MINUTES of a meeting of the COUNCIL held in the Forest Room, Stenson House, London Road, Coalville, LE67 3FN on THURSDAY, 22 FEBRUARY 2024

Present: Councillor R L Morris (Chair)

Councillors K Horn, M Ball, A Barker, D Bigby, M Blair-Park, R Blunt, R Boam, M Burke, R Canny, D Cooper, D Everitt, T Eynon, M French, J Geary, T Gillard, R Johnson, S Lambeth, P Lees, J Legrys, K Merrie MBE, A Morley, P Moult, J Page, E Parle, G Rogers, N J Rushton, R Sutton, A C Saffell, C A Sewell, S Sheahan, J G Simmons, N Smith, A Wilson, J Windram, L Windram, A C Woodman and M B Wyatt

Officers: Mr A Barton, Mrs A Crouch, Mrs C Hammond, Mr M Murphy, Mr P Stone, Mrs A Thomas, Mrs R Wallace and Miss E Warhurst

## 69. APOLOGIES FOR ABSENCE

There were no apologies for absence.

# 70. DECLARATION OF INTERESTS

Councillor K Merrie declared a registerable interest in item 12 – General Fund budget and Council Tax 2024/25 as the Chair of Ellistown and Battleflat Parish Council.

Councillor R Johnson declared a registerable interest in item 12 – General Fund budget and Council Tax 2024/25 as the Chair of Hugglescote and Donington Le Heath Parish Council.

Councillor R Morris declared a registerable interest in item 12 – General Fund budget and Council Tax 2024/25 as the Chair of Breedon Parish Parish Council.

Councillor P Moult declared a registerable interest in item 12 – General Fund budget and Council Tax 2024/25 as the Vice Chair of Whitwick Parish Council.

Councillor R Sutton declared a registerable interest in item 12 – General Fund budget and Council Tax 2024/25 as the Vice Chair of Kegworth Parish Council.

Councillor A Wilson declared a registerable interest in item 12 – General Fund budget and Council Tax 2024/25 as the Chair of Ashby de la Zouch Town Council.

# 71. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that to date he had raised £5,072 for his chosen charity 'Steps' and he was hoping to double the amount before the end of his term.

## 72. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS

The Community and Climate Change Portfolio Holder announced that North West Leicestershire District Council had been selected to take part in a 12 month national trial to pilot the collection of plastic bags and wrapping at the kerbside along with other normal recycling. It was noted as an excellent opportunity to test the new collection and would be launched for selected streets in the Coalville and Greenhill areas, along with some rural households.

Several Members spoke in support of the initiative; however a request was made that in future, Members be briefed on matters such as this prior to being publicised in the press.

## 73. QUESTION AND ANSWER SESSION

There were no questions received.

## 74. QUESTIONS FROM COUNCILLORS

There was one question asked which is set out below with the responses. Councillor R Sutton who asked the question was invited by the Chair to ask one supplementary question which is also set out together with the response.

Question from Councillor R Sutton

"The Strategic Growth Plan for Leicester and Leicestershire (SGPLL), approved by this Council on 13 November 2018, speaks with pride of the 'Leicestershire International Gateway (LIG) focused around the northern parts of the A42 and the M1' and 'improvements to the A42, the M1, railway lines and services set out in the Midlands Connect Strategy'. This implied dependency is reiterated in the SGPLL under 'Aligning Infrastructure and Growth' as follows: 'we will need the support from government if we are to achieve the step change in the amount and speed of housing and economic growth'.

Can the Council give details of all firm and significant investments by government, county and district since 2018 specifically for infrastructure and growth at the North end of the District, to warrant and support the ambitious Draft Local Plan currently out for consultation, providing, at the same time, any other tangible evidence for members representing communities such as Diseworth, Breedon, Castle Donington, Hemington, Lockington and Kegworth that the cumulative impacts of the Local Plan will not be for them further exposure to relatively deregulated development which satisfies an iconic LIG Freeport's ambition for urbanisation without prior investment in infrastructure, services, rural preservation and traditional village communities."

# Response from Councillor K Merrie

The Strategic Growth Plan is a non-statutory plan which sets out an agreed strategy to meet the future developments needs of Leicester and Leicestershire up to 2050. It has been jointly prepared by the ten partner organisations in Leicester & Leicestershire to provide a long-term shared vision for Local Plans to address both the challenges and the opportunities that growth presents. The Council's draft Local Plan aligns with the Strategic Growth Plan in terms of its overall strategy.

