

CITY BOARD
2002

11 February
(6.00pm –8.52pm)

PRESENT: Councillors Howarth (Chair), Bagnall, Bradnack, Durrant, Harrison, Knowles, Nimmo-Smith, Reed, C. Rosenstiel, Slatter, Smart and Stuart.

FOR ADOPTION BY THE COUNCIL

02/A/01 **REVENUE BUDGETS 2001/2002 (REVISED), 2002/2003
BUDGET & CAPITAL BIDS**

The Board considered the recommendations to be made to the Council on the revenue budget, the level of Council Tax for 2002/2003 and the Capital Plan position, based on a report of the Director of Finance which included the final Local Government Finance Settlement for 2002/2003 announced on 28 January.

The Chair proposed amendments to the Budget. The amendment is appended to these minutes and incorporated for adoption by Council where relevant.

The Chair stated that the Budget, with a Council Tax rise of 2.3% (in line with the Government's inflation measure RPIX) had been achieved because of a prudent approach taken over a number of years and by taking a medium term view of financial management. He stated that this budget round had seen a serious savings exercise and difficult for some services although it was important that it had been achieved. The Government Settlement of £162,000 less than 2001/02 had caused extra difficulties in preparing the budget. The budget proposed approximately £500,000 for policy priorities and around £1,000,000 in new capital expenditure. The priorities continued to be those which were not only Council priorities, but came high in the consultation undertaken with residents and some related to important Government Performance Indicators.

Councillor Bagnall stated that the Labour Group would put an alternative budget to the Council meeting on 21st February. However, she did state that the Labour Group did not believe the budget could be delivered based on the failure of the controlling group to deliver its budget in 2001/02. Labour Group was concerned that citizen engagement, area working and work with black and ethnic minorities had not progressed in 2001/02 because of a lack of political leadership. The Chair stated that the Liberal Democrats were committed to this work and had set targets for continuous improvement as stated in the Performance Indicator reports elsewhere on the agenda. Referring to equal opportunities and black and ethnic minorities working, the Head of Strategy & Partnerships stated that there had been problems recruiting to the appropriate position, but a new Strategy Officer was now in post and a report would be made to the next meeting on how the Council meets its new duties under the Race Relations (Amendment) Act. Councillor

Reed asked about the future of Buchan Street Community Centre, which had been debated at Community Development and Leisure Committee on 31st January. The Chair stated that the Centre would remain open but change its function in the daytime, with the evenings for other community uses.

The amendment was carried by 7 votes to 5.

Council is recommended (by 7 votes to 5)

in relation to the General Fund

- (1) to approve the overall revised net committee spending budget of £20,497,050 for 2001/02;
- (2) to approve the following revenue budgets of committees and sub-committees for 2002/2003, incorporating the Priority Policy Fund (PPF), Priority Development Programme (PDP) Exit Fund and revenue development bids, savings and review of charges approved by committees and the Board:

	2002/03
	£
City Board	7,574,040
Community Development & Leisure	8,540,870
Environment	4,463,320
Housing & Health (General Fund)	1,752,120
Property & Administration	<u>(1,469,470)</u>
	20,860,880
Asset Management Revenue Account	(5,652,900)
Minimum Revenue Provision	(869,910)
Contribution to Capital Spending	5,301,000
Single Status/Job Evaluation	128,280
New IT contract savings	(118,620)
Contributions to Technology	155,000
Investment Fund	80,000
Pensions Increase	<u>80,000</u>
Spending Requirement	19,883,730
Spending Limit	15,371,390
Contribution from Reserves	4,512,340

- (3) that the total level of net General Fund spending in 2002/2003 be £19,883,730 with a contribution from Reserves of £4,512,340.
- (4) that it be noted that at its meeting on 6th December 2001 the Council calculated the amount of 35,943 as its Council Tax Base for the year 2002/2003 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 33(5) of the Local Government Finance Act 1992;

