

**Minutes of Meeting of Mid Ulster District Council held on Thursday 22 September 2016 in the Council Offices, Circular Road, Dungannon**

**Chair:** Councillor Wilson, Chair

**Members Present:** Councillors Ashton, Bateson, Bell, Buchanan, Burton, Clarke, Cuddy, Cuthbertson, Doris, Elattar, Forde, Gildernew, Gillespie, Glasgow, Kearney, Mallaghan, McAleer, McEldowney, McFlynn, McGinley, B McGuigan, S McGuigan, McKinney, McLean, McPeake, Molloy, Monteith (7.04pm) , Mulligan, J O'Neill, M Quinn, T Quinn, Reid, Robinson, J Shiels, G Shiels, and Totten

**Officers in Attendance:** Mr Tohill, Chief Executive  
Ms Campbell, Director of Culture and Leisure  
Ms Canavan, Director of Organisational Development  
Mr Cassells, Director of Environment and Property  
Mrs Forde, Member Support Officer  
Mr Kelso, Director of Public Health and Infrastructure  
Mr McCreesh, Director of Business and Communities  
Ms Mezza, Head of Marketing and Communications  
Mr Moffett Head of Democratic Services  
Mr Tohill, Director of Finance

The meeting commenced at 7pm

**C195/16 Apologies**

Councillors McNamee, Mullen and C O'Neill.

**Suspension of Standing Orders**

Proposed by Chair Councillor Wilson  
Seconded by Councillor McGinley and

**Resolved** That Standing Orders be suspended to discuss proposals to close Cookstown Social Security Office and Cookstown Job Centre.

**C196/16 Proposals to Close Cookstown Social Security Office and Cookstown Job Centre**

The Chair, Councillor Wilson referred to the proposals to close Cookstown Social Security Office and Cookstown Job Centre and stated that as a Cookstown Councillor he totally opposed the reduction of public sector services in rural areas. He advised that Cookstown and the Mid Ulster district was a rural population which totalled 141,000 people of which 38,000 were from Cookstown area and that the government needed to reflect on the impact such a proposal would have on the most vulnerable which in turn would impact on Citizen Advice services endeavouring to provide support. The Chair advised that the Department had indicated that the impact would be mitigated by increased use of technology together with other offices

and further advised that Cookstown had a poor public transport network, broadband was below the standard of other areas thus neither would be a viable alternative option. He acknowledged that the Department of Communities had stated there was no plan for redundancies but the Chair drew attention to the fact staff may have to travel long distances to work and that the announcements with regard to Dungannon and Magherafelt offices were still pending. The Chair made reference to the fact that Cookstown had been designated as a rural hub yet this decision was a policy contradiction and failure of a 'joint-up' strategy. Stating that the Minister Paul Givan MLA had announced new jobs based in Belfast and Armagh the Chair posed the question why consideration had not been given to rural communities. The Chair proposed that Council seek an urgent meeting with the Minister for Communities and respond to the consultation document opposing the aforementioned proposals.

Councillor Bateson drew attention to the fact that the rural proofing study had not been completed and proposed that Council seek a suspension to the consultation process until the study was completed.

*Councillor Monteith arrived at 7.04 pm*

Councillor T Quinn concurred with the Chair's comments and stated that both offices were well placed and that those living in rural areas of Cookstown may have difficulty getting to Cookstown let alone having to travel further to Dungannon or Magherafelt. The Councillor quoted a sentence from a letter received by NI Civil Service staff regarding the consultation which stated "*claimants will be able to attend any other office suitable to them...*" yet there was no mention as to whether they had a car, were able-bodied, if there was a suitable bus route. Councillor T Quinn concluded by stating that in excess of 1000 of the users were between 50 and 59, many in their 60s and 70s and made reference to Section 75.

Councillor Glasgow concurred with Councillor T Quinn and emphasised that a vital service was being removed from a rural community and that people of Cookstown were outraged. The Councillor made reference to a press statement regarding staff and a meeting with Mid Ulster MLA's with the Minister for Communities at which it had been stated there would be staff relocations but no redundancies, yet the fact remained that the local area was losing vital knowledge together with top quality service.

Councillor Buchanan stated that the DUP MLA for the area had made representation to the Minister and emphasised that Cookstown had already lost out on public sector jobs in the closure of the DARD office, the Rates Collection Agency, and the Courthouse and emphasised that Council should be lobbying for local offices in Cookstown.

