

## HALEWOOD TOWN COUNCIL

At a Meeting of the Town Council held on Wednesday 18<sup>th</sup> July 2018 (7.00 pm) at the New Hutte Neighbourhood Centre, Lichfield Road, Halewood, the following Members were:-

PRESENT  
COUNCILLORS  
N Hogg (Chairman)

K Dalton	B Swann
D Perry	I Hamilton
Miss C Rose	Mrs. E Finneran
A Harvey	D Samuels

**Also in attendance:-**

G MacKenzie, Town Manager  
L Joyner, Senior Administrator  
S Edwardson, Admin. & Comm. Officer  
Members of the Public - 34

In Attendance for part of the meeting.

Cllr. G Morgan, Leader, Knowsley Metropolitan Borough Council  
Cllr. Mrs. S Powell, Knowsley Metropolitan Borough Council  
Cllr. T Powell, Knowsley Metropolitan Borough Council  
Cllr. A Flute, Knowsley Metropolitan Borough Council

**14. APOLOGIES**

Apologies for non-attendance were received and accepted from Cllr. S Ball and Cllr. Mrs. A Farrell.

**15. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr. K Dalton	Agenda Item 14 – Halewood Health Forum
Cllr. A Harvey	Agenda Item 14 – Halewood Health Forum Agenda Item 20(b) - Planning Applications

**16. PUBLIC FORUM**

Ms. D Corrie

(i) Ms. Corrie asked why there were so many Labour Councillors in attendance at this meeting. (Referring to the four Borough Councillors who were in attendance.

The Chairman responded to this question indicating that the Borough Councillors who were in attendance had requested an opportunity to address the Town Council and had therefore been invited to this meeting.

(ii) Ms. Corrie asked a question about the criteria of the Halewood Community Grant Fund. (This was following the refusal of an application from Halewood Youth in the Community Centre) Ms. Corrie also expressed her disgust at wording used by the Town Manager in the letter of refusal.

The Chairman advised Ms. Corrie that this item was on the agenda and would be discussed later in the meeting.

(iii) Ms. Corrie welcomed the Town Councils proposals for Summer Activities for children, commenting “if we hadn’t saved the parks you wouldn’t have anywhere to hold these activities”.

(iv) Ms. Corrie asked how many Annual Reports were printed and why the Torrington Drive area had been given priority for delivery as Ms. Corrie had been told by the person delivering the Reports.

At this point several residents in the public gallery said that they had not received an Annual Report. The Town Manager responded, he said that the delivery company were asked to deliver a Report to every property in the Parish, and stressed that no area whatsoever had been prioritised for delivery he also indicated that if the residents who did not receive an Annual Report to leave their address and he would ensure that they receive a copy.

(v) Ms. Corrie asked if residents can opt out of paying a precept to the Town Council. The Town Manager responded “yes that you could move out of the area”; to which Ms. Corrie said “or do away with the Town Council” which the Town Manager replied “yes” that would have the same result. Ms. Corrie continued to ask questions about the financial information contained in the Annual Report.

The Town Manager indicated that in accordance with statute residents may exercise their rights to inspect the accounts within a given period which had been advertised since 2<sup>nd</sup> July 2018. This period ends on 10<sup>th</sup> August 2018 and to date no requests have been forthcoming.

#### Mr. G Tyrrell

Mr Tyrrell congratulated Knowsley MBC on their recent partnership with Liverpool Football Club to develop community facilities at the Academy in Kirkby.

### **17. PRESENTATION – CLLR. G MORGAN, LEADER, KNOWSLEY M.B.C.**

The Chairman welcomed Cllr. Graham Morgan to the meeting.

Cllr. Morgan thanked the Chairman for the opportunity to address the Town Council saying that as the newly elected Leader of Knowsley MBC he was meeting with all Parish and Town Councils in Knowsley to build relationships with them and with the communities in the Borough. Cllr. Morgan spoke about the difficult challenges faced by the Borough financially over the next two years due to Government cuts and that he hoped to work with the Parish and Town Councils to protect facilities.

Cllr Morgan spoke specifically about the Parks and Open Spaces saying that since becoming Leader in early May, he and his colleagues had listened to public opinion on the matter and following further consideration the Council had agreed to drop the proposal in its entirety and reinstate the 1. Million and to reinstate the budget from 2019/20. Given the challenges ahead, and in particular the additional budget required everybody needed to accept responsibility for the parks and open spaces in the Borough.