- (5) that the following amounts be now calculated by the Council for the year 2002/2003 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:
- (a) £89,239,390 being the aggregate of the amounts which the Council estimates for items set out in Section 32(2)(a) to (e) of the Act [**the Council's gross expenditure including a contribution from Reserves for 2002/2003**]
 - (b) £ 73,868,000 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act [**gross income**]
 - (c) £15,371,390 being the amount by which the aggregate at (a) exceeds the aggregate at (b) above, calculated by the Council in accordance with Section 32(4) of the Act, as its budget requirement for the year [**net expenditure**]
 - (d) £11,179,720 being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates and revenue support grant, reduced by the amount of any sum which the Council estimates will be transferred from its General Fund to its Collection Fund in accordance with section 97(4) of the Local Government Finance Act 1998 [**Council Tax Deficit**] and increased by the amount of any sum which the Council estimates will be transferred from its Collection Fund to its General Fund pursuant to the Collection Fund (Community Charges) Directions under Section 98 (4) of the Local Government Finance Act 1988 [**Community Charge surplus**].
 - (e) £1116.62 being the amount at (c) above less the amount at (d) above, all divided by the amount at (4) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year.

(f)

BAND	£
A	77.74
B	90.70
C	103.66
D	116.62
E	142.53
F	168.45
G	194.36
H	233.24

being the amounts given by multiplying the amount at (e) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands **[Council Tax relating to the City Council's expenditure]**.

- (6) that it be noted that at its meeting on 12th February the Cambridgeshire Police Authority approved, and at its meeting on 19th February Cambridgeshire County Council is likely to approve, the following amounts in precepts to be issued to the City Council for the year 2002/2003, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

BAND	County Council £	Police Authority £
A	487.02	63.06
B	568.19	73.57
C	649.36	84.08
D	730.53	94.59
E	892.87	115.61
F	1,055.21	136.63
G	1,217.55	157.65
H	1,461.06	189.18

- (7) that, having calculated the aggregate in each case of the amounts at 5(f) and 6 above, and subject to the County Council and Police Authority setting their precepts at the levels given in 6 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2002/03 for each of the categories of dwellings shown below:

BAND	£
A	627.82
B	732.46
C	837.10
D	941.74
E	1,151.01
F	1,360.29
G	1,569.56
H	1,883.48

The figures given may be subject to minor rounding adjustments and any necessary changes will be circulated at the meeting of the Council.

- (8) that all necessary steps be taken to collect and recover the Council Tax;

- (9) that Appendix O of the report of the Director of Finance (agenda item 10) be noted and, for the purpose of Section 45 of the Local Government and Housing Act 1989, the Council make the following determinations for the financial year 2002/03:
- (i) overall borrowing limit: £51,000,000
 - (ii) short term borrowing limit: £37,000,000
 - (iii) limit on the proportion of interest payable at variable rates: 70%.
- (10) Also in Appendix O, Council approve the lending list additions and deletions.
- (11) Delegate to the Director of Finance authority to finalise changes relating to the reallocation of support service and central costs in accordance with the CIPFA Best Value Accounting Code of Practice. [paragraph 3.3 of the report (agenda item 10) refers]

in relation to the Capital Plan (by 7 votes to 5)

Council is recommended

- (12) To include all City Board and High Priority Bids, listed in the attached appendix, for funding within the Capital Plan and agree to re-phase the Capital Plan to take account of these bids and to add the Medium priority Bid to the Hold List with no other changes to the Hold List.
- (13) To agree:
- (i) the addition of the £200,000 IEG grant to the Technology Investment Fund [paragraph 10.2 of the report (agenda item 10) refers]
 - (ii) amendments to reflect the in principle approval of the Computerisation of Land Charges project (City Board information minute 02/a/10 refers)
 - (iii) to include the voice cabling and infrastructure improvements costing £49,000 funded from earmarked reserves [paragraph 10.9 of the report (agenda item 10) refers]

02/A/02 GOING DEBT FREE

The Board considered a report, from the Director of Finance, on the financial implications, to the Council, of prematurely repaying debt and the advantages of going debt-free. In particular, the report focused upon the generation of revenue savings for the General Fund. To assist the Director of Finance, the Board noted that the advice of SECTOR Treasury Services Limited (the

Council's external treasury advisors) had been obtained and they had seen a copy of this report.

