



OFFICIAL MINUTES OF A MEETING OF SHERBURN IN ELMET PARISH COUNCIL

Date: Monday 21 March 2022
Time: 7.15pm
Place: Harry Mountain Room, Eversley Park Centre, Low Street, Sherburn In Elmet LS25 6BA
Attendance: Cllr P Baumann, Cllr D Brook, Cllr D Holmes, Cllr G Limbert & Cllr K Town.
Staff: Locum Clerk
In addition: 4 member of the press and public. District Cllr Buckle and District Cllr Packham.
Late Arrivals None **Early Departures** None

Minutes

The meeting opened at 7.17pm.

FC/22/70	<p>a) To receive and note apologies for absence. <i>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.</i> Apologies received from Cllr D Shanks.</p> <p>b) To consider to approve reasons for absence. Resolution: To accept and approve the reasons for absence from Cllr D Shanks. Unanimous.</p>
FC/22/71	<p>To note Dispensation Requests Any written requests for dispensation the Clerk may have received from Councillors.</p>
FC/22/72	<p>To receive Declarations of Interests from Members Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities <i>It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations)</i> Cllr G Limbert declared a disclosable pecuniary interest in item 10 (e) with regard to the play equipment at the White Rose Play area.</p>
FC/22/73	<p>Public Speaking session (20 minutes) Members of the public and representatives from other organisations are invited to speak during this session. We ask that each person keeps the presentation short (<3 mins). <i>None.</i></p>
FC/22/74	<p>Reports from Other Authorities</p> <ul style="list-style-type: none"> a) County Councillor b) District Councillors <p>District Cllr Packham – most of the costings are now sorted out with the Jubilee committee for the Party in the Park on Saturday 4th June 2022. Lots of entertainment going on, free fun fair, lots of artists, magicians etc. District Cllr Brook – SAG will not approve until the license is valid. Premises and Events License needs to be submitted along with a Designated Premises Supervisor. District Cllr Buckle – ruled out bouncy castles as 5 fun fair rides will be available on the day as well as the mobile Farm. Only charge will be food stalls and the face painter. Everything else in the park will be free. Elmet Lions have a license to collect donations on the day. Interested community groups will be invited to supply volunteers, any donations raised will be shared amongst those community groups who have stewarded the event.</p>

