

COUNCIL

MINUTES OF THE MEETING HELD ON

THURSDAY, 10 DECEMBER 2015

Councillors Present: Steve Ardagh-Walter, Peter Argyle (Chairman), Howard Bairstow, Pamela Bale, Jeff Beck, Dominic Boeck, Graham Bridgman, Paul Bryant, Keith Chopping, Jeanette Clifford, Hilary Cole, Roger Croft, Richard Crumly, Rob Denton-Powell, Lee Dillon, Lynne Doherty, Billy Drummond, Adrian Edwards, Marcus Franks, James Fredrickson, Manohar Gopal, Clive Hooker, Carol Jackson-Doerge, Marigold Jaques, Mike Johnston, Graham Jones, Rick Jones, Alan Law, Tony Linden, Alan Macro, Tim Metcalfe, Ian Morrin, Graham Pask, Anthony Pick, James Podger, Garth Simpson, Anthony Stansfeld, Virginia von Celsing, Quentin Webb (Vice-Chairman), Emma Webster and Laszlo Zverko

Also Present: Bill Blackett (Revs and Bens Manager), Nick Carter (Chief Executive), Martin Dunscombe (Communications Manager), David Holling (Head of Legal Services) and Jim Sweeting (Arts & Leisure Information Officer), Moira Fraser (Democratic and Electoral Services Manager) and Jo Reeves (Policy Officer)

Apologies for inability to attend the meeting: Councillor Jeremy Bartlett, Honorary Alderman Jeff Brooks, Councillor Anthony Chadley, Councillor James Cole, Councillor Sheila Ellison, Honorary Alderman Geoff Findlay, Councillor Dave Goff, Councillor Nick Goodes, Councillor Mollie Lock, Honorary Alderman Royce Longton, Councillor Gordon Lundie, Councillor Richard Somner and Rachael Wardell

Councillor(s) Absent: Councillor Dennis Benneyworth and Councillor Paul Hewer

PART I

70. Chairman's Remarks

The Chairman reported that he and the Vice Chairman had attended 65 events since the last Council meeting. He also thanked Councillors Jeff Beck and Adrian Edwards who had attended one event each on his behalf.

He made special mention of attending the opening of new school buildings at Robert Sandilands and Little Heath Schools which would give some of the district's children and young people the facilities they deserved to fulfil their potential.

He had also attended the First World War events held in the Town Hall, Newbury and the unveiling of the memorial to P C Potts (VC) in Reading followed by the remembrance services in Newbury, Thatcham and RAF Welford. He had attended the West Berkshire Business Awards which encouraged the start and growth of small businesses in West Berkshire

The Chairman also drew attention to two future dates for Member's diaries He would be hosting a coffee morning on 30th January 2016 at Newbury Town Hall and he encouraged all Members to come along and sample the homemade cakes. He would also be hosting the annual charity golf day at Donnington Valley Golf Club on the 28th April 2016.

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71. **Presentation of the West Berkshire Community Champion Awards (C2898)**

The Chairman announced that the first West Berkshire Council Community Champion Awards were launched in 2014. In addition to the pre-existing Junior Citizen Award, three new awards had been created: the Community Group of the Year; Volunteer of the Year; and the Lifetime Achievement Award. He was very pleased to announce that the Council had received an excellent response and the standard of the nominations in 2015 was once again outstanding.

A judging panel of independent representatives met to consider the nominations in November and found their task very challenging.

The Pat Eastop Junior Citizen Award

The Chairman announced that due to the outstanding level of entries this year, the panel had chosen two winners in this category, **Mollie Ballard and Holly George**.

Mollie, aged 12, was nominated by Mrs Melanie Best, a parent at the primary school previously attended by Mollie. Mollie was diagnosed with Type 1 diabetes and coeliac disease. She tackled her illness head on with her family and has tirelessly campaigned to raise awareness of both diseases and has been raising money through fundraising activities. Mollie's whole family contribute to the fundraising and awareness raising. In addition, despite having to miss some time at the start of her first term at The Downs School, she still managed to achieve a Head of Year Commendation and a Certificate of Excellence.

The judging panel was very impressed by the innovation, determination and hard work demonstrated by Mollie, all with the end goal of helping others. The panel felt Mollie should be very proud of her achievements.

