

Minutes of a meeting of the Executive

At 10.00 am on Thursday 14th April, 2022 in the Council Chamber, Corby Cube, George Street, Corby, Northants, NN17 1QG

Present:-

Members

Councillor Jason Smithers (Leader of the Council) (Chair)	Councillor Helen Howell (Deputy Leader of the Council)
Councillor David Brackenbury	Councillor Graham Lawman
Councillor Lloyd Bunday	Councillor Andy Mercer
Councillor Scott Edwards	Councillor Harriet Pentland
Councillor Helen Harrison	

Also in attendance – Councillors David Jenney, Wendy Brackenbury, Mike Tebbutt, Jim Hakewill, Dorothy Maxwell and Lyn Buckingham

194 Apologies for absence

Apologies for absence were received on behalf of Cllr David Howes.

195 Minutes of the Meeting Held on 17th March 2022

RESOLVED that: The Executive agreed the minutes of the meeting held on 17th March 2022 as a true and accurate record of the meeting.

196 Members' Declarations of Interest

A personal interest was declared by Cllr Graham Lawman in Agenda Item 8 - Concessionary Bus Travel. Cllr Lawman withdrew from the meeting for the duration of that item.

197 Notifications of requests to address the meeting

The Chair, Councillor Jason Smithers reported that there were two requests to address the meeting as set out below:

- Cllr Dorothy Maxwell – Agenda Items 8 and 10
- Cllr Jim Hakewill – Agenda Items 6, 10, 13 and 14

198 Performance Indicator Report 2021-22 (Period 11 / February 2022)

Cllr Jason Smithers introduced a report that sought to provide an update on the performance of the Council across a range of services as measured by performance indicators, as well as setting out the progress that was being made in the development of the Council's performance monitoring arrangements.

The Chair reported that 59% of indicators were on target or overperforming, with 26% underperforming against target but within 5% of corporate tolerance. Attention was drawn to the inclusion of Key Workforce Data for the first time, with this information feeding into routine performance management arrangements.

It was heard that the Scrutiny Commission and Finance and Resources Scrutiny Committee had considered and provided positive feedback on proposed Corporate Plan Indicators that would be coming forward to the May meeting of the Executive for approval.

Cllr Graham Lawman spoke to recognise the strong performances relating to the percentage of waste re-used, recycled or composted from Household Waste Recycling Centre sites and a reduction in highways defects.

Cllr Helen Harrison confirmed that discussions had taken place with the Director of Public Health regarding the underperformance of health checks, with proposals put in place to improve this indicator.

Cllr David Brackenbury welcomed the continuing improvement of indicators relating to Environmental Health with Cllr Andy Mercer acknowledging the positive reduction in rough sleepers.

RESOLVED:

That the Executive:

- a) Noted the performance of the Council measured by the available indicators at Period 11 for 2021/22 as set out in the appendices to this report.
- b) Noted the stance that is being taken to developing the Council's approach to benchmarking, comparative data and revised Corporate Plan indicator set.

Reason for Recommendations – to better understand the Council's performance as measured by performance indicators as at Period 11, 2021/22.

Alternative Options Considered – reporting performance data on a less frequent basis is an option but monthly reporting is considered useful at this stage of the Council's existence, reporting alongside budget information.

The Chair, Cllr Jason Smithers welcomed Cllr Jim Hakewill to the meeting to address the Executive. Cllr Hakewill welcomed the proposed enhancements to the Council's Customer Relationship Management (CRM) system and sought confirmation that this would be rolled out to community hubs when operational. Cllr Hakewill queried when face-to-face customer service provision would be re-established in Rothwell and other community libraries and referenced efficiency savings detailed within the report.

The Chair thanked Cllr Hakewill for his contribution before Cllr Lloyd Bunday, Executive Member for Finance and Transformation introduced a report that sought Executive approval to commence the procurement process for a single CRM system for the Council as the first part of the development of a North Northamptonshire Council low-code digital platform.

Cllr Bunday noted that the CRM procurement formed part of a larger holistic project to include a new telephony system that would not only provide an enhanced customer service experience, providing the Council with a greater understanding of the customer journey and requirements, but also deliver efficiency savings. Currently, four CRM systems were in operation at Corby, Kettering, One Angel Square and Thrapston, with Wellingborough not having a CRM. Of the four CRM systems in use, one would reach its end of life in 2023, one would reach end of contract in 2023 with the remainder on rolling contracts. It was noted that it was not possible to combine any of these systems without undertaking a full procurement process.

