

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 12th MARCH 2013
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr B Yoxall (Mayor)	Cllr Mrs E Stokes (Deputy Mayor)	Cllr C Carritt
Cllr J Cooper	Cllr E Poskitt	Cllr P Jay
Cllr M Robertson	Cllr Mrs P Richardson	Cllr Mrs V Edwards
Cllr G Fleetwood	Cllr S Parnes	

ALSO IN ATTENDANCE: 7 Members of the Public.

WTC/255/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr T Wray and County Cllr I Hudspeth.

WTC/256/12 DECLARATIONS OF INTEREST

Cllr J Cooper declared a general interest in Agenda Items 8 Motions and 11 Transport Needs Survey as he is an executive member of ORCC and Agenda Item 13 'Capability Brown' Picture as he is the Chairman of Woodstock Youth Club. The Mayor declared a general interest in Agenda Item 13: 'Capability Brown' Picture.

WTC/257/12 TO APPROVE THE MINUTES OF:

The minutes of the meeting of the Town Council held on Tuesday 12th February 2013 were approved and signed as a correct record subject to the following amendments:

WTC/232/12 Declarations of Interest and WTC/239/12 (b): Planning Application 13/007/P/LB, it was noted in the minutes that Cllr Jay had declared a general interest as he knew the planning applicant.

WTC/243/12: Environment Committee (i) WTC Cemetery Rules. At the end of Action 1 the words "and code of practice" were inserted.

WTC/244/12: OWL Extension. After the words "Working Group" the following words were inserted "this report included:-

- a) Progress on the management plan and associated indicative budget;
- b) Progress on the fencing contract, now let, but not yet actioned on the ground;
- c) Progress of plans for tree clearance, tree works and path construction;
- d) Preparation of a risk assessment;
- e) Report on the first forum meeting, including election of a chairman, deputy-chairman and secretary and lively discussion of issues of concern to the council and Verenia Court residents;
- f) Lack of progress with completion of the conveyance of the land from Messers Morgan to the council; and prospects for the council's timetable for completing initial works in conformity with the deadline specified by the Big Lottery as a condition of its grant; and
- g) Henman's email of 5 February acknowledging instructions to accept conditions for the completion of the conveyance of the land to the council, as follows:-
 - i) The Council do not intend to use the property for any purpose other than as a nature reserve and the Council will not build any structure or building on the property.

- ii) The Council will observe the terms of the agreement dated 15th July 1999 and as varied by OCC (details of which have been outlined in various correspondence) and will indemnify and keep indemnified the Morgans against any breach or non-observance thereof.
- iii) To observe and perform the matters contained or referred to in the property register of the property.
- iv) The Council will jointly make an application with the Morgans preventing the Council from disposing of the property without the Morgans' consent; You confirmed that this is not a concern for the Council as the Council do not intend to dispose of the property and therefore will not require the Morgans' consent.
- v) As with no. iv above, the requirement to request that an incoming purchaser of the property executes a deed of covenant is not of concern to the Council as the Council do not intend to dispose of the property.
- vi) As per your instruction, I will confirm to the Morgans' solicitor that the transfer is now agreed."

The resolution was amended so that after the words "noted and" the rest of the sentence was deleted and the word "approved" inserted.

WTC/258/12 PUBLIC PARTICIPATION SESSION

(i) Dr Bob McGurrian

Dr B McGurrian addressed the Council and asked why the response to the WODC Local Plan from the Town Council was not more prominently on the WTC web site. Dr McGurrian was advised that the information about the resolution was contained in the approved December minutes that were on the web site and that resolutions were not usually reported separately on the web site though special action had been taken in this case.

WTC/259/12 COUNTY & DISTRICT COUNCILLOR UPDATES

(i) County Cllr I Hudspeth

The March 2013 report from County Cllr Hudspeth was received and noted. The Mayor said that Cllr Hudspeth had recently attended a meeting about the Woodstock Library and intended to speak about this at the Annual Town Meeting.

(ii) District Cllrs J Cooper and E Poskitt

The council received and noted the March 2013 report from District Cllrs Cooper and Poskitt.

WTC/260/12 COMMUNICATIONS

The Mayor was pleased to report a happy end to the uncertainty surrounding the future of the play area at Rosamund Drive in Old Woodstock. He said that Caledonia Property Ltd has sold this land to the Blenheim Estates and His Grace the Duke of Marlborough has said that the play area will be retained.