Holly aged 13, who was nominated by Mr Joyce, Head of House at Kennet School. Holly was currently in receipt of care through the Alexander Devine Hospice Service for a medical condition that affected her daily. Holly had challenged herself to raise £1 million for the charity to help fund the building of the Berkshire Hospice so she set up the 'Million Hugs for Holly' campaign. As Holly could not manage a physical challenge she set up this internet campaign. The campaign was launched in July 2015 and as of the 12th October the total raised stood at over £14,000.

The judging panel was very impressed by Holly's ambition to raise funds for the Alexander Devine Children's Hospice and humbled by her determination to help others whilst struggling with her own medical condition. The fundraising idea of a 'Million Hugs for Holly' was an excellent concept put into action very quickly. The use of technology was both impressive and inspired. The panel felt that Holly should be very proud of her achievements.

Volunteer of the Year Award.

The nominations in this category were also particularly impressive and therefore the judging panel chose a winner and a 'highly commended' nomination

The winner of the Volunteer of the Year Award was David Elliott who was nominated by Mrs Jody Wise for his services to scouting: David had been involved in Scouting for 18 Years. He started with 3rd Newbury Scout Group as a Cub Leader and was now the Scout Leader and Group Scout Leader. He had doubled the size of the Group and now 140 local children attended every week.

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David had also been the driving force behind raising funds for a new Scout Hut and he has very nearly reached the goal of attaining funding for a new Den which would be built in early 2016.

The judging panel was very impressed by the nomination. The contribution made by Mr Elliott to the Scouting movement in Newbury over the last 18 years was exceptional. The development of the 3rd Newbury Scout Group to an organisation now serving 140 local children was a significant achievement

Mr Graham Bartlett was awarded Highly Commended in this category. He was nominated by Abi Witting for his services to Thatcham Tornadoes Football Club. Graham had been involved with Thatcham Tornadoes for 25 years. He continued to serve as Chairman of the club and pitches coordinator even though his own children had now grown up. He was also a member of the committee for Douai Abbey Recreation Association and the South Chiltern Minor League football league. In addition he and his wife Lyn were foster carers.

The judging panel was very impressed by the contribution made by Mr Bartlett to Thatcham Tornadoes Football Club. The panel felt that the dedication and commitment shown by Mr Bartlett was exemplary, especially alongside the very challenging role of being a foster carer.

Community Group of the Year.

Due to the strength of the nominations the judging panel chose two winners in this category: CRUSE and Eight Bells for Mental Health.

CRUSE was an organisation that supported people who were bereaved or about to become bereaved and was nominated by Garry Poulson, Volunteer Centre West Berkshire Director. The small but efficient team of highly trained CRUSE listeners and their management committee were amongst the top few in terms of their consistent approach, respect within the community and enthusiasm for their work. They were dedicated to supporting people at what was a critical time in some one's life when they had lost a loved one.

In the last two years the service had been expanded to encompass training for the wider community and had developed more specialist services such as helping those facing the loss of children or the loss of parents of youngsters.

The judging panel was very impressed by the excellent work carried out by CRUSE in the local community over the last 28 years. The local group of 45 volunteers was clearly well organised and highly experienced which was essential when providing such a challenging and sensitive service.

Eight Bells for Mental Health was an organisation that supported people who were affected by mental health issues and were nominated by Verity Murrice. They supported people whose lives were affected by mental health issues, to enable them to grow in skill and confidence, and play a healthy constructive role in the community. They provided a place where people felt welcome, accepted, supported and less isolated.

The judging panel was very impressed by the excellent work carried out by Eight Bells for Mental Health in the local community over the last eight years and in particular the large number of members in the group. The panel felt that the work of the group was incredibly worthwhile and should be recognised and congratulated.

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Lifetime Achievement Award.

David Hunt was nominated by Sophie Lewin in recognition of over 40 years service to Welford and Wickham Primary School as a school governor. Through his work he had seen the school develop and go from strength to strength, benefitting local children over at least two generations in the village and local community. The school was the first in Berkshire to have a web-site and internet access and computers for the children came about very early. His tireless work on finding funding for projects had ensured the survival of the school at a time when many small village schools had been forced to close.

The latest project he had helped see through to completion had been the all-weather sport facility which was for use by the whole community as well as the school.