Questions were raised by Elected Members and representatives in the public gallery which were addressed by Cllr. Morgan.

Cllr. Morgan ended his presentation by re-iterating that Knowsley MBC would not be selling off any parks for development.

The Chairman thanked Cllr. Morgan for his presentation and attendance at the meeting.

(Cllrs. Morgan, S & T Powell and Flute left the meeting).

### **18. MINUTES**

**RESOLVED:-** (a) That the minutes of the Annual Meeting of the Town Council held on 10<sup>th</sup> May 2018 be approved as a correct record and signed by the Chairman.

(b) That the minutes of the Town Council Meeting held on 17<sup>th</sup> May 2018 be approved as a correct record and signed by the Chairman.

- (c) That the minutes of the Special Meeting of the Town Council Meeting held on 28<sup>th</sup> June 2018 be approved as a correct record and signed by the Chairman.

## **19. TOWN MANAGER'S UPDATE**

The Town Manager gave a written update on the following items:-

- (1) Cllr. Tina Harris
- (2) Vacancy for a Town Councillor – Halewood South Ward
- (3) Merseyside Pension Fund (MPF) – Exercise of Discretionary Functions
- (4) Pupil Recognition and Community Achievement Awards
- (5) Halewood Culturefest
- (6) Holidays

RESOLVED:- That the report be noted.

## **20. REGISTER OF ASSETS – WRITE OFF**

The Town Manager presented a report that sought authority under Financial Regulations to ‘write off’ those assets listed in appendix 1 of the report.

It was moved by Cllr. B Swann and seconded by Cllr. A Harvey, and

RESOLVED:- (a) That the Town Manager’s report be noted.

- (b) That authorisation be granted to ‘write off’ the items listed in appendix 1 of the Town Manager’s report.

## **21. REVIEW OF EFFECTIVENESS OF THE INTERNAL AUDITOR**

The Council considered the joint report of the Town Manager as Responsible Financial Officer and Leader of the ruling majority (Labour) Group. The report sought endorsement of the Review of Effectiveness of the Internal Auditor and approval for its submission to the External Auditor, (if requested). It was noted that one item had been identified by the Internal Auditor during the 2017/18 Audit this being that the Town Council should develop an investment strategy.

It was moved by Cllr. B Swann and seconded by Cllr. I Hamilton, and

RESOLVED:- (a) That the report be noted.

- (b) That endorsement be given to the outcome of the Review of the Effectiveness of the Internal Auditor undertaken in accordance with Financial Regulations noting particularly ‘Areas for Development’.
- (c) That approval be given to the submission of the document as evidence to the External Auditor, (if requested to), as part of the Annual Governance and Accountability return for 2017-2018.

## **22. THE APPOINTMENT OF THE INTERNAL AUDITOR 2018/2019**

The Council considered the report of the Town Manager which sought approval to the appointment of David Blanchflower as Internal Auditor to the Town Council for the financial year 2018/2019.

It was moved by Cllr. I Hamilton and seconded by Cllr. B Swann and

RESOLVED:- (a) That the Town Managers report be noted.

(b) That approval be given to the appointment of David Blanchflower as Internal Auditor to the Town Council for the financial year 2018/2019 at an anticipated and budgeted cost of £255.00.

(c) That approval be given to the Audit Specification attached as an appendix to the report.

### **23. ANNUAL TOWN (PARISH) MEETING**

The Town Manager presented a report that outlined the matters raised at the Annual Parish (Town) Meeting held on 10<sup>th</sup> May 2018 and that sought Members consideration and directions on a course of action, if deemed appropriate and necessary.

It was moved by Cllr. D Samuels and seconded by Cllr. I Hamilton, and

RESOLVED:- (a) That the report be noted and the Town Council “move on” with the discussion of the matters raised and where practicable with members of the community.

(Note:- Cllr. A Harvey was not in favour of the above resolution)

### **24. TOWN COUNCIL DEVELOPMENT PLAN 2018-2019**

The Town Manager’s report requested Members’ consideration and endorsement of a Development Plan for 2018/2019 to supplement the Annual Work Plan.

