

ST EDMUNDSBURY BOROUGH COUNCIL

CABINET

**Minutes of a meeting held on Wednesday 27 April 2011 at 5.00 pm
in the Lounge, Athenaeum, Angel Hill, Bury St Edmunds**

PRESENT: Councillor J H M Griffiths (Leader of the Council) (in the Chair)
Councillors Mrs Alexander, Clements, Everitt, Mrs Gower,
Mrs Mildmay-White, Ray and Stevens

BY INVITATION: Councillor Lockwood (Chairman of the Overview and Scrutiny
Committee)

143. Apologies for absence

There were no apologies for absence.

144. Minutes

The minutes of the meeting held on 16 March 2011 were confirmed as a correct record and signed by the Chairman.

145. Declarations of Interests

Members' declarations of interests are recorded under the item to which the declaration relates.

146. Report of the Overview and Scrutiny Committee: 20 April 2011

Forward Plan Reference: N/A Cabinet Members: All Portfolio Holders

The Cabinet received and noted Report B582 (previously circulated) which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 20 April 2011:-

- (1) Annual Report of the Cabinet 2010/2011 and Corporate Plan 2011/2012;
- (2) Cabinet Forward Plan: April to July 2011;
- (3) Monitoring the West Suffolk Community Safety Partnership;
- (4) Quarter 4 Directed Surveillance Authorised Applications; and
- (5) Work Programme.

Councillor Lockwood, Chairman of the Overview and Scrutiny Committee, drew relevant issues to the attention of the Cabinet. He reported on the annual update on the progress of the West Suffolk Community Safety Partnership and that it was the duty of the Committee, as the Council's Crime and Disorder Committee designated under the Police and Justice Act 2006, to scrutinise the work of the Partnership. He also reported that the structure around Community Safety Partnerships within Suffolk was currently being reviewed, and options for future working were being analysed, including the merging of the Police and County Community Safety Partnerships and a reduction in the number of partnerships across Suffolk. Changes should be in place in time for implementation on 1 April 2012. He also reported that the Committee had endorsed the approach of the Vice Chairman and himself that it would be appropriate to set a work programme for the first six months of 2011/2012 to allow the newly appointed Committee following the Borough Council elections to familiarise themselves with the scrutiny function role, following which it would set the remainder of the work programme.

Councillor Griffiths thanked Councillor Lockwood for his work as Chairman of the Overview and Scrutiny Committee and indeed his work in general as a Councillor from when he was first elected in 1983. There was a consensus that the Committee had been constructive in its scrutiny role under his chairmanship.

147. Cabinet Annual Report 2010/2011 and Corporate Plan 2011/2012

Forward Plan Reference: May11/06 Cabinet Member: Cllr John Griffiths

The Cabinet considered Report B562 (previously circulated) which sought approval for the Cabinet's Annual Report for 2010/2011.

The Constitution required that the Overview and Scrutiny Committee received reports from the Leader or representative(s) of the Cabinet on 'the state of the Borough', the Cabinet's priorities and its performance in the previous year. The Leader of the Council had attended the meeting of the Overview and Scrutiny Committee on 20 April 2011 to discuss the Cabinet's draft Annual Report for 2011/2012. The report reviewed the work of the Cabinet during 2010/2011 but unlike previous years, the Annual Report did not set out the commitments and key activities for the next year, 2011/2012, as this would be the responsibility of the new administration following the Borough Council elections on 5 May 2011. Similarly, there were sections of the Corporate Plan which could not be updated until after the elections.

Councillor Lockwood, Chairman of the Overview and Scrutiny Committee, stated that the Committee examined the report in detail, questioning the Leader of the Council on the report's contents, including discussions on the Shared Services Project, importance of staff and Councillor training, the Local Development Framework, Future Housing Provision in the Borough, the impact of The Apex and Engagement with Young People. The Committee expressed its support for the document.

Councillor Griffiths, also informed the Cabinet of the lively discussion and debate held at the meeting of the Overview and Scrutiny Committee. He stated that apart from one typographical error, there were no suggested changes to the report.

During the discussion, the Cabinet agreed that the section on Engagement with Young People, under Cabinet Commitment 4, Provide a Strong Voice for West Suffolk, should include reference that the Youth Committee had managed to secure a £50,000 grant to enhance the facilities at the Bury Skatepark.

