

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL MAYOR'S COMMITTEE  
HELD AT 7.30 PM ON TUESDAY 27<sup>th</sup> JANUARY 2015  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

Cllr J Cooper (Town Mayor)  
Cllr S Parnes  
Cllr P Jay

Cllr M Robertson (Deputy Mayor)  
Cllr T Wray (from agenda item 5 (ii))  
Cllr E Poskitt

**MC/36/14 APOLOGIES FOR ABSENCE:** Apologies for absence were received and accepted from Cllr B Yoxall

**MC/37/14 DECLARATIONS OF INTEREST:**  
Cllr E Poskitt declared a pecuniary interest in Agenda Item 5 (iii) Planning, Campaign Banners as she lives at Hedge End and left the meeting whilst this matter was discussed.

Cllr E Poskitt declared a general interest in Agenda Item 5 Planning, as a WODC Member who sits on the Uplands Planning Sub-Committee.  
Cllr J Cooper made a general declaration of interest in Agenda Item 5 Planning as a WODC Planning Committee Member.

**MC/38/14 MINUTES:**

**RESOLVED** (unanimous) that the minutes of the meeting of the Mayor's Committee held on 25<sup>th</sup> November 2014 were approved as a true record subject to the spelling of Cllr Robertson's name being corrected.

The Mayor then signed the minutes.

**MC/39/14 PUBLIC PARTICIPATION:** None.

**MC/40/14 PLANNING:**

(i) Planning Applications

The Committee received and considered the following planning applications:

- a) Ref: 15/00001/HHD: 37 Shipton Road, Woodstock.  
Construct two storey extension to side elevation.

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

- b) Ref: 15/00040/HHD & 15/00046/LBC: 19 High Street, Woodstock:  
Alterations and erection of single storey extension.

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

- c) Ref: 15/00160/LBC: 8 Market Place, Woodstock  
Refurbishment works to include changes to internal layout, installation of wood burning stove to garden room (with associated external flue) and replacement boiler and flue.

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

**ACTION:** WODC will be notified of the WTC responses.

Cllr T Wray joined the meeting at this point.

(ii) General Matters

It was noted that some residents were having problems submitting comments about the Woodstock East Planning Application. It was also noted that the Town Hall had not received a hard copy of the Woodstock East Planning application.

Cllr E Poskitt left the meeting at this point.

It was noted that there is an effort to gain new helicopter maintenance contracts at Kidlington Airport which, if it goes ahead, would result in increased air traffic.

**ACTION:** *Cllrs should notify Cllr S Parnes of any questions about this matter so that he can convey these to the Airport Consultative Meeting in February.*

(iii) Campaign Banners

Cllr E Poskitt had previously declared pecuniary interest in this agenda item and was not in the room whilst this agenda item was discussed.

Cllrs received an illustration of the proposed campaign banners and copies of the Save Woodstock Campaign budget. It was noted that the expenditure on the posters and boards had already been approved by Council as part of the initial £999.00 budget. The additional items in the budget were then considered one by one and the Mayor's Committee

**RESOLVED** (unanimous) that each additional budget item listed in the SAVE Woodstock Campaign budget considered by the Mayor's Committee is approved including the contingency.

It was noted that:

- (i) The revised campaign budget including contingencies is now £2,3749.48
- (ii) WAG will donate £350 towards A2 Boards, banners and pull-ups and stakes and was thanked for this contribution.
- (iii) The Administrative Assistant has already delivered one of the A4 campaign posters to all of the shops and residencies in the centre of the town.
- (iv) WAG will arrange for the distribution of more A4 posters and put up the A2 boards and pull ups and remove them when no longer needed.
- (v) Mr H Darlington will put up the two banners – one on the side of the Town Hall and one at another location yet to be confirmed.

Cllr E Poskitt re-joined the meeting at this point.

**MC/41/14**

**NEW CARPET FOR THE GENERAL OFFICE**

The Committee considered a paper and a recommendation from the Town Clerk about the purchase of new carpet tiles for the general administration office. Three quotes had been obtained from local suppliers. The Mayor proposed, the Deputy Mayor seconded the motion and the Committee

**RESOLVED** that

1. Kennington Flooring Ltd is employed to replace the existing carpet with Heuga 727 carpet tiles at a cost of £959 plus VAT subject to confirmation of the guarantees that they offer.

2. Photographs of the wooden floor in the administration office will be taken when the old flooring is removed to confirm its condition as this may help WTC decide whether or not to renovate the wooden floor in the future.

**ACTION:** *The Town Clerk will arrange for the order to be placed.*

**MC/42/14      BANK MANDATE FOR UNITY BANK**

The Committee received a paper and recommendation from the Town Clerk. In December 2014 WTC resolved that it would move its bank accounts from Barclays Bank PLC to the Unity Bank in order that it can undertake electronic banking. The Town Clerk will be the key account holder for correspondence but the Committee was asked to confirm which five Cllrs should be on the new bank mandate.

**RESOLVED** (unanimous) that Cllrs J Cooper, M Robertson, P Jay, E Poskitt and B Yoxall should be included on the new mandate for the Unity Bank.

**MC/43/14      DELEGATED DECISIONS: None.**

**EXCLUSION OF THE PUBLIC AND PRESS**

The Mayor proposed 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). Cllr E Poskitt seconded this motion.

**RESOLVED** that members of the public are asked to leave the meeting temporarily whilst the Council considered confidential information.

**MC/44/14      STAFFING MATTERS**

The Committee received and considered a paper from the Town Clerk and the draft advert, job description, job specification and job application form which would be used when recruiting a successor to the current Finance Assistant. The Committee

**RESOLVED** that

1. The job description, specification, advert and job application are approved subject to minor amendments that the Town Clerk will action
2. The interview panel will comprise of Cllr P Jay, the Town Clerk and either Cllr M Robertson or Cllr T Wray
3. The position is advertised at a maximum total cost of £950 using the following media:
  - (i) Woodstock Town Council web site -
  - (ii) The Oxfordshire Association of Local Councils web site and monthly bulletin for one month.
  - (iii) The Society of Local Council Clerks web site for three weeks at a cost £120.00
  - (iv) One Edition of the Oxford Times – the cost of which (subject to confirmation) will be as follows:

“7x2 size advert will cost you £777.80+vat and this will appear Oxford Times and 30 days online.”
  - (v) Town Council notice boards and Town Hall door, the local newsagent and the ‘Box of Delights’. It was noted that the Woodstock and Bladon News could not be used due to the copy deadlines and issue dates.
4. The Finance Officer will be asked to devise and supervise a test for interviewees as part of the interview process
5. The Town Clerk progress the interview timetable set out in her paper.

The Mayor proposed, Cllr E Poskitt seconded and the Committee agreed the following

**Recommendation (3 votes for (on the Mayor’s casting vote) 2 votes against and 2 abstentions): that on 10<sup>th</sup> February 2015 WTC delegates powers to the interview panel to select and appoint the new Finance Assistant.**

The meeting finished at 8.35pm

Signed.....

Date:.....