

**Minutes of Meeting of the Development Committee of Mid Ulster District Council held on Thursday 14 March 2019 in the Council Offices, Ballyronan Road, Magherafelt**

<b>Members Present</b>	Councillor McNamee, Chair  Councillors Burton, Clarke, Cuddy, Doris, Elattar, McAleer, McFlynn, Milne, Molloy (7.21pm) and Mulligan
<b>Officers in Attendance</b>	Mrs Campbell, Director of Leisure and Outdoor Recreation Mr McCreesh, Director of Business and Communities Mr Browne, Head of Tourism Mr Hill, Head of Parks Ms Linney, Head of Community Development Mr McCance, Head of Culture and Arts Ms McKeown, Head of Economic Development Mr McShane, Acting Head of Leisure Mrs Forde, Member Support Officer
<b>Others in Attendance</b>	Councillor Ashton  Out & About Community Transport & CDM Community Transport  Ms B Scullion Ms A Keane

The meeting commenced at 7.00 pm.

**D048/19 Apologies**

Councillors Forde, Monteith and J Shiels

**D049/19 Declaration of Interests**

The Chair Councillor McNamee drew attention to agenda item 6 Community Development – Community Grants Rolling Programme and agenda item 14 Sports representative grants reminding Members to declare interest as appropriate.

Councillor Clarke declared an interest in agenda item 11 *Leisure and Outdoor Recreation Service Level Agreements 2019/20* - Broughderg Community Development Association.

Councillor Milne declared an interest in agenda item 12 *Path and Angling Stands at Glenone and Newferry* stating that he was a member of the working group.

Councillor Burton declared an interest in agenda item 4 *Deputation Out and About Community Transport and CDM Community Transport* stating that she represented Council on CDM Community Transport.

#### **D050/19 Chair's Business**

The Chair Councillor McNamee stated that the Head of Community Services would provide an update in relation to Breakthru following agenda item 19 in Confidential Business.

#### **D051/19 Deputation – Out and About Community Transport & CDM Community Transport**

The Chair, Councillor McNamee welcomed representatives from Out and About Community Transport & CDM Community Transport to the Committee and invited them to make their presentation.

The representatives stated that both organisations work in partnership to provide Rural and Urban Community Transport services throughout the entire MUDC area to the most vulnerable and isolated members in local communities, they stated that they wished to share some of their fears for the future of rural transport.

Ms Scullion said that having looked at the Community Plan wording in relation to Integrated Transport within Infrastructure section - which states '*In rural areas the objective is to pilot an 'Integrated Transport Scheme for rural dwellers and businesses'*', advised that they totally welcome any improvement on road structures but were presenting in relation to community transport.

Ms Scullion advised that as part of the pilot Integrated Transport Scheme 2012-2019 that CDM were involved and give a synopsis of that to date (Dungannon integrated pilot)

Strand 1 – Education Authorities & Translink (45 pupils over 4 routes) - this would work as students were able to make it to bus stops and had no mobility problems;

Strand 2 - exploring opportunities for the integration of the specialist and demand-responsive passenger transport services required by Health and Social Care Trust clients, some EA pupils and people living in rural areas at risk of social isolation.

Measures:

1. Clogher Valley Bus Service: a trial involving Education Authority school buses operating an off-peak public transport service from the Clogher Valley area to Dungannon town centre – ended May 15. Unlike the students using Translink the target audience here were not as able bodied, and times did not suit them.
2. Community Transport Primary School Service: 2014 – 18. CDM delivered this service in the Castlecaufield area and the reason it worked was because of its location and members needing transport to work in Dungannon. Dept Infrastructure ceased it.
3. Day Opportunities Transport - – paused in 2017 until Ministers are in post.

4. Enhanced Translink 75A Service to Craigavon Area Hospital: - Ended January 2015. Good uptake on service to but passengers didn't always return on this mode of transport.

Ms Scullion also spoke of the successes of rural transport in that it had provided affordable, accessible and available transport for the last 20 years in Cookstown, Dungannon and Magherafelt. It is a bespoke door-to-door service delivered by a team of dedicated staff who go the extra mile to ensure members can access basic services in their local areas. In a 12 month period, 52,718 individual trips were delivered over the three areas. Ms Scullion drew attention to the undernoted statistics.