The Board considered two options: part repayment of debt on 31st March, 2002 and full repayment of debt on 31st March, 2003. The Board noted that the latter option offered the greater financial benefit over the period under review (£2.26 million, as opposed to £1.90 million, during the period 2002/03 to 2010/11) and also enabled the Council to go debt free from 1st April, 2003.

The Director of Finance explained that such savings were possible due, in part, to the way current housing subsidy rules apply to the Council's accounts, allowing penalties for the early repayment of loans to attract full subsidy and not fall as a cost to the General Fund. However, the full impact of the proposed changes to housing finance, mentioned in the White Paper, could not be assessed as further guidance was awaited from the Government.

Council is recommended

- 1) To approve in principle a policy of redeeming all of the Council's long-term debt by 31 March 2003.
- 2) To delegate to the Director of Finance authority to choose when to undertake debt redemption within the overall time scale above, and to report back should he consider that changes in market conditions or changes in legislation warrant delaying such a policy.

02/A/03 HOUSING DEVELOPMENT OPTIONS

The Board considered a reference up from Environment Committee by Councillor Durrant which is detailed in the appendix to this adoption minute.

The Chair stated that as the reference up did not relate to a decision of the Committee, the most appropriate course of action for Councillor Durrant would be to ask a written and/or oral question of the Chair of Environment Committee or submit a Notice of Motion for Council on 21st February.

In response, Councillor Durrant stated that the clear implications from the decision taken on 6th December had not been properly reported to members. Councillor Durrant moved 'That the Board express its disappointment that a detailed written report on the full implications of the Council resolution of 6th December 2001 had not been submitted to Environment Committee for consideration.'

The Chair was of the view that the information provided by the officers for Environment Committee had been sufficient and recommended that members vote against the motion. The motion was lost by 4 votes to 5.

Councillors Durrant and Bradnack requested that the matter be referred for decision by Council.

Council is recommended **(by 5 votes to 4)**

To agree that the information provided at Environment Committee on 29th January had been sufficient and that a detailed written report on the full implications as requested by Councillor Durrant had not been necessary.

CITY BOARD11 February 2002
(6pm – 8.52pm)

PRESENT: Councillor Howarth (Chair), Councillors Bagnall, Bradnack, Durrant, Harrison, Knowles, Nimmo-Smith, Reed, C.Rosenstiel, Slatter, Smart and Stuart.

FOR INFORMATION OF THE COUNCIL

02/a/04 MINUTES

The minutes of the meeting held on 26 November 2001 were confirmed as a correct record and signed by the Chair.

02/a/05 APOLOGIES FOR ABSENCE

There were no apologies.

02/a/06 DECLARATIONS OF INTEREST

The following Code of Conduct (non-pecuniary) interest was declared:

02/a/21 Councillor Howarth as a Fellow of the same College as the Director of the Fitzwilliam Museum. Councillor Howarth left the room during consideration of this item.

The following pecuniary interest was declared:

02/a/22 Councillor Bradnack as an owner of a property on Riverside. Councillor Bradnack left the room during consideration of this item.

02/a/07 PUBLIC QUESTION TIME

see under 02/a/09

02/a/08 THE COUNCIL'S ENFORCEMENT POLICY - AMENDMENT

City Board was requested to approve an amendment to the existing Enforcement Policy to make it explicit that when considering prosecutions the Council will have regard to the Attorney General's Code for Crown Prosecutions. This would mean that the following criteria would be considered:

- i) Whether the standard of evidence is sufficient for there to be a realistic prospect of prosecution;
- ii) Whether the prosecution is in the public interest;

- iii) The likely penalty, ie if the probable penalty would only be an absolute discharge then it would not normally be considered in the public interest to prosecute;
- iv) Currency, ie regard would be had to the time which has elapsed since the date of any alleged offence.
- v) Youth, with regard being taken of previous character, parental attitude, and the likelihood of the alleged offence being repeated;
- vi) Old age; infirmity, or other medical condition, in particular, whether the accused is fit to stand trial.

This modification would make explicit the approach followed in practice and would enable the Council to achieve a better score on Best Value Performance Indicator (BVPI) 166, which related to enforcement best practice in Environmental Health and Trading Standards.