The OCC response to the Mayor's concerns about the Soldiers of Oxfordshire Museum had been circulated to Cllrs. The Mayor did not consider this to be helpful and has therefore asked Planning Committee members to come and meet him to undertake a site visit in order that they can better appreciate the problem.

The annual litter pick will take place on 16th March. The Mayor invited people to meet at 10.50am at Brook Hill. The Mayor and Cllr Mrs P Richardson are meeting at 11am on Wednesday 27th March for a tree planting ceremony at the War Memorial. The new tree will be behind the memorial and will commemorate the 60th anniversary year of the Queen's coronation. The Vice Lord Lieutenant John Harwood will attend the ceremony.

The Mayor notified Cllrs that he is proposing to hold a fundraising concert by the Oxfordshire County Youth Orchestra for the Mayor's charities on Saturday 20th April.

WTC/261/12 QUESTIONS

None.

WTC/262/12 MOTIONS PRESENTED TO COUNCIL

The following motion was submitted by Cllr Carritt and seconded by the Mayor

"That in response to the Town Mayor's positive response of 14th February to Cllr Carritt's question concerning affordable housing, the Council formally establishes an 'Affordable Housing Working Group' to consist of four councillors and three co-opted members (to be selected by the Councillor members at the first meeting of the working group). The Working Group shall have no delegated powers but will be tasked with investigating and reporting on the following:-

- a) a revised assessment of the affordable housing need in Woodstock by ORCC*
- b) a review of the implications for affordable housing in Woodstock in the light of the draft local plan*
- c) an assessment of the level of local support for affordable housing in the town generally."*

Cllr J Cooper declared a general interest as he is an executive member of ORCC. Discussion followed. Cllr Jay asked Cllr Carritt for assurances that nothing in the proposal will have the effect of negating, eroding or diluting the Council resolution of 18th December 2012. Cllr Carritt confirmed this and said that it was just a means of collecting information and gauging the feeling of the Town about affordable housing.

RESOLVED (9 for and 2 against)

That the motion above is approved by WTC.

WTC/263/12 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

- (i) To receive the list of payments for February 2013

RESOLVED

The list of payments made in the month of February 2013 amounting to £18,380.46 was received and approved.

- (ii) To receive the Bank Reconciliation Statements for February 2013

The Bank Reconciliation Statements for February 2013 were considered and noted.

- (iii) To receive the Summary and Detailed Income & Expenditure Statements for February 2013

The Summary and Detailed Income and Expenditure Statements for February 2013 were received and noted.

- (iv) Internal Controls

One internal control was carried out in the month for Payroll Controls. The two Councillors recommended that this control should be completed within 3 months after year end when annual payroll figures are available. Discussion followed.

ACTIONS:

1. This item will be included as an item on the April agenda so that it can be discussed further.

2. *The Finance Assistant will be asked to prepare a short paper on this matter.*

(v) Approval of Invoices

The Council received and considered the following two invoices:

- a) The council's solicitors invoice for work on the OWL Extension (enclosed).
- b) T Fox invoice for work at the Green Lane Cemetery

RESOLVED (Unanimous)

That the two invoices listed above be paid.

WTC/264/12 PERSONAL STATEMENT

Cllr Parnes said that he did not wish to comment at this point in the meeting.

WTC/265/12 TRANSPORT NEEDS SURVEY

Cllr J Cooper declared a general interest as he is an executive member of ORCC. Cllrs received an oral report from The Mayor about the Transport Needs Surveys that are being undertaken across Oxfordshire. The Mayor proposed, the Deputy Mayor seconded and WTC

RESOLVED (Unanimous)

that WTC participate in a Transport Needs Survey for Woodstock and establish a Working Group for this purpose that will include residents.

The Mayor noted that the survey would be undertaken by OCC and ORCC, that there should be no cost to WTC and that the survey would not include the 'Dial-a-Ride' service.

WTC/266/12 TOWN CENTRE RETAIL SUPPORT

Cllrs received and considered a report by Cllr Carritt. Cllr Carritt explained that the 'Action for Market Towns' (AMT) is a not for profit national charity that tries to help Towns by supplying advice, information and examples of 'Best Practice' and by representing towns nationally. Cllr Carritt proposed that WTC subscribe to AMT directly (at an annual cost of £135 p.a.), or fund the Town Partnership as members, and that the Council and the Town Partnership work together to support the objective of sustaining the town centre retail environment. Cllr Poskitt seconded this motion but asked that it be amended so that the WTC membership is for one year initially. Cllr Carritt agreed to this amendment. It was noted that the Town Partnership did have a six month trial membership which had now lapsed.