RESOLVED:-

That, subject to the addition of reference to securing a grant in respect of the Bury St Edmunds Skatepark, Report B562 be approved as the Cabinet's Annual Report for 2010/2011.

148. Performance and Audit Scrutiny Committee 26 April 2011: Council Improvement Plan

Forward Plan References: May11/04 Cabinet Member: Cllr John Griffiths

The Cabinet received and noted Report B567 (previously circulated) which monitored the progress against the Council's Improvement Plan for 2010/2011.

In April 2010 the Cabinet approved the Council Improvement Plan for 2010/2011. The Plan brought together a range of actions to help the Council achieve further improvements in its performance. Attached as Appendix A to the report was an end of year progress report on the implementation of the Council's Improvement Plan for 2010/2011.

The monitoring of the Council's Improvement Plan had been undertaken by the Performance and Audit Scrutiny Committee the previous evening, 26 April 2011. The Scrutiny Manager reported on the discussions held by the Committee. She stated that it had discussed some of the actions in the Plan and noted that several were now no longer relevant due to changes in national policy. The Committee accepted that it was logical for the new administration following the Borough Council's election to take responsibility for developing an Improvement Plan for 2011/2012. However, it did make the observation that the document may be more relevant for review by the Overview and Scrutiny Committee than the Performance and Audit Committee, and this would be discussed at the next quarterly briefing between the Leader and Deputy Leader of the Council and the Chairmen/Vice Chairmen of the Scrutiny Committees.

(Councillor Lockwood left the meeting at the end of the consideration of this item.)

149. Recommendations from Grant Working Party: 31 March 2011

Forward Plan Reference: May11/01 Cabinet Member: Cllr Robert Everitt

The Cabinet considered Report B583 (previously circulated) which sought approval for amendments to the Terms and Conditions for the Recreation, Village Halls and Play Area Grant Scheme (RVHPAGS) and the Rural Areas Community Initiatives Fund (RACIF) and the formation of a single Rural Grant Scheme.

At the Working Party's meeting on 31 March 2011, Report B529 was considered regarding the proposed options for complementary amendments to the Council's two Rural Grant Schemes to reflect both the recent pattern of applications and to ensure that the maximum number of rural communities benefited from the funding. A copy of Report B529 was attached as Appendix C to this report. The Working Party had discussed whether the two schemes should actually become elements of a single 'umbrella' Rural Grant Scheme; retaining separate funding budgets, criteria and objectives but making the process easier for applicants. Under such a system, applications would be made on the single application form and the officers would then determine from which funding 'pot' the grant would most appropriately be awarded, managing the available funds efficiently and equitably. In summary, the proposal of the Working Party was to create one Rural Initiatives Grant Scheme with two 'tiers' of grants, each with its own funding allocation:-

- (a) grants up to £4,000 for capital projects which benefit rural communities; and
- (b) grants of between £4,001 and £10,000 for capital projects specifically related to village halls and recreational facilities.

So that the introduction of the new umbrella scheme was not delayed, the Working Party also resolved that delegated authority should be given to the Corporate Director for Community Services, in consultation with the Chairman and Vice-Chairman of the Grant Working Party, to prepare a report on how the two schemes could be combined for consideration by the Cabinet at this meeting. In that context, a revised Grant Policy was attached as Appendix A.

There was a consensus that the new Grant Scheme would be simpler for applicants and the proposed approach was endorsed.

RESOLVED:- That

Review of the Grant Terms and Conditions for the Recreation, Village Halls and Play Area Grant Scheme (RVHPAGS) and the Rural Areas Community Initiatives Fund (RACIF): Single Rural Grant Scheme

- (1) applications to the Rural Areas Community Initiatives Fund (RACIF) and the Recreation, Village Halls and Play Area Grant

Scheme (RVHPAGS) be hereafter invited and considered by the Cabinet, through its Grant Working Party, under one 'umbrella' Rural Initiatives Grants scheme;

- (2) a single combined application form, as set out in Appendix B of Report B583, be introduced with immediate effect;
- (3) as detailed in Section 5.1 of Report B529, the email voting system currently used by the Grant Working Party be retained for the awarding of grants up to £5,000, and extended to be applicable to both the RVHPAGS and the RACIF rural grant schemes (and any successor rural grant schemes operated by the Cabinet);
- (4) subject to the approval of the full Council:-
 - (a) the Council's Grants Policy be amended as set out in Appendix A to Report B583; and
 - (b) the Corporate Director for Community, in consultation with the Portfolio Holder with responsibility for grants, be authorised to make minor typographic, grammatical and/or factual changes to the Council's Grants Policy before it is re-published, and to keep it updated in relation to any future changes made by Cabinet in relation to its own delegated decision-making powers to officers in consultation with the Grant Working Party.