	DAL	Ind members	Group hire	Group members	DATS	SIF (Magherafelt only)
Cookstown	16,286	772	19,131	215	2,712	3,737
Dungannon	15,689	551	10,841	117	2,112	0
Magherafelt	20,743	819	13,474	204	0	4,185
Total	52,718	2,142	43,446	536	4,824	7,922
Overall total trips						108,910
Social Car	35%					
with a disability	66%					

Both representatives stated that in that looking forward in the area of community transport the community plan would need revised and that they would like to be involved in steering this element of the plan.

Ms Keane drew Members attention to the potential impact the termination of the SIF Service would have on individual members who rely heavily on the service to get to essential health appointments outside of the MUDC area. It was noted that the Social Investment Funding (SIF) funding and service will cease on 31<sup>st</sup> August 2019.

Ms Keane advised that funding was received from The Executive Office in 2016 under the Social Investment Fund for a 3 year period. The funding provided four community transport partnerships operating in the Northern Zone to address gaps that the core Dial-a-lift (DAL) service failed to meet. Dial-a-lift only permits local travel for example a member from Draperstown can only travel within the old Magherafelt Council area and the same goes for a member from Sandholes they can only travel within the old Cookstown District Council Area. Under Dial-a-lift you cannot travel across the entire MUDC area.

It was noted that the statistics for CDM & Out & About up to end of December 2018 display over 15,000 trips, 6,500 of these were folk attending health appointments in hospitals outside Mid-Ulster. Ms Keane stated that whilst this project has been a huge

success the biggest concern going forward is “how are these people going to cope after the project finishes?” as there are very few viable options available.

Ms Keane advised that under the SIF project a typical return journey from Magherafelt to the Royal Hospital costs approximately £28, the alternative a regular taxi fare for the same trip with a 1 hour waiting time would cost approximately £140 it was further noted that if an accessible taxi was required it would be considerably more. Ms Keane highlighted that the Department for Health do not lend any financial support to community transport services yet they were one of the biggest benefactors.

Ms Keane stated that as organisations they were looking at options on how to sustain the vital service, however the grim reality is that this service will cease on 31<sup>st</sup> August 2019 if further funding cannot be sourced. She further highlighted that expectation had been created with members of both organisations who have used this service over the last 3 years and whilst they had been advised it was for a limited period only the expectation that Out and About and CDM would sort them out is still be there. Ms Keane feared that disappointment may have a detrimental effect on good reputation which has provided both organisations with much support over the years from all sections of our local communities.

Ms Keane requested that Point 23.7 of the Draft Community Plan be carefully re-considered and revised to reflect the current situation. She stated that as current providers of urban and rural door to door transport services to members throughout the entire Council area they were fully aware of the issues at local level and want to ensure that the provision of transport going forward gets the full attention that it requires as it cuts across all stands of what the community plan is trying to achieve.

In conclusion, Ms Keane asked if Council would approach the Department for Health if for no other reason than to warn of the implications of the loss of this service right across the Northern zone, highlighting as an example that Syrian families based in Magherafelt use the service to attend hospital appointments and the impact it may have on potential missed appointments. She stated that both herself and Ms Scullion would meet with Council officials anytime to discuss these matters in more detail and thanked the Chair for their opportunity to present.

The Chair, Councillor McNamee thanked the representatives for their presentation and invited Members questions.

Councillor Milne stated that the services provided through community transport were excellent and stated that the Department for Health did not realise the debt they owed the service and suggested that a delegation should approach the Department for funding.

In response to Councillor McAleer’s question Ms Keane advised that the SIF programme covered only the Northern Zone of which the Clogher Valley was not part.

Councillor McAleer stressed the importance of the service not just to the users but also to volunteers who felt valued in using this outlet to contribute to their local community

Councillor Burton stated that as a Council representative on CDM Community Transport Ltd she would commend their work, especially those who volunteered. She stated that as a representative of a rural community she could not stress enough the importance of the service especially for the elderly and vulnerable and highlighted that not everyone was fit to be out for 8am for a bus. Councillor Burton stressed that it always seemed somewhat unfair that one end of the district qualified for SIF whilst the other didn't, she stated that even though the SIF programme may be coming to an end Council needed to support this essential service for all of the District.