Councillor McGinley concurred with both the proposal made by the Chair and by Councillor Bateson. He stated that there were issues with regard to non-communication with staff and emphasised that Council wanted offices whereby the public could have face to face service in the area. Councillor McGinley stated that Sinn Féin had requested a meeting with the Minister and again supported the proposal of Councillor Bateson.

Councillor Wilson sought approval for his proposal together with the proposal from Councillor Bateson,

Councillor McLean stressed the value and importance of face to face negotiation.

Proposed by Councillor Wilson  
Seconded by Councillor Bateson and

**Resolved** That Council

- (i) Seek a meeting with the Minister for Communities to discuss the proposals to close the Cookstown Social Security Office and Cookstown Job Centre;
- (ii) Seek a suspension to the consultation process until the rural proofing study has been completed; and
- (iii) Respond to the consultation document opposing the proposal to close the Cookstown Social Security Office and Cookstown Job Centre.

#### **C197/16      Declarations of Interest**

The Chair reminded Members of their responsibility with regard to declarations of interest.

*Councillor Mulligan declared an interest in Aughnacloy College and Dungannon Hockey Club.*

*Councillor Burton declared an interest in Aughnacloy College and Dungannon Hockey club*

*The Chair Councillor Wilson declared an interest in Cookstown Hockey Club of which his son was a member.*

#### **C198/16      Chair's Business**

Councillor Cuthbertson requested that Council offer congratulations to Castlecaulfield Horticultural Society on their recent success in Ulster in Bloom and wish them well in the forthcoming Britain in Bloom competition. The Councillor made reference to sports grants which awards funding to people representing the district in other jurisdictions and asked if Officers would investigate if a similar grant could be made available for the representatives of Castlecaulfield Horticultural Society who, at personal expense, were traveling to England to represent Castlecaulfield. The Chair Councillor Wilson concurred and requested that Officers investigate the matter and report back to Members.

Councillor McAleer requested a civic reception for Peter McKenna representative of Clogher Valley Comhaltas who achieved first place in the Uileann Pipes Under-15 competition at the All Ireland Fleadh. The Councillor further requested a letter of

acknowledgement be forwarded to members of Clogher Valley Comhaltas who had been placed at the All Ireland Fleadh.

- 2nd Place Winners  
Uileann Pipes slow airs : Peter McKenna  
Senior piano Accordion : Ryan Hackett  
Duet u15 Una and Aoife McGlinchey
- 3rd Place Winners  
Trio U 18 James, Sinead and Peter McKenna  
U-12 fiddle: Maeve McGlinchey  
U-15 Fiddle Una McGlinchey  
U-18 Ceili Band  
U 15 Ladies English singing Bronagh Scallon  
U15 Ladies Irish singing Dearbla Scallon  
Senior Sean Nós dancing : Arlene McCarroll

Councillor B McGuigan requested a civic reception for Buncran Tug of War team who won silver medal in the World Championship in Sweden.

Councillor Gillespie concurred with previous comments regarding Castlecaulfield Horticultural Society and requested that a letter also be forwarded to Donaghmore Horticultural Society for their success in the Ulster in Bloom competition.

Councillor M Quinn requested a Civic reception for Ardboe ladies on winning the Tyrone Ladies Intermediate Championship.

Councillor Burton requested a civic reception for Raymond Orr who was recently crowned the champion at the Scale the Heights' UK Masters, one of the UK's leading Cross Fit competitions. The Councillor also requested a civic reception to acknowledge the work of the Arthritis Research Charity shop in Aughnacloy. Councillor Burton also expressed her delight at the approval of the Reuse Scheme at Drumcoo Recycling Centre.

Councillor Burton also concurred with comments with regard to Castlecaulfield Horticultural Society and Donaghmore Horticultural Society stating that they had paid a tremendous tribute to Council and its staff.

Councillor Reid concurred with comments regarding Castlecaulfield Horticultural Society and Donaghmore Horticultural Society and proposed that the Chair join the delegation travelling to Britain in Bloom. The Chair, Councillor Wilson advised he would consider the matter.

Councillor McFlynn requested a civic reception for Glen Ladies who won the Division One Championship, Moneymore ladies who won the Junior Cup, Ballymaguigan Ladies who won the Division One, League and Championship and the Ballymaguigan Under-14s who won the County Championship.