RESOLVED (6 votes for, 3 votes against, 1 abstention and 1 non-voter)

That WTC will subscribe to AMT for one year.

WTC/267/12 'CAPABILITY BROWN' PICTURE

Cllr J Cooper declared a general interest as he is the Chairman of the Woodstock Youth Club. The Mayor declared a general interest in this agenda item.

Cllrs discussed recent correspondence received from OALC. A request for further clarification had been sent. However OALC requires WTC to clarify the options under consideration and its current query about the 'Capability Brown' picture.

Cllr Jay proposed that WTC confirm with NALC whether it would be lawful for the Council to give the 'Capability Brown' picture back to the present Duke of Marlborough as the Council and tax payers would receive no benefit from giving it away; and that NALC also be asked to comment upon another option under consideration that WTC give the picture to the Duke on long-term loan in return for his agreeing to renovate and maintain it, and put it on public display. Cllr Cooper

seconded this motion. Discussion followed during which it was noted that if the picture was loaned WTC would continue to insure this Council asset.

RESOLVED (9 votes for and 2 abstentions)

That the motion above be sent to OALC/NALC for further consideration and comment.

ACTIONS: *The Town Clerk will contact OALC/NALC and ask them for further advice.*

WTC/268/12 ARRANGMENTS FOR THE ANNUAL TOWN MEETING 19TH MARCH 2013

The Mayor updated Cllrs about the Annual Town Meeting. He explained that this is the Town's meeting for residents and is therefore not covered by WTC standing orders. The Mayor explained the traditional format of the meeting and his thoughts on this year's agenda. Cllr Jay proposed, Cllr Parnes seconded and WTC

RESOLVED (10 for and 1 abstention)

that the notice be amended and presented to the Town Meeting as a 'suggested agenda' and that the first order of business should be 'the adoption of the agenda' after the welcome by the Mayor.

The Council received and noted the finance report prepared by Cllr Jay that will be presented at the Annual Town Meeting.

WTC/269/12 COMMUNICATIONS WORKING GROUP

(i) Chairman's Report

Cllr Parnes said that he was not allowed to participate in the production of the recent newsletter. The Mayor and Deputy Mayor gave their view of the circumstances. Cllr Parnes noted that the newsletter included mistakes.

(ii) Membership of the Working Group

The Mayor said that the Deputy Mayor and Cllr Wray had agreed to join the Communications Working Group in response to his invitation for more members. He thanked them for doing so.

(iii) Production of the March Town Council Newsletter

The Mayor explained the background to the production of the March WTC Newsletter. The content was discussed and the Mayor responded to Cllr Parnes comments about errors. The Mayor said that they were regrettable but that the newsletter had had to be turned around at short notice. The Mayor confirmed that he was happy for Cllr Parnes to continue as the Chairman of the Communications WG. He also confirmed that WTC did not yet have a policy about sponsorship. Cllr Carritt said that the Sustainable Woodstock insert was independent and a totally separate leaflet.

(iv) Official Notice Boards

The content of the official WTC notice boards was discussed.

WTC/270/12 STAIRLIFT UPDATE

The Mayor updated the council about progress in the installation of the Stairlift in the Town Hall and said that consent had been received that day confirming that the installation could now go ahead.

WTC/271/12 MAYOR'S COMMITTEE

The minutes of the Mayor's Committee held on 26th February 2013 were received and considered. The resolutions of the Mayor's Committee were noted. The Mayor

proposed and the Deputy Mayor seconded the following motions and WTC made the following resolutions:

(i) **Booking Fees**

Hirers were considered under the following groups:

A. Individuals, residents and non-residents, using the rooms for personal social events; charities; local groups where any profit is for the group not the organisers.

B. Classes: groups where, however much they provide a service e.g. Pilates, Art classes, to the residents of Woodstock are run with the intention that the person organising the sessions is also earning money for him/herself.