The judging panel were very impressed by the dedication and tireless service provided by Mr Hunt to Welford and Wickham School over 40 years, truly a lifetime achievement. The panel felt that Mr Hunt had made a huge contribution to the school not only ensuring its survival but by constantly encouraging the school to develop and progress.

The Chairman congratulated all the nominees and the winners as well as thanking the judging panel.

(The meeting was adjourned from 7.27pm to 7.29pm)

72. Minutes

The Minutes of the meeting held on 17th September 2015, the Special meeting on the 17th September 2015 and the two Special Meetings held on the 05th November 2015 were approved as a true and correct record and signed by the Chairman subject to the inclusion of the changes to the voting records at the special meeting on the 05th November pertaining to the Development Plan Document.

73. Declarations of Interest

The Monitoring Officer announced that in respect of Item 13 (Council Tax Support Scheme 2016/17 and Item 14 (Council Tax Discount for Vacant Property) all Members present had completed an Application for a Grant of a Dispensation in relation to "any beneficial interest" in land within the Authority's area.". He had granted the dispensation to allow all those Members that applied for a dispensation to speak and vote on these items.

Councillor Tim Metcalfe declared a personal interest in Agenda Item 17 (Activity Team West Berkshire Fees and Charges 2016/17), but reported that, as his interest was personal and not prejudicial or a disclosable pecuniary interest, he determined to remain to take part in the debate and vote on the matter.

74. Petitions

There were no petitions submitted to this meeting.

75. Membership of Committees

The Monitoring Officer advised of the following changes to the membership of Committees since the previous Council meeting::

Overview and Scrutiny Management Commission

Councillor Steve Ardagh-Walter had replaced Councillor James Fredrickson as a Member on this Commission.

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Standards and Effectiveness

The membership had been increased from 9 to 10 Members. Councillor Tim Metcalfe had stood down and had been replaced by Councillor Lynne Doherty. Councillor James Fredrickson had also been appointed to the Committee.

Councillor Alan Law reported that Councillor Adrian Edwards had replaced Councillor Anthony Stansfeld on the Western Area Planning Committee.

Councillor Bridgman reported that a proposal had been mooted to make changes to the name and terms of reference of the Standards and Effectiveness Panel. The Chairman confirmed that any such changes would have to be agreed by the Overview and Scrutiny Management Commission.

76. Licensing Committee

The Council noted that, since the last meeting, the Licensing Committee had met on 22 September 2015 and 10 November 2015..

77. Personnel Committee

The Council noted that, since the last meeting, the Personnel Committee had met on the 05 October 2015.

78. Governance and Ethics Committee

The Council noted that, since the last meeting, the Governance and Ethics Committee had met on 23 November 2015 and a virtual meeting had been held on the 09 December 2015..

79. District Planning Committee

The Council noted that, since the last meeting, the District Planning Committee had not met.

80. Overview and Scrutiny Management Commission

The Council noted that, since the last meeting, the Overview and Scrutiny Management Commission had met on 15 September 2015 and 01 December 2015..

81. Council Tax Support Scheme 2016/17 (C2931)

(All Members present had been granted a dispensation to speak and vote on this item)

The Council considered a report (Agenda Item 13) concerning a proposal to change the Council Tax Support Scheme from 01st April 2016.

MOTION: Proposed by Councillor Roger Croft and seconded by Councillor Alan Law:

That the Council:

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1. “amends the Council Tax Support scheme to reduce the maximum support for working age claimants from 90% to 75% with effect from 1st April 2016.
2. amends the Council Tax Support scheme to cap the maximum amount of relief given to working age claimants at that which would apply to a property in council tax band D with effect from 1st April 2016.
3. amends the Council Tax Support scheme from 1st April 2016 so that the minimum weekly entitlement for working age claimants was £3. Assessments producing an entitlement of less than £3 per week to become Nil entitlement.
4. Second Adult Rebate to cease to have effect from 1st April 2016 and all existing entitlements will be cancelled from that date.
5. A tolerance of £40 per month to be applied to changes in Universal Credit before a change to Council Tax support is required.”

Councillor Roger Croft explained that Council Tax Support (CTS) was a local scheme which provided assistance to residents with limited financial means. He stressed that the changes would not be applied to pensioners and claimants deemed to be vulnerable. He noted that currently working age claimants were asked to contribute 10% and that it was being proposed that this be increased to 25%.