	<p>Some discussion of a climbing wall (approx. cost for the day £500). Active Leisure, York have a mobile climbing wall. Still considering sponsorship income and the possibility of an afternoon / cream tea for senior citizens prior to the 4th June 2022.</p> <p>District Cllr Buckle – 1st 2 applications for the roof/ cinema room at the Old Girls School have been submitted and will be looked at by the Panel on 23/3/22. The White Rose application is almost completed. EPC entrance project is subject to planning. The Highfield project have formed a group and had a full consultation with Groundworks, 50 residents have completed a questionnaire and have drawings prepared. The Fairway – Cllr Packham has had a meeting with Groundworks and ideas are been drawn up, garden area and perhaps the local bee-keeping group. The Fairways application will come back to the parish council once ready. SDC are leading on the regeneration of the east side of Low Street, ready to be signed off, negotiation with landowners is imminent and will hopefully be completed in 2023. Some discussion about removing car parking, however, this will not happen. Significant investment into the Doctors Surgery, due to start very soon.</p> <p>District Cllr Brook - Footpath project from The Fairways to the by-pass already up and running. £1500 to both primary schools in Sherburn as part of the Locality budget to forest schools.</p> <p>District Cllr Packham - £3000 to the High School, enclosed seating area.</p> <p>District Cllr Buckle - £3000 to the Peter Pan Nursery for equipment and new fencing.</p> <p>c) Police & other authorities</p>															
FC/22/75	<p>a) To approve as a correct record the Minutes of the Full Council Meetings held on Monday 24 January, Monday 28 February and Tuesday 15 March 2022. <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i> Resolution: to approve and accept the minutes of the full council meetings on Monday 24 January, Monday 28 February and Tuesday 15 March 2022 as a true and accurate record. Unanimous. <i>28 February 2022 – Align needs to be altered to reflect pending application rather than submitted planning application.</i></p> <p>b) to note correct numbering of the minutes from January 2022. Resolution: to approve and accept the correct numbering of minutes. Unanimous.</p>															
FC/22/76 Planning	<p>a) Planning Applications to consider since the last meeting and acknowledged if date passed</p> <p>b) Planning Decision Notices – approved and declined</p> <p>c) To consider any Planning Enforcement Issues</p> <table border="1" data-bbox="264 1328 1469 1603"> <thead> <tr> <th>Date</th> <th>Planning portal ref</th> <th>Address</th> <th>Application Details</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>11/3/2022</td> <td>2020/0632/FULM</td> <td>Hodgsons Lane</td> <td>Residential development including access parking and open space</td> <td>25/3/2022</td> </tr> <tr> <td>15/3/2022</td> <td>2022/0225/FULM</td> <td>Enterprise House Enterprise Way</td> <td>Erection of new unit to provide manufacturing and storage</td> <td>5/4/2022</td> </tr> </tbody> </table> <p>2022/0632/FULM Information from highways, access, affordable housing quota. Clerk to collate comments and circulate to council members. Resolution: Clerk to circulate collated comments to council members for submission by Friday 25th March 2022. Unanimous.</p> <p>2022/0225/FULM Effectively “in-fill” with 30 car parking spaces. Suggest a condition going forward relating to the estimated road traffic movement remain the same regardless of occupancy, eg 75% capacity of the 30 car parking spaces. Resolution: Clerk to circulate collated comments for submission. Unanimous.</p>	Date	Planning portal ref	Address	Application Details	Deadline	11/3/2022	2020/0632/FULM	Hodgsons Lane	Residential development including access parking and open space	25/3/2022	15/3/2022	2022/0225/FULM	Enterprise House Enterprise Way	Erection of new unit to provide manufacturing and storage	5/4/2022
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FC/22/77 Policies	<p>a) To consider the co-option of vacant seats</p> <p>The Parish Council may co-opt for the vacant seats that have been advertised however there is no requirement to do so providing the Parish Council is quorate and can carry on with its business. Council have received applications from three residents for co-option. The Parish Council are potentially looking at an “uncontested election”.</p>															

	<p>Resolution: to agree that the vacant seats are open to co-option till 05 May 2022. Unanimous.</p> <p>Resolution: to agree that David Buckle, Robert Packham and Malcolm Ward are co-opted onto the Parish Council with immediate effect. Unanimous.</p> <p>b) To consider the adoption of an Equal Opportunities Policy Recruitment decision to be made in the next few months and no policy was in existence prior to this being drawn up. Amendment – Equalities Act 2010 (all 9 protected characteristics to be highlighted and explained) reference to the 9 characteristics and link to the legislation.</p> <p>Resolution: accept and adopt the Equal Opportunities Policy with the amendment above. Unanimous.</p> <p>c) To review policies Data Protection, Retention of Documents Both current policies. Retention of Documents – (4.1) is there are a benefit to the line “In the absence of such guidance, it shall be the responsibility of the Town Clerk/ DPO to determine a suitable retention period. Suggestion that this is the responsibility of the full council. Change the wording. Retention of Documents - reference to “annually” in the table is changed to 12 months. Retention of Documents – need to be clear that this includes electronic/ digital material as well as hard copies. Retention of Documents - (1.5) wording “due to be implemented 2018” – needs to be changed to now in place, not due to be implemented. Data Protection Policy – GDPR – links to legislation, GDPR, Misuse of Computer Act 1999, potential breaches are 4% of turnover costs. Suggest that there are new templates that we can look at since this was adopted due to changes in legislation since 2018.</p> <p>Resolution: for both policies to be presented for adoption at the next full council meeting in light of the comments raised above. Unanimous.</p>
<p>FC/22/78 Personnel</p>	<p>a) To consider report from the Chairman of Personnel Committee Vice Chairman and Chairman met with office staff, clear delegation of tasks for the next 6 weeks. Job advertisements being prepared for RFO and Deputy Clerk roles. Both roles will be advertised SLCC, YLCA, Selby Times, social media, website. Vice Chairman and Chairman are going to have a meeting with the Asset Maintenance Manager with regard to work schedule. Suggestions for changes to the person specification (moving the accounting qual into essential from desirable for example) for the RFO role to Cllr Baumann by Wednesday (am). Training – Cllr Baumann would like to attend training in Grant writing, S137 and General Powers of Competence.</p> <p>b) To consider the management of the Allotment Gardens Since May 2021, the Allotment Committee was disbanded. Suggestion for the first 12 months from now, that the Parish Council work with allotment holders to support their progression to having an Allotment Gardens Committee so that the management of the Allotment Gardens is managed from within the allotment holders rather than by the Parish Council in the long term. Work with the allotment holders to form the management committee as it evolves over the next 12-18 months. For now, the Parish Council will continue to manage the Allotment Gardens working closely with the designated officer as the key point of contact and a named Councillor (from May 2022).</p> <p>Resolution: for the Parish Council to work with allotment holders over the next 12-18 months to support them with the intention to create an Allotment Gardens Committee. Unanimous.</p> <p>c) To note report from the Asset Maintenance Manager Going forward, suggestion that there is a monthly report to Full Council with a standing agenda item. Guided actions out of the full council meeting that will be provided back to the AMM to execute as part of the next month’s work schedule.</p> <p>Resolution: To receive and note the AMM report. Unanimous.</p>
<p>FC/22/79 LAP</p>	<p>a) To consider report from the Chairman of Land & Premises Committee No additional comments not covered on the agenda.</p> <p>b) To receive update with regard to the Jubilee event Cllr Buckle and Cllr Packham had a meeting with the Chairman and the Locum Clerk. Costings spreadsheet set up to administer the invoices.</p>