150. Recommendations from Shared Services Steering Group: 30 March and 20 April 2011

Forward Plan Reference: May11/05 Cabinet Members: Cllr David Ray

The Cabinet considered Reports B584 and B585 (both previously circulated) which detailed the recommendations from meetings of the Shared Services Steering Group held on 30 March and 20 April 2011 respectively.

On 30 March 2011 the Shared Services Steering Group considered the following items:-

- (1) Project Update;
- (2) Protocol for Policy Development;
- (3) Shared Services Project Board: Notes;
- (4) Waste Management Services Integration;
- (5) Property Services: Business Case; and
- (6) Learning and Development Service: Business Case.

On 20 April 2011 the Shared Services Steering Group considered the following items:-

- (1) Project Update;
- (2) Agreements;
- (3) Shared Services Project Board: Notes;
- (4) Property Services: Business Case; and
- (5) Payroll Service: Options and Business Case.

Councillor Ray, Chairman of the Shared Services Steering Group, drew relevant issues to the attention of the Cabinet, which included minor amendments to some of the recommendations.

RESOLVED:- That

(a) 30 March 2011

(1) Protocol for Policy Development

The draft protocol for policy development, attached as Appendix 1 to Report B531, amended to include reference to the involvement of Members in the development process, be endorsed as the way forward for establishing a framework for the development of joint policy documents between Forest Heath District Council and St Edmundsbury Borough Council.

(2) Learning and Development Service: Business Case

The full business case for a shared Learning and Development Service to be established between St Edmundsbury Borough Council and Forest Heath District Council, as detailed in Exempt Appendix A to Report B536 be approved.

(b) 20 April 2011

(1) Shared Services Phase Two

(a) Business cases for Housing and Homelessness, and Environmental Health and Licensing are started with a view to presenting them to the Shared Services Steering Group in September 2011;

(b) all remaining services be considered by the relevant Heads of Service in the next six weeks, to identify what order of savings are likely to be made by creating shared services. The results of this work to be presented to the Shared Services Steering Group in June 2011; and

(c) the changes to the project structure and methodology outlined in Section 4.6 of Report B575 be approved, and costs of backfilling posts be shared between both authorities.

(2) Agreements

(a) Agreement for Officers Working Across Both Authorities

The Agreement for Officers Working Across Both Authorities, attached as Appendix A to Paper B576 and subject to Paragraph 2.1 of the Specification of Services amended to end '..... of the particular service or services concerned.', be approved for immediate implementation;

(b) West Suffolk Information Sharing Protocol

The Agreement for the West Suffolk Information Sharing Protocol, attached as Appendix B to Paper B576 be approved for immediate implementation; and

(c) The Legal Services Manager of Forest Heath District Council and the Head of Legal and Democratic Services of

St Edmundsbury Borough Council be authorised to make minor changes to the documents detailed in (2)(a) and (2)(b) above so long as the substance and meaning is not thereby significantly altered.

(3) Property Services: Business Case

The Full Business Case for a shared Property Services Team to be established between St Edmundsbury Borough Council and Forest Heath District Council, as detailed in Exempt Appendix A to Report B580 be approved.

(4) Payroll Service: Options and Business Case

- (a) The Business Case for an in-house shared payroll system providing a complete range of payroll services using existing software, on one platform, as detailed in Exempt Appendix A to Report B581, be approved;
- (b) current working practice around payroll be simplified, harmonised and consolidated over the coming 12 months, to enable the roll-out of self service across the partnership; and
- (c) the complete Human Resources and payroll staffing structure to be fully reviewed under a Business Case for a shared Human Resources Service when scheduled. In the interim, the Payroll Teams will need to work very closely together in a transitional structure.