The Council was required to undertake consultation on any changes. A questionnaire and supporting information had been sent to all current recipients of CTS and had also been made available on the Council’s website.

Councillor Lee Dillon commented that while the Liberal Democrat Group supported many of the recommendations they could not support the report in its totality. They did not support the reduction in support from 90% to 75% which would affect the poorest residents at the same time as cuts to services were also being proposed. He felt that these residents were being ‘squeezed’ by changes to benefits both locally and nationally. Councillor Alan Macro commented that about 40% of those affected were working age claimants.

Councillor Alan Law supported this element of a package of savings that would generate around £400k of savings during these difficult financial times. He noted that the Council would need to save around £10m and this proposal was one part of the savings that needed to be spread across a range of areas. He reinforced the comment from Councillor Croft that the proposals would not target the most vulnerable or pensioners. He also noted that the Council’s hardship scheme was still in place to assist those in genuine need.

Councillor Croft reminded Members that unemployment in the District was very low and that residents who were capable should make a contribution towards the services they received.

The Motion was put to the meeting and duly **RESOLVED**.

82. **Council Tax Discount on Vacant Property (C3064)**

(All Members present had been granted a dispensation to speak and vote on this item)

The Council considered a report (Agenda Item 14) concerning Council Tax discounts in the light of the Council’s funding pressures.

MOTION: Proposed by Councillor Roger Croft and seconded by Councillor Alan Law:

That the Council:

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1. “does not apply the 28 day discount period for vacant property from 1st April 2016
2. agrees that a property within a 28 day discount period at 31st March 2016 will continue to receive discount for the remainder of 28 day period
3. agrees that applications for 28 day discount in respect of periods prior to 1st April 2016 and received after that date will not be backdated. “

Councillor Roger Croft noted that at the December 2012 Council meeting a discretionary policy had been adopted which reduced the discount on vacant properties to a maximum of 28 days in any six month period. Three years later it was deemed appropriate to revisit this policy and it was now being proposed that the discount be removed in its entirety. This amendment to the policy would not affect those afforded statutory protection as set out in paragraph 5.4 of the summary report. Councillor Croft commented that while this would affect a large number of properties the amounts owed for each would be relatively low (an average value of £69.72) but that this would generate around £290k in income for the Council which would help to protect services.

The Motion was put to the meeting and duly **RESOLVED**.

83. **A339/Fleming Road Junction Compulsory Purchase Order (C3061)**

Councillor Roger Croft announced that regrettably it was necessary to withdraw this paper from this meeting and that it would be deferred until a later date. He invited the Chief Executive to provide Members with an explanation.

Nick Carter explained that the matter was being deferred in view of an administrative error which resulted in the incorrect version of the report being published by Strategic Support. Negotiations with the interested party regarding the land required for the scheme continued and should these be concluded successfully then the matter would not need to be considered by Council. Officers would however seek to identify a date for a future Special meeting of Council should these negotiations not be successfully concluded.

Members voted in favour of deferring this item.

(Councillor Alan Macro abstained from voting on this item)

84. **Changes to the Constitution (C3011)**

The Council considered a report (Agenda Item 16) concerning proposed amendments to Part 11 (Contract Rules of Procedure) following a request from the Procurement Board to do so..

MOTION: Proposed by Councillor Quentin Webb and seconded by Councillor Graham Jones::

That the Council:

1. “considers and, if appropriate, agrees the proposed amendments to Part 11 (Contract Rules of Procedure) and discusses any additional changes required.
2. agrees that any changes will come into effect on the 11 December 2015.”

Councillor Webb noted that the proposed changes had been discussed at the November Governance and Ethics Committee and it had been agreed that the changes would be recommended to Council for approval.

AMENDMENT: Proposed by Councillor Alan Law and seconded by Councillor Roger Croft:

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That the Council:

“defers the recommendations set out in paragraphs 2.1 and 2.2 of the report and Governance and Ethics Committee be requested to review further the contract thresholds levels and contract definitions set out in paragraphs 5.4 and report back to a future meeting of Council in due course in accordance with Council Rules of Procedure 4.13.7”.

Councillor Law noted that he had concerns around some of the thresholds. In addition he wanted to see clearer definitions of what a “contract” was and what was meant by “valuation”. He also sought clarity on whether the value of the contract was to be the total value over the life of contract or if it was the annual figure. He also sought clarity on the impact of one or two year automatic extensions. He therefore felt that the report should be referred back to the Governance and Ethics Committee for further discussion and clarification.

