deputy Mayor proposed that WTC pay the amount that was claimed and this motion was seconded by Cllr J Cooper.

RESOLVED (8 votes for and 2 against)

That the claim for expenses that was submitted by the bride is paid by WTC.

The Mayor and Cllr Mrs A Grant then rejoined the meeting.

(ii) Hensington Road Cemetery Wall

The Town Clerk reported that whilst in the process of obtaining quotes for the repair of the cemetery wall at Hensington Road she had discovered that somebody had already repaired the wall when she visited site with a potential contractor. Discussion followed during which time it emerged that the work had been commissioned by a Cllr on the grounds of Health and Safety which had been on-going for two years. This item was in the budget but was beyond the signing authority of the Town Clerk. It was noted that clarification had been obtained from OALC that confirmed who had the authority to place orders for goods and services on behalf of WTC. Individual Cllrs cannot place orders for goods or services. Some Cllrs considered that although the authorisation was in breach of council procedures it had been well intentioned. It was noted that this should not happen again. Cllr T Gardiner proposed that the invoice is paid and this motion was seconded by Cllr C Carritt. A member called for a named vote:

For: Cllrs E Poskitt, P Redpath, Mrs T Redpath, Mrs A Grant, T Gardiner, Mrs L Glees, C Carritt, Mrs P Richardson, B Yoxall and Mrs J Dunsmore (10).

Against: Cllr P Jay and J Cooper (2)

RESOLVED

That the invoice is paid.

(iii) Bowls and Tennis Club Bill from the WTC solicitors

Cllr T Gardiner proposed that WTC pay the invoice received from WTC's solicitors for work undertaken on the Woodstock Bowls and Tennis Club lease. This motion was seconded by Cllr P Redpath.

RESOLVED (Unanimous)

That the invoice is paid.

(iv) H&S Requirements at Budds Close Playground.

It was noted that some H&S work was required to be undertaken at Budds Close due to overgrown brambles.

WTC/361/11 *PROPERTY UPDATE*

(i) Bill Received

The Town Clerk will ask Henmans to provide an itemised breakdown for a bill that had been recently received.

(ii) 2 Park Street

Cllrs received and considered a tender analysis and recommendation from Carter Jonas for companies that might be employed to undertake the external repairs and redecoration of 2 Park Street. The CMfP proposed that WTC follow the Carter Jonas recommendation and employ WT Harris to undertake this work. Cllr J Cooper seconded this motion.

RESOLVED (8 votes for and 4 abstentions)

That WT Harris is employed to undertake the external repairs and redecoration of 2 Park Street.

WTC/363/11 *SEALING OF DOCUMENTS*

WTC gave the Town Clerk permission to sign the new lease for 8Park Street.

The meeting rose at 10.12pm.

Signed Date