

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL MAYOR'S COMMITTEE
HELD AT 7:30 PM ON TUESDAY 26th SEPTEMBER 2012
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllrs Mr B Yoxall (Town Mayor) Cllr P Jay
Cllr E Poskitt Cllr S Parnes

MC/11/12 APOLOGIES FOR ABSENCE

Cllrs Mrs Edwards, Mrs Stokes and Cooper.

MC/12/12 DECLARATIONS OF INTEREST

None

MC/13/12 MINUTES

The minutes of the meeting held on 24th July 2012 were approved and signed as a correct record.

MC/14/12 PLANNING APPLICATIONS

a) Ref/12/1393/P/FP – 58-60 Manor Road, Woodstock

Replace vertical softwood cladding to front elevation with horizontal red cedar cladding.

RESOLVED

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

b) Ref 12/1365/P/FP – Flat 1, Otley House, 36 High Street, Woodstock

Replacement windows and door.

RESOLVED

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

MC/15/12 BUDGET DISCUSSIONS

The Mayor's Committee received and considered the draft paper entitled "Budget 2013-14: Mayor's Committee Recommendations" and "The Budget 2013-14 Work Book". Cllr Jay proposed that the Mayor's Committee adopt the draft paper and recommend it to the full council at the October meeting. He explained the format and content of the report and noted that it presented a positive picture. Cllr Jay said that two key assumptions had been made when drafting the budget:

1. The forecast assumption for Capital Expenditure after 2013/14 included a substantial contingency allowance based on average capital expenditure over the past eight years.
2. That the precept will stay the same as it is this year until 2017/18 when small increases would start to be added.

The mayor seconded this motion and thanked Cllr Jay and the finance assistant for their work on this paper and accompanying tables. He noted that it provided WTC with a realistic way of planning for the future. The following other matters were discussed:

(i) Pay Review Against Performance

The mayor noted that three of the staff had not had their pay reviewed against performance in recent years. The mayor proposed that the recommendation of the mayor's committee is that the budget includes a provision for pay to be reviewed against performance for the staff in question. Cllr Poskitt seconded this motion.

RECOMMENDATION

The mayor's committee recommends that the budget includes a provision for pay to be reviewed against performance for the staff who have not had this undertaken recently.

(ii) Budgeting for Property Capital Expenditure

The method of budgeting for possible refurbishments that may be required on WTC property was discussed.

(iii) Possible Future Grant Income

Cllr Parnes noted that over the term of the five year plan he hoped to be able to identify further grant opportunities in order that the council can apply for more grant funding. The method of presenting such funds was discussed.

Cllr Parnes suggested that it was currently too early to show such potential funds as income in the budget.

It was noted that a £1k donation already committed by an existing donor should be shown in Community Centre income.

(iv) Method of Calculating the Precept

Cllr Jay confirmed that WODC staff would provide information for inclusion in the paper to council showing how council tax affected households in Woodstock in each tax band.

(v) Cemetery Extension

The way that the provision for the purchase of the new cemetery extension and associated costs were shown in the budget was discussed. A footnote will be used to explain the figures. Cllr P Jay and the finance assistant were authorised to make necessary adjustments in the final figures reported to council to reflect these factors.

RECOMMENDATION (Unanimous)

The Mayor's Committee recommends that the council adopts the budget set out in the report called "Budget 2013-14: Mayor's Committee Recommendations" and workbook entitled "Budget 2013-14" as amended and confirms the precept for 2013/14 at £87,000.

The meeting finished at 8.30pm

Signed.....

Date:.....