The days of new infrastructure being paid for solely from the public purse are gone. Instead, there is a clear expectation from government that new development will make a significant contribution towards the cost of providing the new infrastructure which is required to make a development acceptable.

In recent years both the Kegworth bypass (which opened in November 2018) and the Castle Donington relief road (February 2020) were funded as part of new development (the East Midlands Gateway development and housing off Park Lane respectively). The

East Midlands Gateway development also provided £300,000 to Castle Donington, Kegworth and Lockington & HemIngton Parish Councils to improve community facilities. In addition, the Park Lane development also secured over £1million towards the cost of youth and adult leisure facilities in Castle Donington as well as significant contributions towards health (about £500,000) and education, including a new primary school.

As part of the Council's new Local Plan an Infrastructure Delivery Plan is being prepared. This will identify what new infrastructure is required to support the development proposed as part of the Local Plan. That work, together with a Viability assessment as required by national policy, is now underway and will be reported to Local Plan Committee before any decisions are made regarding the final preferred plan. It is likely that funding will need to come from both the public purse, but also from new development paying its way.

Supplementary question and response

Councillor R Sutton asked if the Council would be setting up a working group to look at the matter further. Councillor K Merrie confirmed that the appropriate forum for this was the Local Plan Committee.

## 75. MOTIONS

The Chair referred Members to the motion as detailed within the agenda papers and invited Councillor M B Wyatt, who made the submission to speak.

Councillor M B Wyatt spoke to and then formally moved the motion as detailed within the agenda papers. It was seconded by Councillor A Woodman. The motion was then put to the vote.

The motion was CARRIED.

## RESOLVED THAT:

- a) Permission be refused for the release of any sky lanterns from any Council owned public open space.
- b) Officers be required to introduce a condition of contract relating to outdoor events and organised functions on land or property owned and/or controlled by the District Council to prohibit the release of any sky lantern.
- c) To provide information on its website drawing attention to the harmful effects of sky lanterns on the environment and animals.

# 76. PETITIONS

No petitions were received.

## 77. MINUTES

Consideration was given to the minutes of the meeting held on 30 January 2024.

It was moved by Councillor R Morris, seconded by Councillor K Horn and

## **RESOLVED THAT:**

The minutes of the meeting held on 30 January 2024 be approved and signed by the Chair as a correct record.

## 78. ROBUSTNESS OF BUDGET ESTIMATES AND ADEQUACY OF RESERVES

Councillor N J Rushton, Corporate Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Councillor R Blunt.

No comments were made.

## **RESOLVED THAT:**

The Section 151 Officer's advice set out in section 7 of the report be noted and the contents of the report be carefully considered as part of the approval of the General Fund Budget 2024/25 report, the Housing Revenue Account Budget 2024/25 report and the Capital Strategy and Treasury Management Strategy 2024/25 report.

Approve the recommendations as set out in the report	(Motion)
Councillor Ray Morris	For
Councillor Kenny Horn	For
Councillor Mike Ball	For
Councillor Anthony Barker	For
Councillor Dave Bigby	For
Councillor Murrae Blair-Park	For
Councillor Richard Blunt	For
Councillor Russell Boam	For
Councillor Morgan Burke	For
Councillor Rachel Canny	For
Councillor Doug Cooper	For
Councillor David Everitt	For
Councillor Dr Terri Eynon	For
Councillor Marie French	For
Councillor John Geary	For
Councillor Tony Gillard	For
Councillor Russell Johnson	For
Councillor Simon Lambeth	For
Councillor Paul Lees	For
Councillor John Legrys	For
Councillor Keith Merrie MBE	For
Councillor Alison Morley	For
Councillor Peter Moult	For
Councillor June Page	For
Councillor Elizabeth Parle	For
Councillor Guy Rogers	For
Councillor Nicholas Rushton	For
Councillor Ray Sutton	For
Councillor Tony Saffell	For
Councillor Carol Sewell	For
Councillor Sean Sheahan	For
Councillor Jenny Simmons	For
Councillor Nigel Smith	For

Councillor Avril Wilson	For
Councillor Jake Windram	For
Councillor Lee Windram	For
Councillor Andrew Woodman	For
Councillor Michael Wyatt	For
Carried	

# 79. CAPITAL STRATEGY, TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL INDICATORS

Councillor N J Rushton, Corporate Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Councillor R Blunt.