Regarding the requirements of the General Data Protection Regulation (GDPR) the Town Manager provided advice to Members who use personal email addresses for Council matters.

It was moved by Cllr. Miss C Rose and seconded by Cllr. I Hamilton, and

RESOLVED:- (a) That the report and in particular the details contained in appendix 1 be noted.

(b) That the Development Plan at appendix 2 be endorsed.

(Note:- Cllr. B Swann was not in favour of the above resolution)

### **25. EXTERNAL NOTICE BOARDS**

Members’ considered the report of the Town Manager, this provided an update on the provision of 4 new replacement external notice boards and sought direction of the siting of a fifth additional external notice board. It was noted that the purchase and installation of the notice boards have been funded by the First Ark Group as part of their ‘social responsibility’ towards the Town Council consequent upon being awarded the grounds maintenance contract.

It was moved by Cllr. K Dalton and seconded by Cllr. I Hamilton, and

RESOLVED:- (a) That the report be noted.

(b) That the new additional notice board be sited in the location of the shopping area on the Merrivale estate, subject to planning approval being obtained.

- (c) That the Town Manager be authorised to make the necessary application for Advertising Consent, the fee for which (£462) to be allocated against Specific Reserves set aside for Street Furniture, if required.

## **26. FUNCTIONS AND EVENTS REVIEW**

The Town Manager presented a report that brought together all of the approvals agreed at the Town Council meeting held on 20<sup>th</sup> July 2017 (minute 44 a-c) and the various considerations requested by Members following the Town Manager's report (Functions and Events Review 2) at the Town Council meeting held on 21<sup>st</sup> December 2017 (minute 121 b). Direction was also sought on applications for concessionary use by three long term hirers.

It was moved by Cllr. I Hamilton and seconded by Cllr. A Harvey, and

RESOLVED:- (a) That the report be noted in particular the details contained in appendix 1.

- (b) That a 50% reductions of hire charge be approved to the three groups that applied for concessionary hire:-

Hollies Pre-School Playgroup  
Tuesday Club  
Step-Up Productions

## **27. TOWN COUNCIL FUN DAY 2018**

A report was presented that outlined the arrangements for this year's Halewood Town Council Community Fund Day to be held at Hollies Hall/Hilton Grace Recreation Ground on Saturday 4<sup>th</sup> August 2018.

It was moved by Cllr. Miss C Rose and seconded by Cllr. D. Samuels, and

RESOLVED:- (a) That the report be noted.

- (b) That the activities and management of the event, as outlined in the Town Manager's approved.

## **28. HALEWOOD HEALTH FORUM**

Members considered that Town Manager's Report, this sought approval for financial support to ensure the continued running of the Halewood Health Forum.

It was moved by Cllr. I Hamilton and seconded by Cllr. B Swann, and

RESOLVED:- (a) That the report be noted.

- (b) That subject to the outcome of discussions with the NHS Trust about free use of the Halewood Centre, the allocation of up to £250 per annum be approved to fund the continued existence of Halewood Health Forum.

## **29. SUPPORT FOR CHILDREN AND FAMILIES**

The report of the Town Manager was considered, this outlined the various proposals to provide support to children and families, with funds having been allocated as part of the budget and precept setting exercise. It was noted that this support was a combination of 'school uniforms and food for children during the summer.

It was noted that the Town Council would once again be working in partnership with Torrington Drive Community Association (TDCA) and had been invited to join a Borough Wide Partnership “Explore” to oversee the whole issue of food poverty in Knowsley, who would be providing £1200 towards the cost of the project.

Cllr. B Swann expressed his concern that Halewood Youth in the Community Centre had not been included in the Summer Food Project and suggested that every Community Group should have input. A discussion also took place about poverty levels and how people now relied more on the use food banks for support.

The program of activities outlined in the appendix to the report was discussed. It was noted that no activities were scheduled for 23<sup>rd</sup> August in which regard a representative of Halewood Youth in the Community Centre stated that they were unable to “plug the gap”.

It was moved by Cllr. B Swann and seconded by Cllr. A Harvey, and

RESOLVED:- (a) That the report be noted.

(b) That the payments to the schools as outlined in para 3.4 of the report be endorsed.

(c) That the programme of activities outlined in the appendix to the report be endorsed.

(d) That the payment of £1,000 towards the project as outlined in para. 3.7-3.16 be approved.