*Councillor Molloy entered the meeting at 7.21 pm*

Councillor McFlynn commended the volunteers and said she was staggered by figures of use which highlighted that rural areas really depend on the service which provided either bus or in some cases car services and asked how the new legislation for drivers was impacting the service.

In response Ms Keane stated that the law was the same but the guidance changed and thus they had to ensure all drivers had CPC training, and licences met requirements. She advised her organisation had lost four drivers who had long standing service and thus they had to hire additional drivers, highlighting that one of the volunteers who had left had been there from day one and had given over 20 years voluntary service. Ms Keane also advised that they were still unsure of what way the situation would be going forward as they may be forced down operator licence route but for now the waters were calm!

Councillor McFlynn highlighted the work of Agewell also and stated that Council should lend their support.

The Director of Business and Communities stated that it was clear that the sentiment of Members was to help and that within the community plan health thematic group the relevant statutory agencies/organisations could be brought around the table.

**Resolved:** That it be recommended to the Council that officers through the Community Plan Health Thematic Working Group meet relevant organisations/statutory agencies to discuss way forward for provision of Community Transport.

The Chair, Councillor McNamee thanked the representatives of both organisations and stated that Council would do all it could to assist, he highlighted also the work of Shopmobility and emphasised that the Department of Health needed to be made aware of the value of the organisations and that they needed to financially support them.

Ms Keane and Ms Scullion left the meeting at 7.25pm

## **Matters for Decision**

### **D052/19 Economic Development Report**

The Head of Economic Development presented previously circulated report which provided an update on the following –

- **Association of Town Centre Management (ATCM) - Membership Renewal**

Proposed by Councillor Milne  
Seconded by Councillor McFlynn and

**Resolved** That it be recommended to the Council to approve the renewal of ATCM membership for a fee of £495 (+Vat) for the period of January to December 2019.

- **Mid Ulster Regeneration Action Plan (2019/20)**

The Head of Economic Development drew attention to the proposed list of event dates and stated that there would be some changes to this and that the finalised list would be brought to committee in April.

Councillor Doris drew attention to events scheduled for Halloween highlighting that Coalisland was allocated £8k and Dungannon were receiving double the amount and stressed that the events in Coalisland combat a lot of antisocial behaviour at that time of year and thus Coalisland would need more funding. She further highlighted that in June time it was proposed to allocate £7k to an event in Coalisland yet Maghera were receiving £15k and again stressed allocations should be reconsidered.

In response the Head of Economic Development stated she would review figures but budgets were tight.

In response to Councillor Burton's question the Head of Economic Development stated that the focus of the Regeneration Action Plan each year is to regenerate the five town centres through a range on initiatives and support the villages through the Village Renewal Programme with assistance of Rural Development/LAG and council funding. Additional support to both towns and villages is proposed again in 2019/20 within the Regeneration Pan with regard to a new Town and Village Spruce Up Scheme.

Councillor Burton said that some grants are not on the rolling programme and villages sometimes miss out.

The Head of Economic Development reiterated the scope of the proposed regeneration activities and stated that unless additional funding is received she is unable to extend the current range of initiatives any further.

The Chair, Councillor McNamee stated that it was understood that Council had to work within the budget but that he could understand Councillor Doris' concerns.

Councillor Burton stated that Fivemiletown Chamber of Commerce were doing an excellent job and positioned on the periphery of the District they should be encouraged.

Proposed by Councillor McAleer  
Seconded by Councillor Milne and

**Resolved** That it be recommended to the Council to approve the projects and indicative costings contained within the Mid Ulster Regeneration Action Plan for the financial year 2019/20. A further paper will be presented to the next meeting, detailing the final dates of corporate events in 2019/20.

- **Mid Ulster Town and Village Spruce Up Scheme**

Councillor Clarke stated that Dunnamore village should be included within the village settlements listed in Section 3.3 of the report relating to the Town and Village Spruce Up Scheme.

In response, the Head of Economic Development advised that the list of proposed villages to include in the Town and Village Spruce Up Scheme were based on the draft Local Development Plan (2030) under the Mid Ulster Settlement Hierarchy. She urged caution on changing the specific criteria proposed, which matches the Local Development Plan (2030) with the exception of Moygashel, indicating it may open the floodgates to requests from other village settlements from across Mid Ulster.