C. 'Benevolent' groups.

D. National commercial groups such as Weight Watchers; businesses; promotional hires.

RESOLVED (10 votes for and 1 abstention)

1. **General**

That:

- (i) the charging structure should be kept simple so that is easy to administer.
- (ii) the minimum hire charge should remain at 1.5 hours.
- (iii) the figures are rounded up or down to the nearest pound.
- (iv) the damage deposit is reworded to confirm that in addition to damage it will be used for any cleaning that is required.
- (v) the use of the Mayor's Parlour is at the Mayor's discretion. If a charge is to be levied it should be at the same rate as that charged for the Assembly Room.
- (vi) groups using council premises for activities relating to TC business/activities such as the Traffic Advisory Group, Bloom, A44A, and the Wall Hangings Trust will not be charged room hire.
- (vii) the charges are revisited when WTC achieves 75% occupancy rates.

2. **Groups A & B**

That:

- (i) there should be no higher charge for Group B users.
- (ii) there should not be an increased charge for Group A or B users which are not run by local residents.
- (iii) WTC should charge an hourly rate for the whole day.
- (iv) WTC should not levy an extra charge for late night hirings.
- (v) the hourly rate for weekend hirers should be 10% higher than that applied on weekdays.

3. **Group C**

That:

- (i) the Stroke Club and Lunch Clubs should receive a benevolent rate.
- (ii) the benevolent rate should be a 75% discount on the standard hourly rate.
- (iii) any future requests for this 'benevolent' rate be referred to the full Council for a decision
- (iv) Blood Donors be charged the full Group D rates

4. Group D

That:

- (i) these groups pay a standard hourly charge on weekdays
- (ii) at weekends an increased hourly rate is applied so that they are charged more than small, local classes, clubs and charity groups
- (iii) the whole day charge at a weekend (based on an 8 hour day) is less than that for an 8 hour weekend hire.

(ii) 2 Park Street

Carter Jonas have advised that a revised budget allocation may be required to solve the problem of the bulging wall at 2 Park Street in the current financial year. A budget of £2k has already been approved. It was proposed that a further £800 be budgeted for this item (inclusive of fees and VAT).

RESOLVED (9 votes for and 2 abstentions)

That the Town Council approve the additional £800 expenditure and that this matter then be left to lie for 1 month.

ACTION: *The Town Clerk will include this as an agenda item at the April TC meeting.*

(iii) Training Policy

RESOLVED (10 votes for and 1 abstention)

That the Woodstock Town Council training policy will be to allocate budget and provide support for:

- 1. The Town Clerk to study for the Certificate in Local Council Administration (or similar professional qualification)
- 2. All staff members to undertake training that is relevant to their jobs as outlined in their personal development programme and approved by their line manager.
- 3. Members wishing to develop their skills as Councillors.

(iv) Annual Leave and Time of in Lieu

RESOLVED (9 votes for, 1 vote against and 1 abstention)

That WTC approved the recommendations included in the paper as revised by the Town Clerk that

- a. An overtime payment to the Town Clerk is agreed and that approval is given for one weeks annual leave to be carried forward.
- b. That two staff members can carry forward outstanding leave into 2013/14 but that any future carry forwards of annual leave should be limited to one week.

(v) Notification of Pending Complaint

Cllr Cooper said that he had been taking notes with his back to Mr C Harris whilst he addressed the Town Council in February but apologised if he had caused offence. A Cllr called for a named vote on the following resolution the results of which were as follows:

For: The Mayor, Deputy Mayor and Cllrs Poskitt, Fleetwood, Mrs Edwards, Jay, Cooper, Robertson, Carritt and Mrs Richardson (10).

Against: Cllr Parnes (1)

RESOLVED

That

1. Any complaint received against any member of staff shall be dealt with in accordance with the council's established procedures.
2. Any allegation of defamation brought against any Councillor and/or against the council as a whole shall be dealt with as a matter of law; and
3. The following answers shall be given to the questions in Mr Harris' statement of 12th February, 2013:-
 - a. This is not a matter for the Council.
 - b. No; and
 - c. This is not a matter for the Council.