(e) That the involvement of the Town Council in the Borough-wide ‘Explore’ Partnership as referenced in para .3.14 of the report be endorsed.

### **30. HALEWOOD COMMUNITY GRANTS FUND - APPLICATIONS**

1. The following applications were considered:-

(i) KOPFO Ltd. – Application No. 18/19-4

Knowsley Older People’s Fun Olympics Ltd. (KOPFO) requested a grant towards the cost of funding their Annual Event on 12<sup>th</sup> October 2018.

(ii) Halewood Activity Base

The Town Manager reported that the requested further details regarding this application was still awaited.

(iii) Halewood Academy

Funding was requested to support the cost of delivering two Transition Saturdays for pupils starting at the Academy in September 2018.

(iv) Cllr. Tina Harris

A memorial in memory of Tina is to be set up in association with Torrington Drive Community Association and it was suggested that a donation from the Town Council be made in memory of Tina.

#### 2. General Grants Fund Eligibility Criteria

One of the General Grants Fund eligibility criteria states:-

*‘No organisation can apply for more than one grant to be awarded within a municipal financial year (April-March) or within twelve calendar months of a previous award if it covers more than one financial year’*

Clarification of the interpretation of this eligibility condition was sought following the rejection of a recent application (accepted by the applicant) and in particular the most recent from Halewood Youth in the Community Centre the Town Manager’s interpretation of which had been challenged by the applicant via an elected member.

Standing Orders was suspended to allow Miss D Corrie to address the Council.

It was moved by Cllr. I Hamilton and seconded by Cllr. A Harvey, and

RESOLVED:- (a) That the report be noted

- (b) That in accordance with the Local Government Act 1972 s. 145 a grant of £360 be awarded to KOPFO Ltd.
- (c) That the application from Halewood Academy be refused.
- (d) That in accordance with the Local Government Act 2011, General Power of Competence, a donation of £500 be made to the memorial in memory of Cllr. Tina Harris.
- (e) That on this occasion “ as a gesture of goodwill” a grant of £500 be made to Halewood Youth in the Community Centre. This payment is made in accordance with Localism Act 2011 General Power of Competence.
- (f) That the wording of the eligibility criteria point in question be revised in order to prevent future misinterpretation.

### **31. APPLICATIONS FOR FREE OR CONCESSIONARY USE OF FACILITIES**

The following applications were considered:-

#### **PRE-1<sup>ST</sup> JUNE CHARGING RATE**

Iranian Cultural Society of Liverpool (ICSL)	Arncliffe Sports and Community Centre	Friday 22 <sup>nd</sup> June 2018 6pm – 12 midnight	Women only social gathering	£48.00
Halewood Guitar Club (Comfychords Ltd)	Hollies Hall	Saturday 14 <sup>th</sup> July 2018 4pm - midnight	Charity Fundraiser	£65.00
Friends of Plantation School	Hollies Hall	Friday 9 <sup>th</sup> November 2018 6-10pm	Fundraising Event	£65.00
<b>POST 1<sup>ST</sup> JUNE CHARGING RATE</b>				
Merseyside Dogs Home	The Arncliffe Sports and Community Centre	Sunday 12 <sup>th</sup> August 2018 10am – 3pm	Corporate fundraising and awards ceremony	£75.00

RESOLVED:- (a) That the report be noted.

- (b) That the following applications (pre 1<sup>st</sup> June 2018) be granted concessionary hire:-
  - Iranian Cultural Society of Liverpool (Balance of hire fee)
  - Halewood Guitar Club (Comfychords Ltd) – Free Hire
  - Friends of Plantation School – Free Hire
- (c) That the application for concessionary hire received from Merseyside Dogs Home (post 1<sup>st</sup> June 2018) be granted a 50% reduction of hire charges.

### **32. SCHEDULE OF PAYMENTS**

RESOLVED:- (a) That the schedule of payments dated 17<sup>th</sup> May 2018, and direct debits amounting to £17639.81 approved under Standing order 4 (Delegated/Emergency Decisions).

(b) That the schedule of payments dated 21<sup>st</sup> June 2018, addendum and direct debits amounting to £26305.20 approved under Standing order 4 (Delegated/Emergency Decisions).