	<p>c) To consider the application for a Premises & Events License for the Eversley Park field Resolution: for the Parish Council to approve the cost of the License fee to SDC (£190) to cover large open-air events on the EPC field for a 12 month period, plus the cost of an advertisement of the notice of the license to the local press. Unanimous.</p> <p>d) To consider the application submitted for Fairground approval for EPC field (16-23 May 2022) Note of clarification that the fairground does not encroach onto other areas of the field. Charge for the field and separate bond. The Gala has an Events Safety Mgt plan, which does not include use for the Fairground providers. Ask the applicant to provide a site footprint, copies of Risk Assessments and insurance etc. Resolution: application approved subject to submission of site footprint plan, copies of Risk Assessments and insurance. Unanimous.</p> <p>e) To consider repair / replace of play equipment at the White Rose Play area <i>Cllr Limbert declared an interest in this agenda item, Cllr Baumann took to the Chairman's role for this agenda item and took no part in the discussion or voting thereon.</i> ROSPA assessment took place in the Autumn by both the Parish Council and the White Rose Club. The technical lead of ROSPA accepted that there were discrepancies which were identified, report highlights potential risks. A revised ROSPA was completed in January 2022, this report now recognises the work required. In addition, both White Rose and the PC to be reimbursed from ROSPA due to the noted discrepancies and an apology was received from ROSPA to Cllr Brook. Items need to be repaired asap. £5,000 set aside in the budget 2022/23 to conduct the repairs and maintenance of the White Rose play area. Deputy Clerk to ascertain quotations for the work to be conducted. Resolution: Office staff to research quotations for work to be carried out at the White Rose Play area. Unanimous (Cllr Limbert restricted from the voting based on DPI).</p> <p>f) To receive an update for the EPC Entrance project – Cllr Baumann Planning application ready for submission. Access plan while works are happening needs to be discussed. 4-6 weeks estimated construction period. The bollards on Low Garth Road are concrete bollards not retractable ones. BT/ Royal Mail – have they been approached for permission to move pole / post box. Evaluation process – how has this worked, eg accident data, improve safety of the junction (lots of close misses but no actual accident data). Suggestion that public consultation forms part of the evaluation process. Resolution: for office staff to research quotations for 6 retractable bollards to replace the current concrete bollards. Unanimous.</p> <p>g) To consider quotes to replace the fire door at the back of EPC. 3 quotations received. A Councillor asked, if the PC seen the accounts for the EPC management committee. EPC to establish lead times from the 3 companies and choose the best option. Resolution: EPC to make the decision based on lead times and then chose the company who can provide the product in the shortest timeframe. Unanimous.</p> <p>h) To note an increase in room hire at EPC of 10% from 1 September 2022. Correspondence received with regard to increase in room hire. This does not include the office room hire which will remain the same. Need to consider and review the EPC lease and to establish transparent payments for lease agreements, and subsequent repayments.</p>
FC/22/80 Finance	<p>To consider the following:</p> <p>a) Report from the Chairman of Finance Committee Suggestion from the Chairman of Finance Committee that Model Financial Regulations to be reviewed to include a 3 year projection for budgeting. <i>Report submitted by Chairman of Finance Committee (3rd March 2022)</i> In my capacity as Chair of Finance, and it is my intention to provide a snapshot of recent meetings and financial decisions impacting upon this council and include some suggested work streams to support future progress. Since assuming role as chair of finance, we convened a Finance meeting on 16th December 2021, to discuss the impending budget and precept. It would be fair to say that councillors, myself included had to revert to calling for Extra Ordinary Meetings to drive this home.</p>