Councillor McFlynn also requested that a letter of acknowledgement be forwarded to Monsignor O'Byrne who had celebrated his last Mass in the Magherafelt parish after 56 years of service.

Councillor McAleer concurred with the previous comments paying tribute to Castlecaulfield and Donaghmore Horticultural Societies stating that the villages were beautiful to drive through.

The Chair, Councillor Wilson advised that the Audit Committee on 20 September 2016 had approved the MUDC financial statements for year ended 31 March 2016 and also the SWARD financial statements for period ended 30 September 2015.

Proposed by Councillor McPeake  
Seconded by Councillor Mallaghan and

**Resolved** That Council approve the MUDC financial statements for year ended 31 March 2016 and also the SWARD financial statements for period ended 30 September 2015.

**C198/16 Receive and consider minutes of matters transacted in "Open Business" at the Council meeting held on Thursday 25 August 2016**

Proposed by Councillor Buchanan  
Seconded by Councillor Bateson and

**Resolved** That the Minutes of the Meeting of the Council held on Thursday 25 August 2016 (C173/16 – C181/16 and C194/16), transacted in "Open Business" having been printed and circulated were considered and signed as accurate and correct.

**C199/16 Receive and consider the minutes and recommendations of matters transacted in "Open Business" at the Planning Committee held on Tuesday 6 September 2016**

Councillor McAleer requested an amendment to the first paragraph of page 8 to read, "Councillor McAleer said that living conditions wasn't viably feasible due to dampness and that she was aware of other houses being left in similar condition which would create long term problems, but that there was a need for enhancing and saving the character of the village."

Councillor Cuthbertson advised he had requested an update with regard to planning application LA09/2016/0981 25 - additional car parking bays at site at Gulladuff Road, 50m N of Main street, Bellaghy. He also sought clarification as to where the budget allocation of £24k had come from and how much to date had been spent on Bellaghy.

In response the Chief Executive advised that Transport NI issues had been resolved. With regard to the Bellaghy project expenses to date, the Chief Executive advised

that all was within agreed budget of the contract together with the £250k additional budget agreed by Council to improve café and performance space.

The Director of Public Health and Infrastructure advised that the carpark at Bellaghy had been agreed through an Environmental Improvement Scheme in the village of which the value of the contract was £92k and that the £24k for the carpark was being funded through the economic development section of the Business and Communities department. Councillor Cuthbertson stated that it was good to know some departments can allocate money at the drop of a hat.' The Councillor further requested that Councillors be issued with a paper detailing the exact detail which had been agreed with Transport NI in relation to application LA09/2016/0981 25. The Chief Executive agreed that a paper be issued to Members.

Proposed by Councillor J Shiels  
Seconded by Councillor Glasgow and

**Resolved** That the Minutes and recommendations of the Planning Committee meeting held on Tuesday 6 September 2016 (P149/16 – P155/16 and P159/16) transacted in “Open Business”, having been printed and circulated, subject to the foregoing, were considered and adopted.

Councillor Mulligan sought clarification as to how the Planning Department ensured the authenticity of correspondence received with particular regard to letters of objection and referred to an incident which had occurred within his district electoral area. The Chief Executive advised that an email would be issued to members to clarify procedures in relation to letters of objection.

**C200/16**      **Receive and consider the minutes and recommendations of matters transacted in “Open Business” at the Policy and Resources Committee meeting held on Thursday 9 September 2016**

Proposed by Councillor Gildernew  
Seconded by Councillor McPeake and

**Resolved** That the Minutes and recommendations of the Policy and Resources Committee meeting held on Thursday 9 September 2016, (PR153/16 – PR163/16 and PR172/16), transacted in “Open Business”, having been printed and circulated, were considered and adopted.

**C202/16**      **Receive and consider the minutes and recommendations of matters transacted in “Open Business” at the Environment Committee held on Tuesday 13 September 2016**

Proposed by Councillor Cuthbertson  
Seconded by Councillor S McGuigan and

**Resolved** That the Minutes of the Meeting of the Environment Committee held on Tuesday 13 September 2016 (E204/16 – E226/16 and E237/16),

transacted in “Open Business” having been printed and circulated were considered and signed as accurate and correct.