(c) That the schedule of payments, addendum and direct debits amount to £38085.24 be approved for payment.

**17<sup>th</sup> May 2018**

<u>PAYEE</u>	<u>AMOUNT</u>
Metropolitan Borough of Knowsley	£588.00
Metropolitan Borough of Knowsley	£708.00
B & M Waste Services	£141.34
B & M Waste Services	£161.80
Unitel Network Services	£57.62
David Blanchflower	£250.00
C3 Imaging Liverpool	£90.00
Grantham Book Services	£53.98
Virgin Media Business	£40.00
Concept Hygiene Limited	£168.00
B & M Office Machines Limited	£49.28
Water Plus Limited	£618.33
Water Plus Limited	£361.53
Viking Direct	£105.72
Wigan Beer Company	£552.54
Wigan Beer Company	£1,952.42
Vivark Limited	£2,510.58
SSE	£397.09
Wray Bros Limited	£50.55
Virgin Media Business	£40.00
Bradleys Surfacing Systems Ltd	£150.00
SSE	£282.21
Express Catering Limited	£350.00
Merseyside Pension Fund	£3,409.04
HMRC	£4,435.13
Medicash	£20.50
Unison	£60.00
Bonus Print	£36.15
<b>TOTAL</b>	<b>£17,639.81</b>

**21<sup>st</sup> June 2018**

<u>PAYEE</u>	<u>AMOUNT</u>
Metropolitan Borough of Knowsley	£588.00
Metropolitan Borough of Knowsley	£708.00



B & M Waste Services	£207.56
B & M Waste Services	£160.12
CFCorporate Finance Limited	£180.00
Virgin Media Business	£48.00
Proludic	£300.00
Viking Direct	£55.13
Wray Bros Limited	£95.10
SSE	£4,168.63
Vivark Limited	£3,012.70
Wigan Beer Company	£277.96
Wigan Beer Company	£536.17
B & M Office Machines Limited	£19.80
Wray Bros Limited	£75.98
SSE	£510.31
HMRC Inland Revenue	£4,377.09
Merseyside Pension Fund	£3,328.13
Medicash	£20.50
Unison	£60.00
Trainline (IH)	£175.60
IVS Tuesday Club	£500.00
MATE Productions	£500.00
Defibshop	£309.60
St John Vianneys Ladies Group	£100.00
Halewood Culturefest	£100.00
McMillan Cancer Support	£500.00
Online Playgrounds	£109.20
Halewood Culturefest	£46.00
SSE	£1,468.21
SSE	£22.14
Unitel Network Services	£78.13
Restore Datashred	£155.94
Vivark Limited	£2,039.48
Wray Bros Limited	£28.06
Ecoblueheating Limited	£85.00
Rainer Security Products Limited	£110.40
LDS Limited	£816.00
Viking Direct	£144.19
Virgin Media Business	£48.00
The Village Sign People	£10.11
Nisbets	£83.97
Internet Gardener	£145.99
TOTAL	<u>£26,305.20</u>

**18<sup>th</sup> July 2018**

<u>PAYEE</u>	<u>AMOUNT</u>
KMBC	£588.00

KMBC	£708.00
B & M Waste	£159.43
B & M Waste	£188.24
Elite Ju-Jitsu	£60.00
KMBC	£ 549.00
C3 Imaging Ltd	£2395.00
Vivark Ltd	£3012.70
Sage (UK) Ltd	£976.80
Viking Direct	£197.65
TDCA	£375.00
Wray Bros Ltd	£30.32
The Wigan Beer Co	£1585.81
The Wigan Beer Co	£2780.72
B & M Office Machines Ltd	£31.42
JRB Enterprise Ltd	£387.60
KMBC	£2279.29
Citrus Electrical	£71.40
Savills (UK) Ltd	£360.00
Wirral Borough Council	£259.95
DSG Retail Ltd	£30.00
KMBC	£21.00
Yew Tree Primary School	£1000.00
St Andrew the Apostle School	£2535.00
St Marks Catholic Primary School	£3000.00
Express Catering Ltd	£450.00
Trainline	£265.00
Internet Gardener	£291.98
Drink Stuff	£129.99
Unitel Network Services	£64.42
Celtic Fire & Security Ltd	£277.68
Celtic Fire & Security Ltd	£83.40
SSE	£595.26
Wray Bros Ltd	£107.90
Virgin Media Business	£48.00
Trade (UK) Account	£63.38
KMBC	£2279.29
Water Plus	£332.74
Wray Bros	£61.48
HMRC	£4429.84
Merseyside Pension Fund	£3328.13
Medicash	£20.50
Unison	£60.00
Gala Tent	£1319.92
TV Licensing	£150.50
Safescan	£43.60
Step Up Dance	£50.00
ESDC	£50.00
TOTAL	<u>£38,085.24</u>

### 33. REPORTS FROM CONFERENCE/REPRESENTATIVE BODIES

No items raised.