However, this meeting proved fruitful in large due to the support of our Locum Clerk resulting in the presentation of a budget and precept report to full council on 31st January 2022. As a result, the council agreed to accept a Precept Requirement return of £189,000 to Selby District Council for the financial year; 2022/2023 with an average Band D for residents of £63.63.

I think it would be fair to say that this reduction, the lowest precept in five years should be met favourably within the community and come at a time when many families are feeling the hardship of increasing utility bills and the uncertainty of further fuel costs due to international pressures. Hopefully, this will go some way towards restoring the credibility of this council.

Moving forward I have started to review minutes of the last two years in line with our Model Financial Regulations and I believe it would be fair to say that we need to focus on a number of priorities and workstreams for the forthcoming year.

- 1) Consult with the community re project expenditure. In my view it is vital we engage with the community to ensure that financial decisions which impact on the community are ones which provide most return upon investment and meet the needs of an expanding community.
- 2) Deliver a three-year financial plan to further stabilise the financial framework of this council.
- 3) Ensure full adherence to our financial regulations. There are elements of this which I feel should be prioritised such as Risk Management, Assets, properties and estates, and grant/project expenditure.
- 4) In relation to Grants I feel we MUST adhere to the Councillors Guide to Local Government Finance to support scrutiny of future financial expenditure, with records of AGM, Meetings, Equality policies and auditable accounts produced prior to the grant decision process with a full record of spending and beneficiary reports post grant.
- 5) Re project management I believe we also need to implement a month by month project expenditure to identify any risks including over expenditure at the earliest opportunity. Without going into detail there have been at least two to three projects during the last 18 months exceeding expenditure and I would suggest these were not identified early enough.
- 6) Due to linking to staffing expenditure the final suggestion should be raised during part two so that I do not breach any confidentiality. I will produce previous minutes in support.

In conclusion I believe the council has now turned a corner and regardless of who represents this council from May 22, it is now in a better position than previous years and I would therefore like to thank all concerned for their hard work. Cllr Brook, 3rd March 2022.

Resolution: to suspend Standing Order no 3 to extend the meeting past 2 hours by 30 minutes to 9.45pm. Unanimous.

- b) To approve the Bank Reconciliation to 28 February 2022 and to note budget monitor.

Instant Access	£125,784.50
95 Day Notice Account	£163,044.40
Community Direct Plus	£76,953.32
Totals	£365,782.22
Less:	
General Earmarked Reserves	£175,194.37
LAP R&M Reserves	£190,587.85
Total funds equals total bank ac's	£365,782.22

Current Bank (Community Direct Plus) balance at 28 February 2022 was £76,953.32.