The Amended Motion was put to the vote and declared **CARRIED**.

85. **Activity Team West Berkshire Fees and Charges 2016/17 (C2932)**

(Councillor Tim Metcalfe declared a personal interest in Agenda item 17 by virtue of the fact that he was a trustee of the Adventure Dolphin Charity. As his interest was personal and not a disclosable pecuniary interest he determined to take part in the debate and vote on the matter).

The Council considered a report (Agenda Item 17) concerning the fees and charges for the 2016/16 Activity Team West Berkshire programme.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Virginia von Celsing:

That the Council:

“approves the proposed freeze in Fees and Charge for the Activity Team West Berkshire’s programme and the hire of equipment and resources for 2016/17 as set out in Appendix C.”

Councillor Hilary Cole explained that this report came to the December Council annually in order to enable the service to competitively advertise and promote activities and maximise advance bookings and income. The proposal this year was to keep the fees and charges at existing levels.

Councillor Tim Metcalfe supported the freeze in fees and was of the opinion that potentially some could even be reduced. He thanked all the volunteers that delivered services at the centre.

Councillor Cole stated that she too would like to record her appreciation for the help provided by the volunteers. She would also like to thank the team that had worked so hard to get the service to run at a cost neutral position. This had now almost been achieved and was an exceptional achievement given the current difficult economic climate.

The Motion was put to the meeting and duly **RESOLVED**.

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86. Leisure Centre Fees and Charges 2016 (C2933)

The Council considered a report (Agenda Item 18) concerning the contractual requirement for an annual price review for 2016 for the leisure contractor which would come into effect on the 01st January 2016.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Virginia von Celsing:

That the Council:

1. “approves the proposed increase in Fees and Charges as outlined for the leisure management contract.
2. notes the proposed changes to the discounts applied to West Berkshire card holder
3. notes the operational changes by the operator to reduce the level of fees charged to those aged 16 and 17 years of age through the introduction of bespoke programmes.”

Councillor Hilary Cole explained that the Council had a contractual obligation to bring this report to the December Council meeting each year. The operator Legacy Leisure had indicated that they would be increasing prices for West Berkshire Card Holders by 1% which was in line with inflation. It had also previously been agreed that a 10% differential would be offered to these card holders. It was now being proposed that the differential would be set at either 50p or £1.00.

In 2014 Officers had been asked review the definition of junior in light of changes to the school leaving age. This issue had been raised with the operator but they stated that this could potentially lead to a risk to their income, which, in turn, could potentially lead to a compensation claim for loss of income against the Council. They had instead agreed to introduce bespoke activities for 16 and 17 year olds in an attempt to better engage these young people.

Councillor Alan Macro stated that he supported the proposals albeit it was a shame that the increase to the age limit for juniors could not be agreed. He felt that more could be done to promote the uptake of West Berkshire Card holders. He noted that in Windsor and Maidenhead the card entitled residents to additional discounts in some stores and he wondered if a similar approach could be adopted here to increase take up.

Councillor Tim Metcalfe lamented the lack of these leisure centres in the east of the District and he asked if more could be done to allow West Berkshire residents to make use of Reading Borough Council’s Leisure Card.

Councillor Hilary Cole thanked Councillor Macro for his comments and stated that she would take his suggestions up with Officers. She reminded Councillor Metcalfe that Officers had been in dialogue with Reading Borough Council for a considerable period of time about making use of their card and reassured him that she would continue to pursue this option. She reminded Members that the West Berkshire Card was free and that a promotion of the scheme would be taking place in January 2016.

The Motion was put to the meeting and duly **RESOLVED**.

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87. **Gambling Act 2005 (C3050)**

The Council considered a report (Agenda Item 19) concerning proposed amendments to the Statement of Licensing Policy on Gambling..

MOTION: Proposed by Councillor Marcus Franks and seconded by Councillor Jeff Beck:

That the Council:

“approves the revised version of the policy as amended, following a recent statutory consultation”.