Councillor Clarke acknowledged that it may have been an oversight in the draft Local Development Plan (2030) that Dunnamore was not included on the list of Village Settlements. Councillor Clarke indicated he would raise the matter with Council's Planning Team through the Local Development Plan consultation process.

Councillor Molloy highlighted the expense of the chartered architects within the project and stated that it was a pity to see so much of the funding package used in this way.

In response the Head of Economic Development stated that the estimated budget detailed in the report for the employment of a chartered architect related to a period of up to 3 years. She added if this funding was broken down over 3 years, it would equate to approximately £16,000 per annum, dependent upon the number of eligible applications received. The Head of Economic Development advised she believed this to be good value for money for the professional and independent services received. It was noted that applications would open in the autumn following the procurement process and that recommendations would be brought through the Committee.

Councillor Burton asked if the scheme was similar to the signage programme delivered in the past and asked if it would be applicable to derelict homes as sometimes they are the real blight to regeneration partnerships.

In response the Head of Economic Development stated that the scheme was similar to that delivered previously with a few small tweaks made to it. She highlighted that the scheme would fund eligible works to the front of business properties and internal works in areas accessible to the public. She advised it is proposed to offer grant aid of up to 75% per property for eligible works, capped at £5,000 per property.

Councillor Milne asked how many times in a year Council employed architects and given the costs reflected in the report suggested that Council should perhaps employ its own architect.

The Head of Economic Development stated she did not have the figures to hand regarding the number of times Council Departments had employed chartered architects within the last year, but stressed the importance within this scheme of using 'independent' chartered architects as this ensures a degree of 'independence' is brought to the project between Council and the chartered architect.

*Councillor Doris left the meeting at 7.38 pm*

Councillor Milne acknowledged the use of architects in this instant but stated that it was a suggestion to investigate whether it would be more economical to employ.

Proposed by Councillor Molloy  
Seconded by Councillor Burton and

**Resolved** That it be recommended to the Council to approve

- (i) The procurement by way of Council's public tender process, a Chartered Architect to independently oversee a Mid Ulster Town and Village Spruce Up Scheme for a two/three year period, at an indicative cost of £50,000 from Council's economic development budget; and
- (ii) To Deliver Mid Ulster Town and Village Spruce Up Scheme over a period of two/three years to the towns and villages as outlined within Section 3.3 of the above report, with estimated year 1 costs of £120,000 from Council's economic development budget.

- **Coalisland Great Places Project.**

Proposed by Councillor Clarke  
Seconded by Councillor Molloy and

**Resolved** That it be recommended to the Council to approval of Lough Neagh Partnership's request to amend Council's profiled funding towards the Coalisland Great Places Project as set out below, with no overall impact on value of funding previously agreed by Council of £30,000;



- Year 1 £10,000,
- Year 2 £11,000
- Year 3 £9,000

- **Public Art - Maghera Walkway Project**

Proposed by Councillor Milne  
Seconded by Councillor Clarke and

**Resolved** That it be recommended to the Council to approve the request from Maghera Cross Community Link to place the Public Art at a suitable location on the refurbished walkway in Maghera and take on the maintenance and insurance costs once installed.

*Councillor Doris returned to the meeting at 7.40pm*

**D53/19 Community Development Report**

The Head of Community Development presented previously circulated report which sought approval for the following –

- **Community Grants Rolling Programme**

Proposed by Councillor Molloy  
Seconded by Councillor Clarke and

**Resolved** That it be recommended to the Council to approve the grant award recommendations under the Community Local Festivals Grant and Good Relations Grant as per Appendix 1 of the report

- **Peace IV Cross Border Literary Project**

Proposed by Councillor McAleer  
Seconded by Councillor Milne and

**Resolved** That it be recommended to the Council to accept the quotation at £22,074 for management and delivery of the Peace IV Cross Border project; pending final agreement with funder SEUPB.

- **Community Development Update Report**

Proposed by Councillor Milne  
Seconded by Councillor McAleer and

**Resolved** That it be recommended to the Council to note the community development update report.

- **Community Events on Council Land**

Proposed by Councillor Milne  
Seconded by Councillor McAleer and

**Resolved** That it be recommended to the Council to approve community engagement and support for the implementation of Council proposed policy 'Community Events on Council Land'.