c) Ear Marked, LAP & General Reserves

Account	Opening Bal Apr 2021	Net transfers	Closing Bal Mar 2022	Suggested - 2022/2023 opening bal	Sub totals	
Planned Projects						
Allotment Funds	£ -	£ 4,121.99	£ 4,121.99	£ 4,121.99		
Allotment Shed				£ 11,000.00		
Election Costs				£ 8,628.00		
NY Grant for ginnel clearing	£ 1,850.00		£ 1,850.00	£ 1,850.00		
Rugby Club Gym	£ 5,000.00		£ 5,000.00	£ 20,000.00		
UCI - Cycling Club	£ 1,000.00		£ 1,000.00	£ 3,000.00		
VAS Signs - Ringfenced grant £3k	£ 3,000.00		£ 3,000.00	£ 8,580.10		
Streetlighting	£ 2,527.35		£ 2,527.35	£ 2,527.35	£ 59,707.44	
Wider Community Schemes						
Annual Parish events - Gala, Festival	£ -		£ -	£ 10,000.00		
PC Community Grant Scheme	£ 20,000.00			£ 20,000.00		
One off Parish Events - eg Queens Jubilee	£ 7,000.00		£ 7,000.00	£ 10,000.00		
Solar Farm Fund for the Youth	£ 16,097.41	£ 2,833.00	£ 18,930.41	£ 19,430.41		
Senior Citizens & Vulnerable Adults (supporting wider Inclusivity Initiatives)				£ 30,000.00	£ 89,430.41	
Totals	£ 56,474.76	£ 6,954.99	£ 43,429.75	£ 149,137.85	£ 149,137.85	
Land & Premises - location	one amount topped each yr	off - up	Cumululative total	Cumulative total at yr end	Total amount reserved for 2022/23 budget	Sub totals
Land & Premises Projects						
Eversley Park Centre - building	£5,850.00				£5,850.00	
White Rose	£5,000.00				£5,000.00	
White Rose Play Area	£5,000.00				£5,000.00	
Fairways Changing Rooms	£1,000.00				£1,000.00	£16,850.00
Land & Premises - Repairs & Maintenance						
Eversley Park – area	£5,000.00				£5,000.00	
EPC Play Area (x 2)	£5,000.00				£5,000.00	
EPC Play Area resurfacing	£1,500.00				£1,500.00	
Fairways 3G Pitch	£5,600.00	£5,600.00	£11,200.00		£5,600.00	
Fairways Play Area	£2,500.00				£2,500.00	
Arboroculturist work	£500.00				£500.00	
Allotments	£500.00				£500.00	
Fishing Pond	£500.00				£500.00	

Pocket Park (Library)	£500.00			£500.00	
Rugby Club	£3,000.00	£500.00	£3,500.00	£3,000.00	£24,600.00
				£41,450.00	£41,450.00

Total Earmarked Reserves		£ 43,429.75	£ 149,137.85
LAP R&M Reserves		£ 89,000.00	£ 41,450.00
TOTAL EARMARKED RESERVES		£ 132,429.75	£ 190,587.85

d) Payments – To note the invoices for the payment schedule from 1 February to 28 February 2022

Date		Chq no	Description	Income	Expenditure
02/02/2022	Training	403301	Rialtas Remote Training		£240.00
03/02/2022	Salaries	403306	Salaries -Jan 2022		£4,988.52
04/02/2022	Audit	403303	PKF Littlejohn External Auditor		£960.00
07/02/2022	Salaries	403193	overpaid pension (Aug-Dec)		£139.56
17/02/2022	Utilities		DD: H3G		£30.00
23/02/2022	MUGA		Walking Football	£150.00	
28/02/2022	LAP	403322	Willow tree at fishing pond		£650.00

Payments not yet reconciled at the Bank – up to 21 March 2022

Chq no	Description	Expenditure
403332	Information Commissioner's Office ICO Annual Subscription	£40.00
40331	Business Stream	£13.05
	AMM Expenses (linked to chq no 403313)	£34.76
	Business Stream	£71.37
	Business Stream	£56.00

e) To note “Special” VAT Returns for this financial year

Q1 VAT return was submitted early July with a 21 July bank transfer to SIEPC funds.