Details of the possible procurement options were outlined, with the meeting noting that the option to procure a CRM system operating a low code platform offered high flexibility allowing the Council to build upon and configure the system to meet specific needs and design it around its intended use

It was intended to deliver the system to at least part of Customer Services by end the of the current financial year and potentially unlock £250,000 of efficiency savings in the same period, with a further saving of £100,000 to be realised in 2023/24.

Cllrs Harrison, Brackenbury and Mercer spoke in support of the proposal, noting the vital importance of efficient and effective communication with customers.

RESOLVED:

(KEY DECISION)

That the Executive:

- a) Approved the commencement of the procurement process to purchase and implement a single CRM system using a low code platform for North Northamptonshire Council.
- b) Delegated authority to the Director of Transformation in consultation with the Executive Member for Finance, to take any further decisions and/or actions required to conclude this procurement, implement the system and deliver this project.

Reason for Recommendations – The Council will gain significant efficiencies from a single CRM system. It will enable Customer Services to move from five geographically separate teams to one single integrated team with a single view of our customers. Levels of customer service will be improved, and process efficiencies implemented.

Alternative Options Considered –

- Do nothing
- Expand one of the current CRM systems
- Procure a proprietary off the shelf CRM system
- Procure a 'Lite' CRM system
- Build a CRM system from Scratch

All of the alternative options shown above have been discounted as they do not provide an effective solution, for reasons set out in section 5 of the report.

200 North Northamptonshire Enhanced Partnership

Cllr Graham Lawman presented a report that sought Executive approval to adopt and therefore make the Enhanced Partnership Plan between the Council and local bus operators, principally Stagecoach. The plan itself sought to improve the service to bus passengers, enhance attractiveness to users and potential users thereby increasing service utilisation.

The report also sought approval to develop a new policy for subsidising services. This policy would be submitted to a future meeting of Executive for approval. The meeting noted that the former county council had cancelled its bus subsidy policy, therefore there was a requirement to undertake a consultation alongside the development of the new policy in order to be able to tender for subsidised routes.

Cllr Lawman noted that it remained possible for other organisations, such as operators and parish and town councils, to come forward with suggested routes inclusive of funding.

The report before members covered two funds, the Local Transport Fund and Bus Service Improvement Fund. A recent government announcement in relation to the Bus Service Improvement Fund had seen the Council miss out on grant funding. Details of any potential Local Transport Fund award were yet to be announced. As a result of this position, existing funding would be required to work with bus operators to co-design a financially sustainable and passenger focused public transport network that worked for post-pandemic travel patterns.

Members noted a considerable number of plans that formed part of the partnership with many of these to be taken forward within the current funding framework, either by the Council or service operators.

Cllrs Helen Harrison and Harriet Pentland welcomed the plan due to the potential benefits of improved sustainable public transport and the health and wellbeing of local communities.

RESOLVED:

(KEY DECISION)

That the Executive:

- a) Made the Enhanced Partnership Plan and Enhanced Partnership Scheme, which form Appendices A and B of the report, as proposed in accordance with Section 138G of the Transport Act 2000. Table 2 within Appendix B of the report is subject to sufficient resources being available.
- b) Agreed that a policy for subsidising bus services should be developed in consultation with the Executive Member for Highways, Travel and Assets and, following consultation in accordance with the Transport Act 1985, recommendations should be brought back to the Executive for approval.
- c) Noted the recent announcement of additional Government funding (Local Transport Fund as referenced in paragraph 5.7 of the report) to support bus services and the requirement to work with bus operators to co-design a financially sustainable and passenger-focused public transport network, that works for changing travel patterns post-pandemic. The allocation for North Northamptonshire is still to be confirmed and this funding will be allocated, in consultation with the Executive member for Highways, Travel and Assets and the Executive Director for Place and Economy.
- d) Agreed to allocate £50,000 from existing budgets for 2022/23 to work with operators on a marketing strategy for bus services.

Reason for Recommendation: An Enhanced Partnership would form a useful forum to tackle the challenges which the bus industry will face over the coming years and provide the basis to spend any funding secured from Government through the Bus Service Improvement Plan. Meeting the Council's legal duties to consult on and publish a policy on subsidised bus services and to provide North Northamptonshire communities with the best possible level of bus service with post-pandemic travel patterns.