151. West Suffolk House Joint Committee: 18 March 2011

Forward Plan Reference: May11/08 Cabinet Member: Cllr David Ray

The Cabinet received and noted Report B586 (previously circulated) which reported on the meeting of the West Suffolk House Joint Committee held on 18 March 2011.

On 18 March 2011, the West Suffolk House Joint Committee considered the following items:-

- (1) First Aid at Work: West Suffolk House;
- (2) Report of the West Suffolk House Building Manager;
- (3) West Suffolk House Facilities Management Service and Catering Service Key Performance Indicators;
- (4) West Suffolk House Building Manager: Terms of Operating Agreement; and
- (5) Items of Interest.

Councillor Ray, Chairman of the West Suffolk House Joint Committee, drew relevant issues to the attention of the Cabinet. He emphasised that with effect from 1 April 2011, all first aider training costs for West Suffolk House would be charged equally between the Borough Council and Suffolk County Council, and that this would be managed by the Borough Council's Health and Safety Manager. He also informed the Cabinet that following the retirement of the West Suffolk House Building Manager a review had been undertaken and the role and duties of the post had been reviewed by the Borough Council's Head of Property Services and Suffolk County Council's Locality Property Services Manager. As a result, it was now considered that the post of Building Manager was not a full time role but that 21 hours be allocated to this position. Allied to the Borough Council working with Forest Heath District Council to progress the Shared Services Agenda, it had been concluded that the future service requirements for

the West Suffolk House Building Manager role could most efficiently be accommodated by an extension of the role of an existing Facilities Manager at Forest Heath District Council, who had the necessary skills and experience to undertake this combined role.

152. Safeguarding Children Policy

Forward Plan Reference: May11/10 Cabinet Member: Cllr Robert Everitt

The Cabinet considered Report B587 (previously circulated) which sought approval for the updated Safeguarding Children Policy.

Section 11 of the Children Act 2004 placed a statutory duty on district councils and other organisations to make arrangements to safeguard and promote the welfare of children. The Borough Council had already developed a Safeguarding Children Policy and this had been regularly reviewed and updated. This report was the latest review and update of the Policy.

In response to questions, the Cabinet was informed that:-

- (1) Safeguarding Children was included within the induction programme for new staff and Councillors, and was included in Service Plans;
- (2) the County Council had responsibility as a 'corporate parent'. While the Borough Council did not have this specific responsibility it had a legal duty to promote and protect the welfare of children as set out in the policy; and
- (3) Criminal Records Bureau checks would not be undertaken in respect of Borough Councillors unless they were likely to have 'one to one' contact with children.



RECOMMENDED:-

That subject to the approval of full Council, the updated Safeguarding Children Policy, attached as Appendix 1 to Report B587, be approved.

153. Supported Housing Scheme: Beetons Cottages, Bury St Edmunds

Forward Plan Reference: May11/11 Cabinet Member: Cllr Anne Gower

(Councillor Everitt declared a personal interest as a Member of the Havebury Housing Partnership Board. Liz Watts, Chief Finance Officer, also declared a personal interest as a Member of the Havebury Housing Partnership Board. Councillor Clements declared a personal interest as a President of Havebury Housing Partnership. All three remained in the meeting for the consideration of this item.)

The Cabinet considered Report B588 (previously circulated) which sought approval for the allocation of up to £75,000 from the Borough Council's Affordable Housing capital budget to enable the delivery of the supported housing scheme at Beetons Cottages, Bury St Edmunds.

Havebury Housing Partnership (Havebury) proposed to purchase No 2 Beetons Cottages, Bury St Edmunds, from the Borough Council, which was currently empty. In addition, Havebury was also committed to purchasing No 1 Beetons Cottage when this became vacant. Both cottages would require substantial refurbishing to make them suitable for providing supported accommodation for five residents with severe learning disabilities, three in one dwelling and two in the other. It was proposed that there would be 24 hour care and support in both residences.

The cost of the scheme was divided between Havebury, Suffolk County Council and the Borough Council. Havebury was investing a sum from their resources to enable

the affordable housing to be provided. Suffolk County Council would provide £85,000, the costs of furnishings and fittings and the revenue costs of providing this type of supported accommodation. The Borough Council had been asked to commit up to £75,000 from its Affordable Housing capital budget to assist in delivering the scheme. The Borough Council's Affordable Housing capital budget had unallocated funds of £395,000.