### 34. CORRESPONDENCE

(1) Independent Remuneration Panel

**RESOLVED:-** The report of the Independent Remuneration Panel on Parish/Town Council Allowances 2018 be noted.

(2) Planning Applications

The following Planning Applications were considered:-

Application Number	Applicant	Location	Details
18/00204/FUL	Mr. A Fletcher	24 Baileys Lane Halewood	Erection of single storey, part two storey extension to front, rear and side. <b>Granted</b>
18/00198/OUT	Mr. & Mrs Rory Turton	Western House North End Lane	Outline planning permission for 7 no. dwellings (including conversion of 2 no. existing agricultural buildings, other buildings to be demolished) and associated development – permission sought for access, appearance, layout and scale – landscaping reserved for future approval. <b>Withdrawn</b>
18/000217/FUL	Old Swann Developments Ltd.	Land to the rear of 5-7 Brent Way and 12-16 Maldon Close	Erection of 5 no. dwellings together with new vehicular/pedestrian access and associated works.
17/00739/NMA	Ms. A Dluszczakowska	7 Rose Close Halewood	Application for NMA planning permission – erection of two storey rear extension-amendment sought to approved plans to allow for installation of 2 no. velux windows to roof on side elevations. <b>Granted</b>
18/00253/FUL	Mr J Unsworth	21 Elwyn Drive Halewood	Erection of single storey extension to front and side. <b>Granted</b>
18/00225/FUL	Mrs Michell Zysiaktobin	Halewood	Erection of single storey side/rear extension <b>Granted</b>
18/00230/FUL	Mrs Lyndsay Gynane	242 Higher Road Halewood	Erection of single storey rear extension <b>Granted</b>

18/00260/SO	Lichfields	Land abounded by Ditton Brook, Greensbridge Lane, Lower Road, Finch Lane and Baileys Lane, Halewood	Environmental impact assessment scoping opinion for residential development.
18/00317/FUL	Mrs Margaret Collings	43 Rutland Avenue Halewood	Erection of single storey rear extension
18/00241/CLD	Mrs. S McAvoy	93 Trispen Close Halewood	Erection of single storey rear extension together with conversion of integral garage to living space. <b>Granted</b>
18/00325/FUL	Mr Asiwe	2 Stirling Lane Halewood	Erection of first floor side and two storey extension <b>Granted</b>
18/00325/FUL	Mr Gary Bloxam	23 Trispen Close Halewood	Erection of single storey extension to rear <b>Granted</b>
18/00369/CLD	Ms L Fleming	17 Merlin Close Halewood	Erection of side storey extension <b>Granted</b>
18/00404/FUL	Mr A Balderstone	33 Elwyn Drive Halewood	Erection of single storey extension to side and porch to front
18/00314/FUL	Mr P Coventry	4 Chudleigh Close Halewood	Erection of single storey rear extension

RESOLVED:- (a) That the planning applications be noted.

- (b) That further information be requested in respect of planning application 18/00260/S0 - Environmental impact, land abounded by Ditton Brook.

### 35. EXEMPT ITEM

RESOLVED:- That under Section 100(A) of the Local Government Act 1972, the public be excluded for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12A to the Act.

### 36. APPROVAL OF ABSENCE FROM TOWN COUNCIL MEETINGS

The report of the Town Manager was considered, this sought direction to approving the continued absence from Town Council meetings of an Elected Member due to ill health.

It was moved by Cllr. A Harvey and seconded by Cllr. B Swann, and

RESOLVED:- (a) That the report be noted.

- (b) That the continued absence of Cllr. S Ball for a further period of 6 months be approved.

Meeting closed at 9.43p.m.

Signed .....

Date .....