Alternative Options Considered:

- Whilst the Council has the flexibility to choose not to make the Enhanced Partnership Plan and Scheme at this stage, this is not recommended as it would not provide as sound a basis for co-design of a financially sustainable and passenger-focused bus network with local bus operators.

201 Concessionary Bus Travel

The Chair welcomed Cllr Dorothy Maxwell to address the meeting. Cllr Maxwell made reference to the importance of rural bus services as well as current funding levels for concessionary travel and asked the Executive to consider maintaining levels at 100% until the end of 2022/23.

The Chair thanked Cllr Maxwell for her contribution before Cllr Bunday, Executive Member for Finance and Transformation introduced a report that sought agreement for the arrangements for reimbursing bus operators for concessionary bus travel in 2022-23.

Cllr Bunday stated that the Council had a statutory duty to reimburse bus operators for free travel by eligible older persons and disabled persons pass holders under the English National Concessionary Travel Scheme. Since 2020, the Council had reimbursed operators at pre-Covid levels for concessionary fares, offering support and security for routes. Bus patronage had reduced during the pandemic and concessionary pass use had, to date, only returned to approximately 60-65% of pre-Covid levels, significantly below overall patronage, which was at 70-75% of pre-Covid levels.

It was heard that in October 2021, the Government had advised that 100% reimbursement would no longer be allowed after 5th April 2022, and that operators should then reimburse operators at 90% of pre-Covid levels before gradually decreasing payments to bus operators by 5% every other month until payments met actual patronage levels. Since then, further Government advice stated that although the above remained the default approach, local authorities would be able to continue to reimburse operators at 100% of pre-Covid levels, or at some alternative level, should local circumstances require it.

In order to provide North Northamptonshire communities with the best possible level of bus service with post-pandemic travel patterns, it was recommended that 100% reimbursement continue until 30th September 2022 before reducing to 90% of pre-Covid levels until March 2023.

(Having made a Declaration of Interest, Cllr Graham Lawman left the meeting for the duration of this item)

RESOLVED:

(KEY DECISION)

That the Executive agreed to reimburse bus operators for concessionary travel at 100% of pre-Covid levels until 30th September 2022 and then at 90% of pre-Covid levels until 31st March 2023.

Reason for Recommendation: To provide North Northamptonshire communities with the best possible level of bus service with post-pandemic travel patterns.

Alternative Options Considered: The Council could provide a lower level of concessionary reimbursement than proposed; however, this would be likely to lead to a reduction in the level of bus service for North Northamptonshire communities.

202 North Northamptonshire Statement of Community Involvement

Cllr David Brackenbury, Executive Member for Growth and Regeneration introduced a report that sought to inform the Executive of the preparation of an up-to-date Statement of Community Involvement (SCI) for North Northamptonshire and requested that the Executive recommend the SCI to Full Council for adoption.

Cllr Brackenbury noted that the purpose of the SCI was to set out how the Council would consult with local communities on planning issues and support the preparation of neighbourhood plans. The Council was working on a suite of planning policy documentation, all of which required public consultation, with the document clarifying which stakeholders would be consulted, at which points in the process and in what manner during all stages of the development of such plans.

It was noted that it was a statutory requirement for local planning authorities to adopt an SCI, with the version before members having been consulted upon in draft form for a period of six weeks between December 2021 and January 2022. Members noted the consultation responses.

RESOLVED:

That the Executive:

- a) Noted the representations received during public consultation on the draft SCI and officers' response to the representations;
- b) Endorsed the revised Statement of Community involvement attached at Appendix B of the report; and
- c) Recommended to Full Council that the Statement of Community Involvement, incorporating the changes set out in Appendix B of the report, be adopted.

Reason for Recommendations – To ensure the Council has an up-to-date SCI in place in accordance with government legislation.

Alternative Options Considered – Resolve not to endorse the revised SCI as recommended; however, the Council is required to have an up-to-date SCI in place setting out how the Council will consult on development plans and planning applications.

203 Chester House Estate Update and Refreshed Business Plan 2022-2026

The Chair invited Cllr Dorothy Maxwell to address the meeting. Cllr Maxwell congratulated the Council on the achievements of Chester House Estate and referenced sustainable travel options and connectivity with the site as means of increasing footfall.