**C202/16      Receive and consider the minutes and recommendations of matters transacted in “Open Business” at the Development Committee meeting held on Thursday 15 September 2016**

Councillor Cuthbertson sought clarification as to why Ballynakelly village had been omitted from the Festive Lighting table. The Director of Business and Communities stated that he would investigate the reason and advise accordingly.

Councillor Burton requested an amendment to the minute and that line four of the first paragraph of page 12 be amended to read “Council pitch spends most of its time waterlogged” and the 10<sup>th</sup> line be amended to read, “Aughnacloy High School in with the two other schools”

*Councillor Monteith declared an interest in item D201/16 Sports Grants advising that he was a committee member of Thomas Clarke’s GFC who had been awarded a grant.*

Councillor Monteith suggested that grant recipients should be named in the minutes.

Proposed by Councillor Molloy  
Seconded by Councillor Cuddy and

**Resolved**      That the Minutes and recommendations of the Development Committee meeting held on Thursday 15 September 2016, (D191/16 – D209/16 and D213/16) transacted in “Open Business”, having been printed and circulated, were considered and adopted.

**C203/16      Conferences and Seminars**

The Head of Democratic Services referred to details of the undernoted conferences and sought approval for the attendance of Members and Council officers, the payment of attendance fees and associated costs as incurred.

- (i)      The Future of Cross Border Co-operation on the island of Ireland, between the island and Great Britain and beyond
  - Monday 10 October 2016, NI Executive Office, Brussels
- (ii)      The Business of Leadership
  - Wednesday 28 September 2016, 9am to 1pm, Ranfurly House Arts & Visitors Centre, Dungannon
- (iii)      Outcomes and Impact: A Global OBA Summit
  - Monday 10 October and Tuesday 11 October, 9am to 5pm Belfast Waterfront Hall.
- (iv)      Officer Approvals

<b>Conference &amp; Seminar</b>	<b>Date</b>	<b>Officer Attending</b>	<b>Location</b>	<b>Attendance Fee (Yes/No)</b>
The Business of Leadership	28 Sept	Head of Community Services & Leisure Services	Ranfurly House Arts and Visitor Centre	Yes
NILGA Annual Conference	6 October	Chief Executive, Head of Democratic Services Two officers	Everglades Hotel, Derry/ Londonderry	Yes
Outcomes and Impact: A Global OBA Summit	10-11 Oct	Community Planning Co-ordinator	Waterfront, Belfast	Yes
CIPFA NI Annual Conference	11 October	Head of Finance	Belfast	Yes
NI Planning Conference	13 October	Planning Officer	Belfast	Yes
RTPI Young Planners Conference	14-15 October	Planning Officer	Belfast	Yes
Excellence in Local Government Conference	26 October	Head of Environmental Health	Templepatrick	No
RTPI Planning Conference	15 November	4 Planning Officers	Belfast	Yes



Proposed by Councillor J Shiels  
Seconded by Councillor Bateson and

**Resolved** That the attendance of Members and officers, the payment of attendance fees and associated costs as incurred be approved, as required for attending Members or officers

#### **C204/16      Leisure Services Support for Schools**

The Director of Culture and Leisure drew Members attention to the previously circulated report drawing attention to the background, estimated costings and options for consideration for aiding schools which provide floodlit synthetic pitch facilities in communities. The Director outlined the estimated costs for each of the projects at Royal School Dungannon (utilised by Dungannon Ladies Hockey Club), Aughnacloy College, Moy Shared Campus and a request from Cookstown Hockey Club. It was noted that in preparing the report officers had researched other models and looked at various options for going forward emphasising that the Council support provided historically was difficult to sustain across the district. The Director outlined options for moving forward school sports facilities support.

Councillor Ashton stated that the four organisations outlined within the report were very different. Referring to Dungannon Hockey Club the Councillor reminded Members that she had referred to a letter at the August meeting of Council which highlighted a number of issues being faced by the Club. The issues included that now that the Service Level Agreement had ended with The Royal School, Dungannon the hockey club had been left with no base. The Councillor reminded Members that the legacy Council had initiated the SLA with the school at a time when it had moved the hockey club from the former Drumcoo site, she also referred to a meeting which together with Councillor Burton she had attended with Council Officers and had anticipated a more succinct monthly report and emphasised that discussion was needed to reinstate the hockey club back at the Royal School site, Dungannon.