Quarter of financial yr 2021-2022	Amount	Date Submitted	Credit / debit to SIE PC funds
Q1 –Apr to June	£4,309.26	1 July	21 July 2021
Q2 –Jul to Sept	£20,461.05	<i>Not yet submitted</i>	
Q3 –Oct to Dec	£4,179.48*	<i>Not yet submitted</i>	<i>*to 30 November</i>
Q4 –Jan to Mar 22			

The Special VAT Return for Q2 (1 July to 30 Sept) needs to be submitted. Not least because this is over £20,000 VAT reclaim due in main to the MUGA resurfacing.

f) Bank Mandate

The Bank mandate needs to be updated due to the resignation of council members during January 2022. Both the Clerk and Deputy Clerk are authorised “users” of the account and can now administer online payments. Cllrs Limbert and Baumann have signed the new mandate, 2 more Councillors required.

Resolution: To receive and note Finance Report from the Locum Clerk. Unanimous.

FC/22/81	<p>To consider the following:</p> <p>a) Correspondence from a resident regarding speeding concerns on Low Street Resident has written in with regard to speeding on Low Street. Historic speeding records show that the only place where speeding has been recorded is Sir Johns Lane and Church Hill. Suggestion that a Highways/ Road Safety Committee is set up after May 2022. Speeding generally in the village, traffic lights, gated entrances, VAS signs, joined up thinking with road safety. 60mph speed limit comes right up to the Tennis Club. Resolution: to complete a 95 Alive Community Speed Watch form for Low Street. Clerk to respond to resident with comments raised above. Unanimous.</p> <p>b) Correspondence from a resident regarding litter picking on Church Hill Rise and the quarry turning circle Suggestion that the Sherburn Wombles provide hi-vis, grabbers etc (from B&S Flooring and Child & Co Accountants), have a designated facebook page. Suggestion to write to the Community payback scheme. In addition to write to Area 7 with regard to the NYCC Highways land.</p> <p>c) Correspondence from the Library regarding available seeds to be planted at the Pocket Park Resolution: Marigold seeds, part of GroWell campaign from end of April for volunteers to get involved with planting. Unanimous.</p> <p>d) Correspondence regarding the maintenance of Sherburn in Bloom flower displays Watering of tubs is logistically difficult. Suggestion that this needs to be looked at in more detail going forward.</p> <p>Motion from members:</p> <p>e) To consider a Councillor assuming the role of Proper Officer in the event that a member of staff cannot attend a meeting. Motion brought forward that in the event of an officer not at the meeting, a Councillor can assume the role of the Proper Officer to minute and allow that meeting to take place legally. Resolution: A Councillor can assume the role of Proper Officer to minute a meeting in the absence of an officer of the council. Unanimous.</p> <p>f) To consider involvement / activities to support a Make Music Day 21 June 2022 Proposal that the Council consider this in future years. Support a Party in the Park event to coincide with the annual Make Music Day in future years. Resolution: to raise awareness for 21 June 2022 and support a Party in the Park event to coincide with the annual Make Music Day 2023 (3rd week in June). Unanimous.</p> <p>g) To consider the collation of a preferred contractors list Cllr Limbert suggested that a contractors list is collated of local tradesman so that the Council can access quotations and work quickly and easily. Preferred list will involve insurance, local, RAs in place etc. Resolution: Cllr Limbert to collate a preferred contractors list. Unanimous.</p>
FC/22/82	<p>To receive and note Representative Reports & Information Exchange Cllr Baumann – email from Groundwork & Firethorn Unemployment Programme asking if the PC would be interested in allotment gardens and green areas, bring adults, train them, few dates in May / June suggested.</p>
FC/22/83	<p>To note correspondence received not specifically dealt with on this agenda</p> <p>a) To consider flags in support of Ukraine at the cross Email from a local resident that the village /PC should be supporting Ukraine and purchase some flags to display at the cross. Already approached by the Gala, PC purchased some new Union Jack flags. Put the Ukraine flags with the Union Jack flags into May. Queens Jubilee flags to co-ordinate. Resolution: to purchase 20 flags at £5 ea. (£100) and a local resident will put those up. Unanimous.</p>
FC/22/84	<p>To consider agenda items for the next meeting</p> <p>(i) Chess pieces for the Pocket park chessboard. Grant schemes.</p>
FC/22/85	<p>Date of next meeting – Monday 25 April 2022.</p>

The meeting closed at 9.51pm

Signed by the Chairman Date