**D54/19 Draft response to Arts Council of Northern Ireland Public Consultation on Strategic Framework 2019-2024**

The Head of Culture and Arts drew Members attention to the previously circulated report seeking approval for the draft response to the Draft 5 year strategic Framework on behalf of Mid Ulster District Council and to submit the approved response to the Arts Council of Northern Ireland by the closing date of 4pm on Friday 22 March 2019.

Councillor Elattar congratulated the team on compilation of the response and welcomed the inclusion of rural arts projects.

Proposed by Councillor Elattar  
Seconded by Councillor McFlynn and

**Resolved** That it be recommended to the Council to approval for the draft response to the Draft 5 year strategic Framework on behalf of Mid Ulster District Council and to submit the approved response to the Arts Council of Northern Ireland by the closing date of 4pm on Friday 22 March 2019.

**D55/19 Sperrin Future Search Update**

The Head of Tourism drew Members attention to the previously circulated report providing an update on Sperrin Future Search and seeking nominations to appoint two Elected Members to sit on the Sperrin Future Search Board.

Proposed by Councillor Clarke  
Seconded by Councillor Milne and

**Resolved** That it be recommended to the Council to nominate two elected members to represent their council area on the Sperrin Future Search Board. Nominations to be made at Annual General Meeting of Council in May.

**D56/19 Scoping Studies: Davagh to Beaghmore Solar Walk & Fivemiletown Road Lake Activity Centre Projects**

The Head of Tourism drew Members attention to the previously circulated report providing an update on the requirement to commission Scoping Studies to be undertaken for:

- Davagh Forest to Beaghmoe Stone Circles Solar Boardwalk and
- Fivemiletown Road Lake Activity Centre Scoping Study.

The Head of Tourism emphasised that this a scoping study at this stage and that all procurement was due to be submitted by 31 July and advised that Council had asked for an extension to that date as it was almost an impossible task to complete in the timeframe. He drew Members attention to the fact there was much available accommodation on the door step of Round Lake and stated that it would be hoped that the pavilion would get a major face lift within the project together with a water ski tow path and glamping pods.

Councillor Cuddy asked if £20k would make that much of a difference.

In response the Head of Business and Communities reiterated that the scoping study was the first step collating the facts and figures following which a substantive application would be completed.

Proposed by Councillor Clarke  
 Seconded by Councillor Burton and

**Resolved** That it be recommended to the Council to approve

- (i) signing of Letters of Offer for commissioning of Scoping Studies for Davagh Forest to Beaghmore Solar Walk and Fivemiletown Round Lake Activity Centre; and
- (ii) 25% match-funding requirement for scoping Studies, to be met from within existing Tourism and Parks and to fund an economic appraisal, if required.

**D57/19 Parks Service Events Programme 2019-20**

The Head of Parks Service drew attention to the previously circulated report seeking approval for the delivery of the schedule of events for 2019/20 Parks Service Events Programme as presented at a cost of £52,000.

Proposed by Councillor Milne  
 Seconded by Councillor Cuddy and

**Resolved** That it be recommended to the Council to approve the delivery of the schedule of events for 2019/20 Parks Service Events Programme as presented at a cost of £52,000.

**D58/19 Leisure and Outdoor Recreation Service Level Agreements 2019/20**

The Head of Parks drew attention to the previously circulated report seeking approval for the proposed Leisure and Outdoor Recreation Service Level agreements as outlined in the report for the 2019/20 financial year only.

In response to Councillor Cuddy's question the Head of Parks confirmed that there was no changes to the Service Level Agreements from last year.

Proposed by Councillor Cuddy  
Seconded by Councillor Burton and

**Resolved** That it be recommended to the Council to approve proposed Leisure and Outdoor Recreation service level agreements as outlined in the report for the 2019/20 financial year only.

**D59/19 Path and Angling Stands at Glenone and Newferry**

The Head of Parks drew attention to the previously circulated report seeking approval of allocation of capital budget resources in relation to the development of public path access and extension of public angling amenity at Glenone to Newferry.