WTC/272/12 HIRING OF COUNCIL VENUES

Cllr Poskitt presented the revised booking forms and explained the insurance position. All profit making companies and regular users need their own insurance so letters will be sent to these organisations to notify them of this requirement. One-off non-commercial bookings such as parties are covered by the WTC insurance. Cllr Mrs Richardson asked for one small addition to item 18 on page 3 of Conditions for Hire as follows: "No nails are to be used to display advertising boards on the planters outside the Town Hall on the square" and this was agreed. Cllr Poskitt was thanked for her work on these documents. Cllr Poskitt proposed and Cllr Mrs Edwards seconded a motion that WTC staff use the revised forms from now on and issue them to all people who make a hire booking with WTC. A Cllr asked for a recorded vote the result of which was as follows:

For: The Mayor, Deputy Mayor and Cllrs Poskitt, Fleetwood, Mrs Edwards, Jay, Cooper, Robertson, Carritt and Mrs Richardson (10).

Against: Cllr Parnes (1)

RESOLVED

that WTC staff use the revised forms from now on and issue them to all people who make a hire booking with WTC.

ACTIONS:

1. *Cllr Poskitt will liaise with the Administrative Assistant to progress the use of the revised forms.*
2. *The Town Clerk will write to users about the need for insurance.*

WTC/273/12 OWL EXTENSION

The council received and considered an oral report from the Chairman of the OWL Extension Working Group and the following papers:-

- (i) The OWL Working Group Report and Recommendations;
- (ii) A draft circular to the OWL Forum Members updating them on developments since the meeting on 31st January 2013;
- (iii) A draft letter from the Town Clerk to OCC setting out proposals for the amendment of the maintenance agreement with OCC;
- (iv) The Section 106 Management Plan for the OWL Extension

Discussion followed during which Cllr Jay reported that on the day before the meeting an email had been received from the Council's solicitors that suggested that

the land transfer might be completed on the day after the TC meeting. Cllr Jay proposed, Cllr Robertson seconded and WTC

RESOLVED (Unanimous)
that

3. The Forum update will be circulated to members of the forum and a meeting called on April 27th in the Community Centre at 12 noon.
4. The Management Plan is agreed and the letter to the County Council seeking their agreement will be sent as soon as the conveyance is complete.
5. WTC agrees that no new discretionary expenditure should be incurred on preparing the OWL extension site until the impasse regarding the land conveyance has been resolved, subject to the conveyance being completed in the very near future in which case the Working Group Action Plan and indicative budget and the letter to OCC and the letter to the Verenia Court Management Company proceed forthwith.

ACTIONS:

1. *The Town Clerk and Mayor will seal and sign the legal documents for the land transfer and S106 agreement when the Council's solicitors advise that they can do so.*
2. *The Town Clerk will progress the actions that have been resolved.*

WTC/274/12 PROPERTY MATTERS

(i) Post of Council Member of Property

An oral report was received and considered from the Mayor. The Mayor said that in 2012 he had invited Cllr Parnes to become the Council Member for Property (CMfP) but that, for the reasons outlined in his report, he had recently asked him to stand down from this post. The Mayor has assumed the role of CMfP on a temporary basis. Cllr Parnes disagreed with the Mayor's assessment of the current situation and said that he was not willing to stand down as CMfP. Discussion followed.

Cllr Jay proposed that WTC notes the Mayor's report and gives its unqualified support for the actions he has taken. Cllr Mrs Richardson seconded this motion. A Cllr called for a named vote, the results of which were as followed:

For: The Mayor, Deputy Mayor and Cllrs Poskitt, Fleetwood, Mrs Edwards, Jay, Cooper, Robertson, Carritt and Mrs Richardson (10).

Against: Cllr Parnes (1)

RESOLVED

that WTC notes the Mayor's report and gives its unqualified support to the actions he has taken.

(ii) Carter Jonas Contract and Commercial Property Protocol

Cllrs received and considered two separate reports from Cllrs Carritt and Parnes about the Carter Jonas contract and commercial property protocol.

Cllr Carritt said that the Carter Jonas contract was going well and that a review of the fees suggested that the fees that were being charged were fair. The format of the commercial protocol was discussed and Cllr Carritt referred Cllrs to the Carter Jonas contract. This confirmed that Henmans were happy that rent collections were covered by the exchange of email correspondence included as an appendix to the contract. Cllr Carritt proposed that it was therefore not necessary to obtain additional legal advice or to rewrite the Carter Jonas contract as Henmans have said that an

email exchange of correspondence will suffice and therefore by compiling the variations into the Appendix 3 (attached as his report) the Council has all the legal requirements that it needs and therefore this Appendix 3 should be formally adopted. The Mayor seconded this motion. Discussion followed. A Cllr called for a named vote the results of which were as follows:

For: The Mayor, Deputy Mayor and Cllrs Poskitt, Fleetwood, Mrs Edwards, Jay, Cooper, Robertson, Carritt and Mrs Richardson (10).