With reference to the situation at Aughnacloy Councillor Ashton expressed disappointment that the matter had not been dealt with at the Development Committee and that there had been a time delay in presenting facts to Members. Councillor Ashton outlined the history of the project and detailed revised estimates on the costs such as 50% maintenance per annum £2750, staffing approximately £20k, floodlighting £3120 and anticipated income. Councillor Ashton advised that the cost to Council to secure a £600k capital investment into the community was £2750 per annum with £70k required for 50% of costs for future carpet replacement which would not be required for 12-14 years. It was also noted that as years progressed carpet prices may fall as new style carpets may be introduced to the market place. The Councillor advised of the local community organisation commitment stating that 15 organisations had pledged support but emphasised there was no mention of this within the report. Councillor Ashton sought support to bring the project to fruition for Council to partner with the community to run and manage the site and stated that she believed the Education Authority would permit the community to run the facility.

Councillor Ashton referred to the other projects again stating that they required investigation but that the report lacked information.

Councillor Cuthbertson concurred with the comments of Councillor Ashton and stated that it was a sad day if Council put in jeopardy a £600k project. Councillor Cuthbertson in relation to Dungannon Hockey club emphasised that they had been relocated from Drumcoo to the Royal School under a SLA, the club had three teams out each Saturday, trained twice a week and coached junior players and for Council to walk away from this commitment also was another example of how people were worse off in Mid Ulster Council.

Councillor Cuthbertson proposed that Council support Dungannon Hockey club through SLA as had been done by the legacy Council.

*Councillor Clarke left the meeting at 7.50pm*

Councillor Molloy stated that it was unfortunate that the proposals and opportunities had been grouped together as it was a major investment which required detailed thinking. The Councillor stated that he had sympathy for Dungannon Hockey Club but also emphasised that the Moy area had neither a playpark nor sports pitch provided by Council.

*Councillor Clarke returned to the meeting at 7.53pm*

Councillor Burton expressed concern that the three individual projects had been grouped together for consideration and highlighted that Aughnacloy project was the only one with capital investment. The Councillor stated that the community had identified the need and had worked collectively to secure the funding through Peace and emphasised that the money must be spent by 31 March 2017 or lost. Councillor Burton stated that Council had consulted with the community and now appeared to be opposing the project due to officer delay in presenting reports and reminded Members that the Council provided pitch in the area was not fit for purpose as it was waterlogged most of the winter.

Councillor S McGuigan sought clarity in relation to the 50% carpet replacement costs and asked if Council did this in any other projects.

The Director of Culture and Leisure stated that in Dungannon the £24k per annum included a contribution towards future carpet replacements and that the Education Authority had indicated that this was standard in similar contracts with other schools.

In response to Councillor S McGuigan's comments as to whether such projects could be dealt with through Village Plans or Sports Strategy the Director of Culture and Leisure stated that Council was preparing a draft strategy for sport but was currently awaiting the Northern Ireland Strategy for Sport following which there would be consultation process and discussion with Members.

Councillor McAleer stated that geographically Aughnacloy was situated 12 miles from its nearest leisure facility and emphasised that £600k was available for the project

and that it would be a shame if Council did not support the cross community effort which had been made to bring the project to this stage.

Councillor Robinson concurred with previous speakers stating that it was vital that the project was supported which would provide a 3G pitch in Aughnacloy. He emphasised that there was activities all year round and organisations could not use the pitch as it was regularly waterlogged. Councillor Robinson stated that it was scandalous that Council had not committed to the project when £600k funding had been secured.

Councillor J Shiels expressed concern regarding the reporting style used to present the three projects and indeed that they had been grouped together. He emphasised that non Members of the Development Committee were unaware of previous discussion and made reference to the staffing costs reported emphasising that there was no mention within the report of the community organisation commitment for the project. Councillor J Shiels emphasised that £2750 was required that is 50% maintenance cost per annum to secure £600k investment for the area and yet again stressed his disappointment at the report content. He further highlighted charges for floodlights and stated they were not required 24 hours per day, 7 days per week.