Proposed by Councillor Elattar  
Seconded by Councillor McFlynn

**Resolved** That it be recommended to the Council to

- (i) Note the level of external funding secured to date and the strategic importance of continued public access and angling developments on the River Bann in conjunction with MUDC's objective to establish a continuous trail link from Portglenone to Newferry;
- (ii) Recommend to Policy and Resources Committee that approval is sought for the allocation of £315,883 funding from 2019-20 Council Capital Programme Fund. The figure does not include 10% contingency or professional fees);
- (iii) Approve to establish all necessary landowner lease agreements in relation to the council's objective to link Glenone to Newferry;
- (iv) Approve to seek all necessary valuations and to engage LPS on all further landowner lease agreement valuations associated to the Glenone to Newferry development plan;
- (v) Approve to engage, tender and procure the necessary ICT and capital works contractors, were necessary, in order to deliver the project as proposed.

**D60/19 Provision of Leisure Uniforms**

The Acting Head of Leisure drew attention to the previously circulated report seeking approval regarding of provision of leisure staff uniforms within Mid Ulster District Council.

Proposed by Councillor Doris  
Seconded by Councillor McEldowney and

**Resolved** That it be recommended to the Council to approve the commencement of a procurement process for the provision of leisure uniforms. The contract should be awarded for an initial 2 year period, with the option to extend at Councils discretion for two one year periods.

## **D61/19 Sports Representative Grants**

Attention was drawn to the previously circulated report regarding proposed community grant allocations for the range of sports representative grant to teams and individuals.

Proposed by Councillor Doris  
Seconded by Councillor Molloy and

**Resolved** That it be recommended to the Council that Sports Grant Allocations as outlined in the appendix to the report be approved.

In response to Councillor Cuddy's question in relation to the allocation of funding for advice services the Head of Community Development advised that Citizens Advice finish their contract on 31 March 2019 and STEP commence theirs on the 1 April 2019. It was noted that a full check regarding outreach, staff, training etc is included in the terms of the agreement and Council would be carrying out appropriate checks. It was further noted that Council promote the new location and that during the last week in March the public will be made aware of the transfer of services.

Councillor Cuddy sought clarity in relation to information and in response the Head of Community Development stated that both the current and future providers would ensure issues are addressed.

Councillor Cuddy referred to the meeting in February regarding health services and emphasised that Council needed to continue lobbying for a health hub. He highlighted the practices throughout Dungannon town and stated that space should be lobbied for provision of a health hub.

In response to Councillor Elattar's question regarding Village Renewal Scheme the Head of Community Development stated that in relation to Ballinascreen the design team recommendation had been brought to Policy and Resources committee for approval and it was hoped to be resolved by Council at March meeting.

## **Matters for Information**

### **D062/19 Minutes of Development Committee held on 14 February 2019**

Members noted minutes of Development Committee held on 14 February 2019.

### **D63/19 Mid Ulster Rural Development Partnership – Update on Local Rural Development Strategy**

Members noted the report that detailed progress to date with delivery of the LAG Local Rural Development Strategy.

In response to Councillor Burton's question regarding the 'yellow frames project' the Head of Economic Development advised that it was listed as a 'potential project' but highlighted that not all Local Action Groups (LAGs) had signed up to be part of the scheme, which therefore, placed a greater funding onus on the remaining areas, and as such the scheme may not present a viable financial proposition, however, this matter would be considered by the Mid Ulster LAG at the earliest opportunity.

Councillor Molloy stated that he had seen publicity in relation to ABC Councils stance on the idea advising it had been thought it would spoil beauty spots and thus was a non-runner.

## **D64/10      End of Year Tourism Report 2018/19**

Members noted the previously circulated End of Year Tourism Report 2018/19.

## **Local Government (NI) Act 2014 – Confidential Business**

Proposed by Councillor Burton  
Seconded by Councillor McFlynn and

**Resolved**      In accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014 that Members of the public be asked to withdraw from the meeting whilst Members consider items D042/19 and D047/19.

### **Matters for Decision**

- D065/19      Tender Report for the Appointment of a Contractor to deliver the Mid Ulster Tender Ready Programme
- D66/19      Community Development Grant Appeal
- D67/19      Breakthru - Update
- D68/19      Award of Tender for catering services at Hill of the O'Neill & Ranfaly House
- D69/19      Cookstown Town Twinning – Moto Club de Plerin Visit 4-7 May 2019
- D70/19      Growth and City Deals

### **Matters for Information**

- D069/19      Confidential Minutes of Development Committee held on 14 February 2019

## **D073/19      Duration of Meeting**

The meeting commenced at 7 pm and concluded at 8.36 pm

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_