The Chair thanked Cllr Maxwell for her attendance and invited Cllr Jim Hakewill to speak. Cllr Hakewill spoke to query why there were no parking charges at the site and

referenced the refreshed business plan. Cllr Hakewill also called for profits from the project to be placed in the Council's reserves with funding bids required for future utilisation.

The Chair thanked Cllr Hakewill for his contribution before Cllr Helen Howell, Executive Member for Sport, Leisure, Culture and Tourism introduced a report that sought to update Members with the current performance of the Chester House Estate since its opening in October 2021, including the projected year-end financial outturn, and to present a revised Business Plan for 2022-23 onwards based on current performance and the new programme of events for the forthcoming year.

Cllr Howell reported that since the project opened the team leading the brand new heritage visitor attraction had worked incredibly hard to deliver a sustainable commercial business plan that supported a large and pioneering education offering for all ages, a community engagement programme, one of the largest archaeological archiving centres in Europe and a free to enter large open green space for the people of North Northamptonshire and beyond to enjoy and engage with over 10,000 years of history and heritage.

The meeting heard that the site had been open for six months, with the initial business plan delivered and a forecasted loss of £115,000 turned into a surplus of £30,000, exceeding all expectations. This surplus had been generated as a result of an increase in catering, retail and accommodation spend as well as positive event engagement.

Members noted that the next challenge facing the project was sustainability in the demand of the business and ensuring the visitor experience, learning programmes and archive centre were the best that could be offered. Accordingly, the Chester House Leadership Team had refreshed the business plan to ensure there was an appropriate staffing level and budget to meet the current demand, but also to have the capacity to grow. This included the introduction of a new Deputy Manager, an Events Officer and increased budgets for casual staffing.

Members were advised that the income forecast had increased significantly, with much of the income already achieved in confirmed future bookings.

The Chair spoke to welcome the project as the "jewel in the crown" of the Council's tourist offer, noting its success with residents and those living outside Northamptonshire. It was heard that, in reference to Cllr Hakewill's comment regarding parking charges, their introduction would move away from the spirit that anyone was free to come and enjoy the facility.

All Members of the Executive took the opportunity to speak positively regarding the outcomes of the project to date and to thank the staff involved that had worked hard to bring it to the current point. Cllr Graham Lawman stated that consideration would be given by his service area to travel options and connectivity going forward.

RESOLVED:

That the Executive:

- a) Noted the achievements of the Chester House Estate since its opening and the planned events, activities and opportunities for 2022-23 and the coming years.
- b) Approved the refreshed Business Plan attached at Appendix A of the report
- c) Delegated authority to the Executive Member for Leisure, Sport, Culture and Tourism, in conjunction with the Executive Director for Adults, Communities and Wellbeing, to take the actions necessary to ensure successful delivery of the Business Plan.

Reasons for Recommendations: Approval for these recommendations will allow for officers to ensure that the Executive are able to strategically manage Chester House Estate and that Chester House Estate is resourced to ensure successful delivery of the Chester House Business Plan

Alternative Options Considered: The Chester House Business Plan is a live document as projections and activity planning is refreshed on a regular basis. However, the Executive has previously requested that when the Business Plan is formally revised to correspond with the start of a financial year that it is brought before the Executive for approval. If the Estate is not resourced appropriately then there could be a detrimental effect on service delivery.

204 Cottingham Neighbourhood Plan

Cllr David Brackenbury, Executive Member for Growth and Regeneration introduced a report that sought Executive approval to formally make the Cottingham Neighbourhood Plan as part of the statutory development plan, following an independent examination and positive referendum result.

Cllr Brackenbury stated that neighbourhood plans formed an essential part of the planning policy structure, noting their value as documents made by the communities the plans sought to serve. The document, once adopted, would form part of the statutory suite of development plan documents and would carry significant weight in relation to future planning applications.

Cottingham's Neighbourhood Plan submission had been subject to examination and a referendum of parish residents, with 93% of voters in favour of its adoption. Cllr Brackenbury offered his thanks to all those who had contributed to the formulation of the plan, the residents of Cottingham and other interested stakeholders.

RESOLVED:

(KEY DECISION)

That the Executive made the Cottingham Neighbourhood Plan, so that it becomes part of the statutory development plan for the area.

