

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL MAYOR'S COMMITTEE  
HELD AT 7.30 PM ON TUESDAY 26<sup>th</sup> JANUARY 2016  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr E Poskitt (Town Mayor)  
Cllr S Parnes  
Cllr B Yoxall

Cllr T Wray  
Cllr P Jay

Also in attendance were three members of the public.

**MC/38/15**     **APOLOGIES FOR ABSENCE:** Cllrs C Carritt, J Cooper and M Robertson.

**MC/39/15**     **DECLARATIONS OF INTEREST:** Cllr E Poskitt (the Mayor) declared a general interest in Agenda Items 7 Planning as a West Oxfordshire District Cllr involved in the Uplands Planning sub-committee.

**MC/40/15**     **MINUTES:** The Mayor's Committee

**RESOLVED** (unanimous) that the minutes of the meeting of the Mayor's Committee held on 22<sup>nd</sup> September 2015 were approved as a true record subject to the last word in the 'action' being deleted and replaced by the words 'Deputy Caretaker'.

The Mayor then signed the minutes.

**MC/41/15**     **PUBLIC PARTICIPATION SESSION:**

(i)     Dr Bob McGurrin – Accident New Road Play Area 16<sup>th</sup> January

Dr McGurrin spoke about his concerns about the actions taken after a vehicle had breached the New Road Play Area on 16<sup>th</sup> January 2016. The Council was passed some photographs that were taken by Mr R Samson.

The Mayor confirmed that Woodstock Town Council took all appropriate actions following the accident.

**MC/42/15**     **MOTION:** There were no motions presented at this meeting.

**MC/43/15**     **QUESTIONS:** Cllr S Parnes asked the following question under Standing Order No 8:

*Subsequent to the tabling and public expression (at Woodstock Town Council's January meeting) of perceptions and concerns about cosmetic and structural integrity of unsightly roofs at much of the Bens Close affordable housing development which was built by Blenheim Estate Contractors utilising £1.07 million in grant funding from the Homes and Communities Agency (HCA) and officially opened in September 2010, please would the Mayor kindly confirm to whom correspondence has been dispatched by the Town Council in relation to the matter, what if any response(s) have been received to date, whether the Homes and Communities Agency received Town Council correspondence or notification about this matter (and if not, then why not, bearing in mind they were a major funding entity of the scheme)?*

The Mayor confirmed that a letter, and supplementary information from Mr Lee (a resident of Budds Close), had been sent to Christine Gore, the Director of Planning at WODC. This had been copied to Mr Lee, Blenheim Estate and Sovereign Housing. The Town Clerk confirmed that, as resolved by the Council, the letters to the Local Authority Building Control (LABC) and National House Building Control (NHBC) inspectors would be sent before the end of the week.

**ACTION:** *The Town Clerk will send the letters to LABC and NHBC before the end of the week.*

**MC/44/15**

**PLANNING APPLICATION:**

The Mayor declared a general interest.

Ref: 15/04411/LBC – The Bear Hotel, Park Street, Woodstock: Work to replace broken boiler and provide new boiler with external flue to existing boiler (Retrospective).

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

**ACTION:** *The WTC response will be sent to WODC.*

**MC/45/15**

**INSURANCE RENEWAL**

The Mayor's Committee received and noted a paper from the Town Clerk informing Councillors about progress towards preparing for the insurance renewal due in June 2016.

**ACTIONS:**

1. *Quotes will be sought*
2. *A recommendation will be brought to Council for consideration in March.*

**MC/46/15**

**DELEGATED DECISIONS:** It was noted that the Town Clerk had not made any notifiable delegated decisions since the last meeting.

**MC/47/15**

**FINANCE ASSISTANT:**

The Town Clerk reported that the Finance Assistant had successfully completed her probation period. The Council Member for Finance noted that this new member of staff is doing very well and is a great credit to WTC.

**MC/48/15**

**MAYOR'S ROBE**

The Mayor's Committee received and considered a letter from a resident commenting about the condition of the Mayor's robe. The Mayor then demonstrated how it moults when worn. Discussion followed during which the Town Clerk confirmed that a capital receipt cannot be used to fund a maintenance repair on the robe.

Cllr P Jay proposed, Cllr Wray seconded the motion and the Mayor's Committee

**RECOMMENDED (unanimous) that the Council discuss at an early date whether it is still appropriate and economic to maintain and use Mayoral robes, including the hat, and secondly in view of the reported recent damage to the Mayoral chain WTC refines its use to very special occasions.**

**MC/49/15**

**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).

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

**MC/50/15**

**THE LIVING WAGE AND STAFF PAY**

A paper from the Town Clerk about the Living Wage and its effects on the pay structure was received and considered. This contained several options for the Council to consider. Discussion followed. Cllr P Jay proposed, Cllr S Parnes seconded the motion and the Mayor's Committee

**RECOMMENDED (3 votes for and 2 abstentions) that the Council with regard to staff pay:**

1. **Maintain its policy to pay the Living Wage (adjusted in accordance with the Living Wage Foundation recommendation),**
2. **To apply to all staff, the adjustments to pay scales recommended by NALC and then do any further adjustment required to reach the Living Wage of £8.25.**

**ACTION:** When the NALC pay award is applied the adjustments required will be actioned by the Town Clerk and Finance Officer.

**MC/51/15**

**NEW ROAD PLAY AREA**

(i) 'Road Traffic' Accident New Road

Councillors received and considered a report from the Town Clerk about the vehicular accident at New Road play area. Cllr P Jay proposed a motion that was seconded by Cllr B Yoxall. Cllr S Parnes proposed an amendment which was accepted by both the proposer and seconder and the Mayors Committee

**RECOMMENDED (4 votes for and 1 abstention) that the Council, or Mayor, or Town Clerk, write to the Chief Constable of TVP recording our acute concern about this apparent serious criminal offence on our property and urging that, subject to due consideration of all relevant circumstances, this offence should be prosecuted.**

(ii) New Road Play area

The Mayor provided an update about the New Road Play Area, noting that a response had been received from the Football Club.

The meeting finished at 9.00pm

Signed.....

Date:.....