Councillor Cuddy concurred with previous speakers and stated that Council talked often about working with schools and sharing their facilities and that the legacy Council in Dungannon had done this when possible. He emphasised that Council should endeavour to work where there was opportunities and that Council did not always need to be the major funder but should endeavour to make projects happen. Councillor Cuddy expressed disappointment on the information presented in relation to Dungannon Hockey Club SLA emphasising that they did not want to own their own pitch and were quite happy to share facilities with the Royal School Dungannon. Councillor Cuddy stated that it would be a bad legacy for Mid Ulster District Council if the issues were not resolved.

Councillor Burton made reference to the August meeting of Council when Members had lambasted government departments for under investment in the area and now it appeared Council was blocking £600k investment. Councillor Burton also emphasised the community commitment to the project naming 15 organisations including schools, scouts, football and Gaelic clubs who had all pledged support for the project.

The Director of Culture and Leisure advised that following the September Development Committee Council had been in consultation with the Education Authority and it was understood that the Authority expected Council to both staff and manage the proposed facility. This would include evenings and all day Monday to Saturday throughout summer holidays and that the costings detailed within the report had been estimated based on knowledge and costs of similar facilities. It was noted that actual costs would not be known until the facility was open.

Councillor Molloy requested that the proposals be considered individually.

*Councillor M Quinn left the meeting at 8.08pm*

Councillor Ashton stated that with regard to staffing the facility a conversation needed to be had with all stakeholders and emphasised that the people of Aughnacloy would play a major role.

The Chair, Councillor Wilson stated that there were two good hockey teams in the region yet Council made no provision for hockey as it did for other sports. He advised that the Cookstown Club played within the premier league and also had a coaching programme for juniors. The Chair stated that the options highlighted in the report would rule Cookstown Hockey Club out as they owned their own pitch and emphasised that one hockey club would be receiving support whilst the other one in the district wouldn't. Stating that the decision on the Aughnacloy project was vital and should be taken this evening the Chair stated that the others should be treated as matters of urgency with proposals at the October meeting of Development committee.

*Councillor Robinson left the meeting at 8.09pm*

*Councillor M Quinn returned to the meeting at 8.10pm*

Councillor J Shiels concurred with the suggestion of the Chair and proposed that;

- (i) Approval be granted to progress SLA to provide floodlit Synthetic Pitch Sports facilities, Aughnacloy; and
- (ii) Report to be presented to Development committee regarding service level agreement in relation to Floodlit Synthetic Pitch Sports Facility within community of Moy, Dungannon Hockey Club and Cookstown Hockey Club

Councillor Cuthbertson withdrew his earlier proposal and seconded the proposal made by Councillor J Shiels.

Councillor Glasgow stated that the Aughnacloy project must go ahead as it would not reflect well on Council if it did not and agreed that the other projects be investigated further.

The Chair Councillor Wilson outlined the proposal to be approved.

The Chief Executive sought clarity on what was being proposed and the figures required to progress the Aughnacloy project.

Councillor J Shiels stated that there appeared to be problems with the information presented within the report.

Councillor Ashton stated that the figures were presented to the development committee and confirmed that it was £2750 per annum which reflected 50% of maintenance costs and £71k in relation to 50% costs of carpet replacement over a 12-14 year period.

Proposed by Councillor J Shiels  
Seconded by Councillor Cuthbertson and

- Resolved** That
- (i) approval be granted to progress SLA to provide floodlit Synthetic Pitch Sports facilities, Aughnacloy; and;
  - (ii) report be presented to Development committee regarding service level agreement in relation to Floodlit Synthetic Pitch Sports Facility within community of Moy, Dungannon Hockey Club and Cookstown Hockey Club

Councillor Ashton expressed her thanks to all of the political parties who had worked together to deliver for the people.

### **Matters for Information**

#### **C205/16 Consultations notified to Mid Ulster District Council**

The previously circulated paper on consultations notified to Mid Ulster District Council was noted.

- Resolved** That the consultations contained within the previously circulated report be noted

#### **C206/16 Correspondence to Council**

The previously circulated paper on correspondence to Council was noted.

- Resolved** That the correspondence contained within the previously circulated report be noted

*Councillor Ashton left the meeting at 8.15pm*

### **Confidential Business**

Proposed by Councillor J Shiels  
Seconded by Councillor T Quinn and

- Resolved** That items C207/16- C211/16 be taken as confidential business.

*The press left the meeting at 8.15 pm*

#### **C212/16 Duration of Meeting**

The meeting was called for 7pm and ended at 8.20pm

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_