Resolved

To approve the above amendment to the Council's Enforcement Policy

02/a/09 SAFER CITY GRANTS

Under the public speaking procedure, Mrs Boorman, Secretary of the Arbury Community Centre, requested that the Board support the grant of £1,210 revenue towards a warden/caretaking service. Members agreed that this application should be supported.

Resolved

- 1) To approve a capital grant of £11,000 and a revenue grant of £1,210 for security improvements to Arbury Community Centre.
- 2) To approve a capital grant of £3,115 toward upgrading the Meadows Centre CCTV system.
- 3) To approve a capital grant of £3,000 toward a minibus to service Romsey Mill's Social Inclusion Project.

02/a/10 THE COMPUTERISATION OF LAND CHARGES AND LINKING TO THE NATIONAL LAND INFORMATION SYSTEM

The Board received a report which responded to the recommendations of the Land Charges BVFSR and the Council's E-Government strategy.

Resolved

- 1) To approve the creation of a formal project team to implement the computerisation of land charges.
- 2) To agree the project management structure and commission the project team (appendix C of the report).

- 3) To approve an initial project budget of £365,560 and the principles of funding this sum through increases in related fees and charges over a five year period.
- 4) To require that the final project appraisal is reported to a future City Board to confirm precise project costing and funding proposals resulting from the Invitation to Tender.
- 5) To undertake a review of fees and charges towards the end of the five year payback period with a view to confirming the removal of the element of additional fees that relate to the recovery of capital cost.

02/a/11 CITY SERVICES' BUSINESS PLAN 2002/03

The Board noted that the Business Plan had been considered and approved by the Direct Services Management Board at its meeting on 5 February.

In response to a question from Councillor Bagnall regarding how City Services would be accountable under the new decision making structures, the Chair stated that he envisaged service delivery to be the responsibility of portfolio holders (ie. in the main, Environment and Housing & Health) and the business planning side to be under the Leader.

Both the Chair and Chair of Environment commended the achievements of City Services over the past year.

Resolved

To approve the Business Plan

02/a/12 REVENUE BUDGETS 2001/2002 (REVISED), 2002/2003 BUDGET & CAPITAL BIDS

See 02/A/01 for narrative and Budget resolution for Council.

Resolved (by 7 votes to 5)

- 1) To approve the revised City Board budget for 2001/02 (paragraphs 3.1 and 3.2 of the report refers).
- 2) To approve the City Board base budget for 2002/03 (paragraphs 3.1 and 3.2 of the report refers).

02/a/13 THE IMPLICATIONS OF THE WHITE PAPER "STRONG LOCAL LEADERSHIP, QUALITY LOCAL SERVICES" FOR THE COUNCIL'S PERFORMANCE MANAGEMENT FRAMEWORK

The Board received a report which summarised the implications of Part 1 of the White Paper which dealt with the government's relationship with local

government. The report detailed suggested changes of approach to the way in which the Council managed its performance and covered Medium Term Objectives, the Annual Statement, Performance Indicators, Targets, Service & Business Plans and a new planning cycle for performance management.

Members agreed that the changes proposed were necessary to ensure the Council had a robust approach to performance management.

The Chair and Councillor Stuart criticised the centralising tendency of many of the proposals in the White Paper and indicated that they would support joining with other local authorities in Cambridgeshire in making appropriate representations.

Resolved

- 1) To endorse the approach to developing a new performance management framework for the Council as described in sections 4 and 5 of the report.
- 2) That the Chief Executive be requested to develop proposals for new committee cycles to fit this framework in consultation with Chair and spokespeople.

02/a/14 MOVING OUR E-GOVERNMENT STRATEGY FORWARD

Referring to para. 3.2 of the report, the Board agreed that it was important to ensure that the public knew which authority was responsible for delivering the service and when appropriate, from a democratic point of view, which authority had taken a decision.

Councillor Bradnack asked whether the smartcard was a project which had Majority Party support. The Chair stated that no area for future development as listed in para. 3.5 of the report had been discounted at this stage and the approach the Council should take be cautious and properly planned.