Reason for Recommendation: As the plan was approved at the local referendum and the council is satisfied that the making of the plan would not breach, or otherwise be incompatible with, any EU or human rights obligations, the council is required to make the Cottingham Neighbourhood Plan part of the statutory development plan for the Cottingham Neighbourhood Area within the timeframe set out by the Neighbourhood Planning (General) Regulations 2012 (as amended)

Alternative Options Considered: None. The local planning authority is required by the Localism Act and provisions of the Neighbourhood Planning (General) Regulations 2012 (as amended) to 'make' a neighbourhood plan within 8 weeks of the day following a successful referendum. The only circumstance where the council should not make this decision is where the making of the plan would breach, or would otherwise be incompatible with, any EU or human rights obligation.

205 Transformation Plan 2022-25 – Inspiring Improvement

Cllr Lloyd Bunday, Executive Member for Finance and Transformation presented a report which sought to update Members on progress made to date following the endorsement of the draft plan at Executive on 23rd December 2021 and also sought approval of the Transformation Plan 2022-25 – Inspiring Improvement.

The meeting heard that since the December meeting of Executive, the plan had been further refined and prioritised following sessions with Members and the senior leadership team to form the recommendations before Members. The plan had also been the subject of consideration at the Service Delivery, Performance and Customers Executive Advisory Panel and the Scrutiny Commission, with all relevant feedback included within the updated plan.

Cllr Bunday advised the meeting that the plan was a living document under constant review and its projects aligned with corporate commitments and values. Attention was drawn to a number of projects detailed in the report, with Members noting the vast array of activity planned across the organisation, both in terms of scale and scope. Members also noted that the plan aimed to support and contribute to the financial sustainability of the Council, and as projects progressed financial benefits would be realised.

RESOLVED:

That the Executive approved the Transformation Plan 2022 – 25 – Inspiring Improvement, as set out in Appendix A of the report.

Reasons for Recommendations:

- The option proposed aligns with local government reform and transformation outcomes
- Proposed recommendation aligns and is consistent with the transformational activity and assumptions reflected within the Medium-Term Financial Plan
- The Council and its customers will receive the maximum benefit from the option proposed.

Alternative Options Considered:

- By not approving the Transformation Plan, the Council would be less able to deliver financial sustainability or realise the benefits that the plan will contribute towards.
- As part of the development of the Plan, there was a range of transformation projects that were considered for prioritisation. During this process officers and members were engaged and consulted, to cocreate the final plan presented here. Consideration on the length of the Transformation Plan. It was thought useful to have the plan over three years to provide future direction, pipeline projects and align with the MTFP process. The plan is agile and flexible and will be monitored regularly through the monthly Officers and Members Transformation board where changes can be requested and reviewed

206 Budget Forecast 2021/22 as at Period 11

The Chair invited Cllr Jim Hakewill to address the Executive. Cllr Hakewill made reference to the final accounts of the former legacy councils, noting that figures for the former county council were not provided. Cllr Hakewill queried when the outcome of a Covid-related funding bid made by the Children's Trust would be known given its financial pressure of £3.390m and requested an update regarding the current position of the Council Tax Rebate agreed by Government for those in Council Tax Bands A to D.

The Chair thanked Cllr Hakewill for his comments before Councillor Lloyd Bunday, Executive Member for Finance and Transformation introduced a report that set out the forecast outturn position for the Council based on the Period 11 monitoring forecasts for the General Fund and the Housing Revenue Account.

In response to Cllr Hakewill, it was heard that with regards to the Council Tax Rebate a significant level of work was required. Those customers who paid by Direct Debit would have their accounts credited, with a view for this to commence by the end of April. Approximately 50,000 Council Tax payers in North Northamptonshire did not pay by Direct Debit and would need to be contacted to seek their preferred payment method. With regard to the former county council's account figures not appearing in the report, it was noted that the responsibility for closure of these accounts lay with West Northamptonshire Council. In relation to the funding bid from the Children's Trust, further evidence had been requested of the trust and a bid decision was anticipated to be made in the near future.

It was noted that there was current a forecast underspend against the General Fund budget of £1.908m, a positive movement of £959,000 since the last report and budget variances for directorates were outlined to the meeting. Cllr Bunday stated that in future years access to historical financial data would allow the Council to make more accurate budgetary predictions and large fluctuations in over and underspends would reduce.