A capital receipt would be generated from the sale of these bungalows which would benefit the Borough Council's General Fund, and this had been agreed as part of the Asset Management Strategy and the income accounted for within the Medium Term Financial Strategy.

In response to questions, the Cabinet was informed that:-

- (1) it was likely Suffolk County Council would undertake some evaluation of the scheme against the Government Initiative of 'Valuing People';
- (2) officers had been working with social care to identify those people who may require supported accommodation within St Edmundsbury area in the future, but not all these people would require specialist supported accommodation as some would be able to move to general needs accommodation in the community with significant support being provided to them at home.

RESOLVED:- That

- (1) an allocation of up to £75,000 from the Council's Affordable Housing capital budget be committed to enable the delivery of this scheme;
- (2) the £75,000 allocation be subject to being drawn down within 12 months from the date of this meeting; otherwise the allocation be withdrawn and reallocated to another affordable housing scheme within the Borough; and
- (3) if the scheme ceases to operate and Havebury Housing Partnership choose to dispose of the properties within five years the allocation of £75,000 be repayable in full.

**154. Recommendations from Sustainable Development Working Party:
12 April 2011**

Forward Plan Reference: May11/07 Cabinet Member: Cllr Terry Clements

The Cabinet considered Report B589 (previously circulated) which contained the recommendations emanating from the meeting of the Sustainable Development Working Party held on 12 April 2011.

On 12 April 2011 the Sustainable Development Working Party considered the following items:-

- (1) St Edmundsbury Local Development Framework: Draft Supplementary Planning Document – Development Design and Impact;
- (2) Joint Suffolk Section 106 Supplementary Planning Document;
- (3) Air Quality Management and New Development Draft Supplementary Planning Document;
- (4) Declaration on Adapting to Climate Change by Suffolk's Local Authorities; and
- (5) Investigating Decentralised Energy in Bury St Edmunds.

Councillor Clements drew relevant issues to the attention of the Cabinet. He stated that the Council had produced a draft supplementary planning document to

provide guidance and support of the Core Strategy Policy CS3, Design and Local Distinctiveness. Policy CS3 provided a broad policy basis and further detail would be incorporated into the Development Management Policies Document. Work on the Development Management Document had been deferred to prepare a joint document with Forest Heath District Council. The delay in preparing the document meant that there was currently a level of detail missing. To overcome this situation, it was proposed that the wording of former policy DS3 of the adopted St Edmundsbury Borough Replacement Local Plan 2016, which was superseded when the Core Strategy was adopted, be adopted as interim supplementary planning document until such time as the Development Management Policy document was adopted. The process could be completed by September 2011 and, once adopted, the supplementary planning document would be material in the consideration of planning applications. He recommended that this document was approved for consultation.

Councillor Clements then informed the Cabinet that the County Council, working with the District Council within Suffolk, had produced a draft supplementary planning document to provide guidance on the requirements for development contributions through Section 106 Agreements. The Working Party had considered that further guidance to assist developers engaging with town and parish councils about their needs for infrastructure provision would further enhance the document and this should be conveyed to the County Council. The County Council, again working with the District Council, had produced a draft supplementary planning document to provide a protocol for developers submitting planning applications where there might be air quality issues. It set out when an assessment might be needed and what it should contain. The document was currently out to consultation and the Working Party had concluded that the County Council should be advised that the document be supported as a protocol. Finally Councillor Clements reported that over the last three years the Borough Council had worked with other local authorities within Suffolk to put in place robust plans to make the local area more resilient to a changing climate. The Working Party considered a formal declaration, developed by the local authorities within Suffolk, to demonstrate continued commitment to this work to make the Borough more resilient in the future.

RESOLVED:- That

(1) St Edmundsbury Local Development Framework: Draft Supplementary Planning Document – Development Design and Impact

The draft Supplementary Planning Document on Development Design and Impact, as contained in Appendix A to Report B554, be the subject of consultation for a period of six weeks.

(2) Joint Suffolk Section 106 Supplementary Planning Document

The content of paragraph 3.3 of Report B555 forms the basis of representations to be submitted to Suffolk County Council in relation to the Joint Suffolk Section 106 Supplementary Planning Document consultation.

(3) Air Quality Management and New Development Draft Supplementary Planning Document

The content of paragraph 3.2 of Report B556 forms the basis of representations to be submitted to Suffolk County Council in relation to the Air Quality Management and New Development Supplementary Planning Document consultation.