Resolved

- 1) To endorse the principles set out in 3.4 of the report and that officers note the views relating to para 3.5 above.
- 2) To note the position on BVPI 157 and accept that the Council's approach to e-government may need to adapt if this indicator is changed in future.

02/a/15 PROGRESS ON INFRASTRUCTURE UPGRADES

The Board noted an amendment, (previously circulated by the Director of Central Services), to recommendation 2.2 had been drafted as a result of further views expressed by members of the E-Government Working Party.

Resolved

- 1) To approve voice re-cabling (£49,000) for inclusion in the Capital Plan. With the funding to come from Corporate Telephones R&R (£37,000) and the remainder (£12,000) from departmental contributions.
- 2) That the Project Appraisal for the internet/intranet/content management system be not approved at this stage.
- 3) That a more strategic approach be taken to this project, including assessing how it fits with other elements of the IT Infrastructure Upgrades Programme (replacing the e-mail system and upgrading file and print servers) and any other related systems or upgrades needed to further the Council's approach to e-government and maximise the return from the Council's investment in IT. As part of this, the Council should be assisted to state more clearly and simply its requirements from an internet/intranet/content management system, before further consideration is given to any particular solution.
- 4) That the officers be authorised to seek independent consultancy assistance with:
 - a. defining the strategic approach and requirements and
 - b. if then considered necessary or appropriate by the officers, after consulting the relevant chair and spokes (or, after May 2002, executive member and representatives of the other political groups), with identifying suitable technical solutions and/or tendering any elements of the IT Infrastructure Upgrades Programme.
 - c. all within a total cost of up to £20,000 (to be funded from the £900,000 Capital Plan provision).
- 5) That the officers nevertheless proceed as soon as possible with publishing committee agendas, reports and minutes on the existing Council website, even if this is by way of a temporary solution until a committee management system (for which a bid of up to £20,000 from the Technology Investment Fund has already been approved) is implemented.

**02/a/16 PERFORMANCE INDICATORS AND TARGETS AND
SERVICE IMPROVEMENT PLANS MONITORING REPORT**

The Board noted a report containing performance monitoring and service improvement plan monitoring information for IT Contract Management, Architectural Services, Building Services and Legal Services.

Resolved

- 1) confirm the draft targets for internal PIs for Architectural Services & Building Services, as set out in section 5 of the report.
- 2) note the service improvements carried out in all services in 2001/2 and progress with the actions from the BVFSR Service Improvement Plans for Architectural Services & Building Services;
- 3) approve the service improvement proposals and their resource implications for 2002/2003.

02/a/17 **PERFORMANCE INDICATORS AND TARGETS AND SERVICE IMPROVEMENT PLANS MONITORING REPORT**

The Board noted a report containing performance monitoring and service improvement plan monitoring information for Best Value, Community Safety, Consultation, Local Government Act, Community Strategy, Equal Opportunities, Area Committees, Leisure and Cultural Policy and Arts Strategy.

Resolved

- 1) To confirm for inclusion in the 2002 BVPP the BVPIs and Local PIs as set out in the report.
- 2) To agree draft targets set against indicators for 2002/03.
- 3) approve the service improvement proposals and their resource implications for 2002/2003.

02/a/18 **PERFORMANCE INDICATORS AND TARGETS AND SERVICE IMPROVEMENT PLANS MONITORING REPORT**

The Board noted a report containing performance monitoring and service improvement plan monitoring information for personnel services, temporary staffing and personnel corporate health BVPIs.

The Head of Personnel undertook to provide Councillors Bradnack and Reed with a copy of the report to Joint Staff Employer Forum on the latest update on job evaluation and action plan for implementation.

In response to a question from Councillor Reed on the temporary staffing contract, the Head of Personnel stated that the contract was due to be let in September, and equal opportunities (for temporary staff) issues will be specified in both the tender evaluation and contract documentation.

Resolved

- 1) To confirm for inclusion in the 2002 BVPP the BVPIs as set out in the report.
- 2) To agree draft targets set against indicators for 2002/03.
- 3) approve the service improvement proposals and their resource implications for 2002/2003.