Cllr Bunday made reference to the proposal to provide a contribution of up to £742k to external leisure providers to support in year pressures, with any remaining budget to be moved to a reserve to smooth potential future requirements.

It was noted that with regard to the Council's two Housing Revenue Accounts, there was a reported £192,000 underspend against an approved budget of over £35m.

RESOLVED:

(KEY DECISION)

That the Executive:

- a) Noted the Council's forecast outturn position for 2021/22 as summarised in section 4 of the report, alongside the further analysis, risks and other considerations as set out from section 5 of the report onwards.
- b) Noted the assessment of the current deliverability of the 2021/22 savings proposals in Appendix A of the report.
- c) Approved a contribution of up to £742k to external leisure providers to support in year pressures, with any remaining budget moved to a reserve to smooth potential future requirements, as set out in section 5.34 - 5.40 of the report.
- d) Noted that the Council has been allocated £561,450 of grant funding for discretionary support to energy bill payers outside the core rebate scheme for Council Tax Bands A-D, as set out in paragraph 5.92; and delegate authority to the Executive Member for Finance and Transformation in consultation with the Executive Director of Finance to develop and implement a discretionary scheme for the allocation of this funding.

Reason for Recommendations – to note the forecast financial position for 2021/22 as at Period 11 and consider the impact on this year and future years budgets. Specific approval is required to provide financial support to specific external leisure providers in order to help safeguard the service provision following the impact of COVID on the sector. The Executive is also requested to delegate authority to the Executive Member for Finance and Transformation to develop a discretionary council tax rebate scheme in order that this can be implemented in a timely manner.

Alternative Options Considered

- Support for the leisure sector may be withheld or restricted further, however, this is likely to have a detrimental impact on the sustainability of the service provision in the longer term. The support package proposed is up to £742k

- based on the information presented to date and will be subject to due diligence checks before payment is made.
- The development of a discretionary scheme to provide support to energy bill payers who are outside the core rebate scheme for Council Tax Bands A-D, is part of a national requirement for billing authorities. A discretionary scheme is currently being drawn up and will be funded through Government grant as indicated in the report. There is no alternative option.

207 Capital Programme Update 2021/22

The Chair invited Cllr Jim Hakewill to address the meeting. Cllr Hakewill welcomed the investment at Thrapston Library as detailed in the report and queried whether Section 106 funding in areas served by community run libraries would go to those services.

The Chair thanked Cllr Hakewill for his attendance before Cllr Lloyd Bunday, Executive Member for Finance and Transformation introduced the report that requested approval for capital schemes that had come forward for inclusion in the Council's Capital Programme. Approval of the funding would allow the schemes to move forward to procurement and delivery.

Three schemes were highlighted as per the report and recommendation below.

RESOLVED:

(KEY DECISION)

That the Executive approved the following changes to the capital programme:

- a. Corby Town Investment Plan, Sixth Form College Project with Bedford College – increase capital programme for 2022/23 by £9.5m, which is to be funded from the Towns Fund Grant.
- b. End user devices phase 1 – increase the capital programme for 2022/23 by £0.460m, which is to be transferred from the development pool budget and will be funded from capital receipts.
- c. Thrapston Library Improvements - to increase the capital programme for 2022/23 by £0.072m, which is to be funded from S106 developer contributions.

Reasons for Recommendation are set out in greater detail within section 5 of the report, but can be summarised as:

- To implement phase 1 of the Corby's Town Investment Plan in relation to the £19.9m awarded from the Town Fund in June 2021.
- To support staff with ICT equipment which is fit for purpose as the Council works towards a hybrid working based model. There were ad hoc solutions/arrangements put in place by the legacy councils to facilitate remote working during the pandemic, which now needs to be reviewed.

- To utilise S106 funding to deliver improvements to a community library facility.

Alternative Options Considered:

- Utilisation of the funding for the Corby Town Investment Plan is funded through Government grant and must be utilised in line with the approved grant award. There are no alternative options to be considered in this instance
- Use of the S106 funding is in line with the agreement, there is no alternative option proposed.
- By not approving these recommendations there would be an adverse impact on service provision in North Northamptonshire.

208 Urgent Items

It was reported that there were no urgent items of business to be transacted.

Chair

Date

The meeting closed at 11.12 am