(4) Declaration on Adapting to Climate Change by Suffolk's Local Authorities

- (a) The Council continues to embed adaptation to climate change within its strategies, policies and practices and have in place an effective action plan which it will deliver in conjunction with all local authorities within Suffolk; and
- (b) the Council sign the formal declaration on Adapting to Climate Change as attached as Annex 1 to Report B557.

155. Recommendations from Haverhill Area Working Party: 24 March 2011

Forward Plan Reference: May11/03 Cabinet Member: Cllr Anne Gower

(Councillor Mrs Gower declared a personal interest as she had been appointed as the transition Chairman of ONE Haverhill and remained within the meeting for the consideration of this item.)

The Cabinet considered Report B590 (previously circulated) which contained the recommendations of the Haverhill Area Working Party held on 24 March 2011.

On 24 March 2011 the Haverhill Area Working Party considered the following items:-

- (1) ONE Haverhill: Update;
- (2) Haverhill Town Centre Management: Town Centre Management Activities to June 2011;
- (3) Haverhill Town Centre Management: Use of New Haverhill Photographic Resource;
- (4) Haverhill Town Centre Management: Update on Haverhill Shopper Survey 2010;
- (5) Environmental Enhancements: High Street, Haverhill; and
- (6) Conservation Area Partnership Scheme, Haverhill: Update.

Councillor Mrs Gower drew relevant issues to the attention of the Cabinet, including the formation of ONE Haverhill and its principle objective to provide an opportunity to influence others and be a single, coherent voice for the town. She then explained the reasoning behind undertaking the shopper survey and it being undertaken by a supervised student on placement for two or three months in summer 2011.

RESOLVED:- That

(1) ONE Haverhill: Update

- (a) Three Members be nominated to sit on the ONE Haverhill Board following the forthcoming Borough Council elections in May 2011, as detailed in Section 2.4 of Report B524; and
- (b) the Cabinet reviews how the Haverhill Area Working Party and ONE Haverhill might work together in the future.

(2) Haverhill Town Centre Management: Update on Haverhill Shopper Survey 2010

- (a) (i) the offer of a student placement from Kent Business School (KBS) to undertake a professionally designed and conducted survey in Haverhill Town Centre by a specifically selected student proposed by KBS, as detailed in Section 3.13 of Report B527, be accepted; and
- (ii) any expenses incurred by the student be reclaimable up to a maximum of £1,000 and funded from the original previously approved Haverhill Town Centre Management budget; and
- (b) the Haverhill Town Centre Manager be authorised, in consultation with the Chairman and Vice Chairman of the Haverhill Area Working Party, to establish a programme of actions from the information emanating from the Haverhill Shopper Survey 2010, such as, regular shopper consultation; training programmes; collective marketing initiatives etc.

(3) Environmental Enhancements: High Street, Haverhill

That, the terms of reference for the Environmental Enhancement Scheme for High Street, Haverhill, as detailed in Appendix A to Report B528, be approved.

156. Recommendations from West Suffolk Waste and Street Scene Services Joint Committee: 31 March 2011

Forward Plan Reference: May11/02 Cabinet Member: Cllr Peter Stevens

The Cabinet received and noted Report B591 (previously circulated) which reported on the discussions held by the West Suffolk Waste and Street Scene Services Joint Committee on 31 March 2011.

On 31 March 2011 the West Suffolk Waste and Street Scene Services Joint Committee considered the following items:-

- (1) Joint Service Plan 2011/2012;
- (2) Cleansing Review;
- (3) Service Level Agreements;
- (4) Service Level Agreements: Rural Channel Sweeping Service;
- (5) Inter Authority Agreement;
- (6) Household Waste Recycling Centres; and
- (7) West Suffolk Waste and Street Scene Partnership – Progress of Business Plan Toward Single Service.

Councillor Stevens, Vice-Chairman of the Joint Committee drew relevant issues to the attention of the Cabinet.

157. Conclusion of Meeting

Councillor Griffiths, Leader of the Council, stated that this was the conclusion of the final Cabinet meeting of the current administration. He considered that much had been achieved over the last four years and thanked the Members of the present Cabinet and previous Members and officers for their contribution.

The meeting concluded at 6.18 pm

CHAIRMAN