02/a/19 **BEST VALUE PERFORMANCE PLAN: PERFORMANCE INDICATORS AND TARGETS 2002**

In response to questions from members about the ease by which progress can be measured, the Head of Strategy & Partnerships stated that the decisions taken on the earlier report (02/a/13) would enable the Council to use performance indicators to measure progress against key objectives in a more focused way. The Chief Executive stated that whilst work could be done to improve the presentation of some of the information for Members, they could not avoid some level of detailed consideration of the Council's performance indicators.

The Head of Strategy & Partnerships advised that the typographical errors referred to would be corrected.

Resolved -

- 1) To agree draft targets set against indicators for 2002/03.
- 2) That after consultation with chairs and spokes, officers are delegated to amend to year-end 2001/02 PI data and 2002/03 targets for submission to Council in May.

02/a/20 **DRAFT CAMBRIDGE COMMUNITY SAFETY STRATEGY**

The Board noted a report which requested comments on the Cambridge Community Safety Partnership's draft strategy for 2002/05.

Councillor Bradnack thought that the document should focus more at the very local level and by implication, be recognisable to local people. He stated that this subject matter would be a useful component in any area-based decision making which was to be developed. The Head of Strategy & Partnerships stated that the document had been written in a thematic way, which attempted to strike the right balance giving the flexibility to target areas as they emerged during the life of the Strategy. An Executive Summary of the final document would be sent to all households in the City.

Councillor Smart queried whether there had been displacement from city centre to Mill Road as a result of CCTV and whether if put in place the displacement may occur to the side streets off Mill Road if CCTV were to be

installed. The Head of Strategy & Partnerships stated that certain types of crime were unlikely to be displaced because of the nature of the crime, but further analysis of this issue was taking place as part of the Best Value Review of Community Safety.

Councillor Stuart requested that consideration be given to including reference to community beat officers, or failing its inclusion, that the police be encouraged to communicate the information to the local community more effectively.

Councillor Reed commented that the area of Domestic Violence continued to be of high priority for attention and the approach of the employer should be built-in to future thinking in this area.

The Chair stated that he had received representations from the Cycling Campaign that anti-social behaviour by motorists should be included. The Head of Strategy & Partnerships stated that this would be picked up by the County-wide Road Safety Group and cyclists without lights and riding on the pavement had been raised as more of a concern in public consultation for this Strategy.

Resolved

- 1) That the above comments be forwarded to the Cambridge Community Safety Partnership for consideration.
- 2) That the Chief Executive be authorised to approve the final draft of the Strategy after consultation with Chair and spokes.
- 3) That the Strategy be formally adopted at City Board on 16 April.

02/a/21 CITY LOTTERY APPLICATIONS

(Councillor Howarth left the room for this item; Councillor Rosenstiel in the Chair)

In response to questions from Councillor Bagnall, the Head of Strategy & Partnerships stated that a report to next City Board would assess the impact of the City Lottery Fund and whether the current criteria require amendment.

Resolved

To support the applications from The Fitzwilliam Museum and Institute of Visual Culture (formerly Cambridge Darkroom) for partnership funding as detailed in the report subject to the applicants making successful applications to the lottery bodies.

02/a/22 FLOODING – 20/21 OCTOBER 2001

(Councillor Bradnack left the room for this item; Councillor Howarth back in the Chair)

The Chief Executive re-iterated that the response of Council staff during this difficult time had been commendable.

Resolved

That the steps being taken to help prevent future flooding (including purchase of a sandbagging machine) and reduce its effects be endorsed.

That the Council should not invest in the new type of flood prevention bags at present, given their limited effectiveness and the fact that the Riverside flood defence scheme is proceeding.

02/a/23 **EXCLUSION OF PRESS AND PUBLIC**

Resolved

To exclude members of the public from the meeting on the grounds that, if they were present, there would be disclosure to them of information defined as exempt from publication by paragraphs 7 and 9 of Part 1 of Schedule 12A of the Local Government Act 1972.

02/a/24 **DISPOSAL OF WULFSTAN COURT**

Resolved

To dispose of the site of Wulfstan Court to Cambridge Housing Society Ltd. on the terms set out in section 4 of the report.

The meeting ended at 8.52pm

Chair