

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
RESOURCES AND GENERAL PURPOSES COMMITTEE  
(PREVIOUSLY KNOWN AS THE MAYOR'S COMMITTEE)  
HELD AT 7.30 PM ON TUESDAY 26<sup>th</sup> JULY 2016 IN  
THE MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK**

**PRESENT:**

Cllr E Poskitt (Town Mayor)  
Cllr J Cooper  
Cllr M Robertson

Cllr F Collingwood (Deputy Mayor)  
Cllr Mrs T Redpath  
Cllr Mrs A Grant

Cllr A Grant substituted for Cllr B Yoxall at this meeting. The Town Clerk was on a day's leave and so the Mayor thanked the Clerk to Bladon Parish Council for minuting this meeting.

**Also in attendance:** Cllr S Parnes.

As the Committee has been renamed the minute prefixes were changed to become 'RGPC' but continued from the previous numbering.

**RGPC/12/16 APOLOGIES FOR ABSENCE:** Cllrs P Jay and B Yoxall

**RGPC/13/16 DECLARATIONS OF INTEREST**

In relation to **Item 7 Planning Application**

Cllr J Cooper - WODC Cllr

Cllr E Poskitt – Member of WODC Uplands Planning sub-committee

**RGPC/14/16 MINUTES:** The minutes of the Mayor's Committee held on 24<sup>th</sup> May 2016 were received and considered.

The date of the meeting specified in the resolution under MC/3/16 was corrected to read 22<sup>nd</sup> March 2016. The RGPC Committee then

**RESOLVED** (unanimous) that the minutes of the meeting of the Mayor's Committee held on 24<sup>th</sup> May 2016 were approved.

The Mayor then signed the minutes.

**RGPC/15/16 PUBLIC PARTICIPATION:** None

**RGPC/16/16 MOTIONS:** None

**RGPC/17/16 QUESTIONS** None

**RGPC/18/16 PLANNING APPLICATION:** The following planning application was received and considered:

Ref: 16/02269/HHD: 23 Hill Rise, Woodstock. Single storey extension to rear to link existing kitchen with converted garage space.

**RESOLVED** (unanimous) that WTC wishes to make no comment about this planning application.

**RGPC/19/16 MOTIONS TO GO ON THE AGENDA:** The Council received and considered a motion from Cllr F Collingwood (Deputy Mayor) that motions limited to four lines be included in full on the agenda. Motions relating to Agenda items had not been included on the published Council Agendas because the length of many motions would have made the length of the Agendas excessive. This proposal suggested that motions of no more than four lines should be included in the published agenda of a meeting.

After discussion it was agreed that if motions could not be confined to four lines they should be summarised in four lines incorporating the main points of the motion and this summary included with the Agenda item. The matter will be discussed further at the next Town Council meeting and it was recommended the proposer should bring an example of how a lengthy motion could have been managed in this way to this meeting.

**Recommended:**

**That this matter is discussed at the next Town Council meeting and that the Deputy Mayor brings a relevant sample. The Committee was in agreement that there should always be some indication in the agenda of the subject matter of motions**

**RGPC/20/16 BLenheim LIAISON:** The Committee received and considered a paper from the Mayor about proposed meetings with Blenheim Estates. The Deputy Mayor, who had raised the topic with the Mayor, asked for withdrawal of the paper as discussion with Cllr B Yoxall suggested the WTC-Blenheim Liaison WG would meet in the autumn so the paper and any discussion were unnecessary.

**RGPC/21/16 DELEGATED DECISIONS:** To note a delegated decision made by the Town Clerk since the last meeting - engagement of Freeths to provide legal advice on matters relating to the MUGA (enclosed).

The Clerk's report was noted and accepted with no objections but it was suggested that the terms of reference may be out of date and in need of updating so this matter will be discussed at the full WTC meeting in August. A proforma had been submitted by the town clerk on commissioning Freeth for MUGA discussions.

**EXCLUSION OF THE PUBLIC AND PRESS**

That in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

**RGPC/22/16 ADDITIONAL RESPONSIBILITY ALLOWANCE FOR A MEMBER OF STAFF:**

The Committee received and considered a paper and recommendation from the Town Clerk about a staff member who has recently taken on additional responsibilities. It was suggested the staff member's pay rate should be increased by one spine point for as long as these responsibilities continued.

**Recommended (nem con) the spine point increase for the member of staff as indicated in the Town Clerk's paper.**

The meeting finished at 20:50

Signed.....

Date:.....