Councillor Franks in introducing the report stated that the Council had a mandatory duty to publish a statement of policy on Gambling every three years. He thanked Officers and Members for the work that they had put into reviewing the drafts. The most significant changes were around the requirement for risk assessments and the ability to use Local Area Profiles. While the Council did not currently have any plans to make use of these it was felt appropriate to include them should the Council be minded to make use of them in the future.

Councillor Jeff Beck explained that the proposals had been debated at length at the Licensing Committee meeting on the 22 September 2015. This was followed by a public consultation period and the outcomes were brought to a Licensing Committee meeting held on the 10th November 2015.

The Motion was put to the meeting and duly **RESOLVED**.

88. **Proposed Member Development Programme 2016/17 (C2930)**

The Council considered a report (Agenda Item 20) concerning the proposed Member Development Programme for 2015/16..

MOTION: Proposed by Councillor Paul Bryant and seconded by Councillor James Fredrickson:

That the Council:

“agrees the proposed Member Development Programme for 2016/17”.

Councillor Bryant commented that it had been a busy year for member development given the intensive induction training that had been offered to both new and more experienced Members.

The programme proposed a three tier approach: mandatory training for Licensing and Planning, training around strategic Council priorities and ad hoc training around topics of interest.

Generally feedback from members that attended the sessions was good. However 16 Members had attended no training at all and 28 Members had attended no more than one session. Attendance had been discussed at length at the last Member development group meeting. Councillor Bryant had contacted Members to establish what could be done to attract more Members to the training. He had received a good response and these comments would be fed into the discussion as part of the preparation of the programme for the following year.

Councillor Fredrickson stated that personally he had found the sessions to be extremely valuable although he accepted that there were some limitations around attending. He was therefore pleased to see that opportunities would be sought for e-learning and webcasting of training sessions.

The Motion was put to the meeting and duly **RESOLVED**.

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89. Notices of Motion

The Council considered the under-mentioned Motion (Agenda item 21(a) refers) submitted in the name of Councillor Billy Drummond, but proposed by Councillor Alan Macro relating to the Syrian Refugee Crisis. It was noted that the Motion had been amended prior to the meeting and a copy of the amendment had been circulated to all Members:

MOTION: Proposed by Councillor Alan Macro and seconded by Councillor Lynne Doherty:

That this Council notes that:

“Conflicts in the Middle East have created the largest refugee crisis in generations. Thousands of people have died while seeking sanctuary from the violence this year alone trying to cross the Mediterranean sea; many of them were children. The United Kingdom has played a leading role as one of the world’s top international donors, supporting refugees in Syria and the surrounding area.

The UN estimates there are over 320,000 people though who live in urgent need of resettlement. Survivors of torture or sexual violence, the very elderly or disabled, there are people who cannot survive in UN refugee camps near in countries surrounding Syria.

The UK has a long and important tradition of offering sanctuary to those who need protection. 100,000 Huguenots, 10,000 Jewish Kindertransport children spared the Nazi concentration camps, 160,000 Poles following the Second World War many of whom had served in the Battle of Britain, the Vietnamese Boat People, the 28,000 Asian Ugandans fleeing Idi Amin and the people who fled the war in Kosovo. This is our proud and decent tradition.

To play its part fully in solving this global crisis the British government must work for durable long term political solutions in the region, lead as a major international donor, and live up to its reputation as a place of sanctuary, integration and protection.

This Council believes:

- That this crisis will be better managed if incoming refugees are accommodated around the whole country;
- Long term political solutions are needed to ease the crisis, but in the mean time we must do what we can;
- The UK and other developed countries must welcome their fair share of refugees to ease this crisis.

This Council:

- has indicated to Government that it is willing to support the Vulnerable People Syrian Refugee Scheme and is currently developing its plans to support the scheme
- has engaged not only with Housing Associations but also owners of empty properties and private landlords and will continue to encourage them to make properties available to resettle refugees;
- is facilitating the process to make refugees welcome through working with voluntary agencies and other supporting agencies with respect to developing a

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comprehensive 'welcome' package and programme to support the integration of refugees to the area;

- is developing a timeline for making a formal offer. The basis of which will be ensuring that we can accommodate and ensure a positive welcome to West Berkshire.

Council resolves to expedite the development of this timeline in order to make the formal offer to Government as soon as possible.

The Amended Motion was put to the vote and declared **CARRIED**.

(The meeting commenced at 7.00 pm and closed at 8.30 pm)

CHAIRMAN

Date of Signature