Against: Cllr Parnes (1)

RESOLVED

That:

1. It is not necessary to obtain additional legal advice or to rewrite the Carter Jonas contract
2. The Appendix 3 presented by Cllr Carritt is formally adopted by WTC.

ACTION:

That the Town Clerk will send Carter Jonas the Appendix 3.

(iii) 8 Park Street – French Door

The Mayor reported that WTC was currently awaiting a response from a planning officer at WODC.

(iv) Community Centre Update

The Mayor reported that the work on the ceiling in the kitchen was now complete.

(v) 24 Market Place

WTC received and considered information and advice received from Carter Jonas about the rent recovery from a former tenant of 24 Market Place. The Mayor proposed that WTC approves the recommendation put forward by Carter Jonas and asks them to proceed accordingly. The Deputy Mayor seconded this motion.

RESOLVED (7 votes for, 1 vote against, 1 abstention and 1 non-voter) that WTC approves the recommendation put forward by Carter Jonas and asks them to proceed accordingly.

ACTION: *The Town Clerk will notify Carter Jonas of the Council's decision.*

WTC/275/12 LEGAL ADVICE RESOURCES

A report from Cllr Parnes was received and considered about legal advice resources. OALC had recently sent WTC an email reminding the council of its function and services. Cllr Parnes proposed that WTC explore other advice resources available and Cllr Fleetwood seconded this motion. Discussion followed. A vote was taken the results of which were as follows: 2 votes for and 9 votes against therefore the motion fell.

WTC/276/12 PEDESTRIAN SIGNAGE TO THE COMMUNITY CENTRE

The council received and considered a report from Cllr Carritt that recommended installing signage to promote the Community Centre and other facilities in New Road. An indicative price was included in the report. Some Cllrs considered that a black lamp post style sign might be better suited for installation at the Oxford Road end of New Road. It was agreed that Cllr Carritt will investigate further and obtain quotes that will be brought back for Council consideration in April 2013.

WTC/277/12 ELECTRICAL REPAIRS AND RENEWABLES FOR THE CHRISTMAS LIGHTS

A report from Cllr Carritt was received and considered. This contained a list of 5 priority repairs that are required in order for the Christmas Lights to be safely installed. Cllr Carritt explained that in 2013/14 WTC must action the priorities 1, 2 and 3 listed in the report. The priority actions listed at 4 and 5 were less critical but must be budgeted for and undertaken in 2014/15. Discussion followed during which it was noted that although there was no budget allocation for priorities 1, 2, or 3 this was a safety issue and it would be embarrassing if the Christmas Lights could not be switched on during 2013. Cllr Carritt proposed that in financial year 2013/14 funding is allocated for priorities 1, 2 and 3 at an expected total cost of £900 inclusive of VAT and that in financial year 2014/15 a further £600 is allocated for priorities 4 and 5. This motion was seconded by Cllr J Cooper.

RESOLVED

That this motion will lie for 1 month and be brought back to Council in April 2013.

ACTION: *The Town Clerk will include this as an item on the April agenda.*

WTC/278/12 AIRPORT CONSULTATIVE COMMITTEE

It was agreed that this matter be discussed at the April Town Council meeting.

ACTION: *The Town Clerk will include this as an item on the April agenda.*

EXCLUSION OF THE PUBLIC AND PRESS

That being of the opinion that it was likely, in view of the nature of the business to be transacted, that if members of the public were present during the following items of business there would be a disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting.

WTC/279/12 REQUEST TO THE MAYOR

The Mayor reported upon an informal oral request that he had received from the family of a resident who had died in 2012 and been laid to rest in the Green Lane cemetery. The Mayor recommended that this request be considered sympathetically and the Deputy Mayor supported this recommendation. Cllrs were sympathetic to the request but agreed that before the Council formally responds, it asks its professional cemetery advisers (the ICCM) to send suitably qualified representatives to visit the site and confirm that there is sufficient space to enable WTC to comply with the request.

ACTIONS:

1. *The Town Clerk will contact the ICCM and arrange for a site visit.*
2. *The Mayor will update the family.*

The council then went back into open session.

WTC/280/12 SEALING OF DOCUMENTS

None

The meeting rose at 10.17pm.

Signed Date