No comments were made.

#### **RESOLVED THAT:**

- 1) The financial indicators required under the prudential code detailed in section 3 of the report be noted and the following limits be approved:
  - a) The authorised limit and operational boundary for external debt as detailed in table B of the Treasury Management Strategy 2024-25.
  - b) The maturity structure of borrowing as detailed in paragraph 6.6 of the Treasury management Strategy 2024-25.
- 2) The following be approved:
  - a) Capital Strategy 2024-25 at appendix 1.
  - b) Treasury management Strategy 2024-25 at appendix 2.
  - c) Minimum Revenue Provision (MRP) Statement 2024-25 at appendix 3.
  - d) Non-Treasury Investment Strategy 2024-25 at appendix 4
- 3) The authority to move a capital scheme from the development pool to the active programme as long as the scheme is within the approve budget, be delegated to cabinet.
- 4) The authority to make any necessary changes to appendices 1-4 be delegated to the Section 151 Officer should any amendments be agreed to the General Fund and Housing Revenue Account budgets at this meeting.

Approve the recommendations as set out in the report (Motion)	
Councillor Ray Morris	For
Councillor Kenny Horn	For
Councillor Mike Ball	For
Councillor Anthony Barker	For
Councillor Dave Bigby	For
Councillor Murrae Blair-Park	For
Councillor Richard Blunt	For
Councillor Russell Boam	For
Councillor Morgan Burke	For
Councillor Rachel Canny	For
Councillor Doug Cooper	For

Councillor David Everitt	For
Councillor Dr Terri Eynon	For
Councillor Marie French	For
Councillor John Geary	For
Councillor Tony Gillard	For
Councillor Russell Johnson	For
Councillor Simon Lambeth	For
Councillor Paul Lees	For
Councillor John Legrys	For
Councillor Keith Merrie MBE	For
Councillor Alison Morley	For
Councillor Peter Moult	For
Councillor June Page	For
Councillor Elizabeth Parle	For
Councillor Guy Rogers	For
Councillor Nicholas Rushton	For
Councillor Ray Sutton	For
Councillor Tony Saffell	For
Councillor Carol Sewell	For
Councillor Sean Sheahan	For
Councillor Jenny Simmons	For
Councillor Nigel Smith	For
Councillor Avril Wilson	For
Councillor Jake Windram	For
Councillor Lee Windram	For
Councillor Andrew Woodman	For
Councillor Michael Wyatt	For
Carried	

# 80. GENERAL FUND BUDGET AND COUNCIL TAX 2024/25

Councillor N J Rushton, Corporate Portfolio Holder, presented the report to Members.

The recommendations as detailed within the report were moved by Councillor N J Rushton and seconded by Councillor R Blunt.

The Chair referred to an amendment to the motion, which had been circulated in the additional papers. He invited Councillor S Lambeth to put forward his amendment.

Councillor S Lambeth outlined the amendment to the budget as detailed in the additional papers and it was seconded by Councillor S Sheahan.

A full and lengthy debate was held both in support and against the proposed amendment before the Chair put it to the vote. A recorded vote being required, the voting was as detailed below.

The amendment was declared LOST.

The Chair referred Members to the substantive motion as set out in the agenda.

A further debate was held which received support for the budget, however there was some opposition to the development of Stenson Square in 2024/25, the running costs for retaining the old Council Offices and the budget saving in relation to Age UK. Following discussion on Land at Nottingham Road, Ashby identified in the report for potential workspace which caused some Members confusion, it was clarified that it was very early stages and had been identified for future development only.

The Chair put the substantive motion to the vote. A recorded vote being required, the voting was as detailed below.

The motion was declared CARRIED.

#### RESOLVED THAT:

- 1) The General Fund Revenue Budget for 2024/25 be approved as summarised in section 2 of the report. Including the in increase of the District Council's share of Council Tax in 2024/25 by 2.75 percent.
- 2) The General Fund Revenue Indicative Budget for 2025/26 to 2028/29 at appendix 1 be noted.
- 3) The General Fund Fees and Charges approved by cabinet on 31 January 2024 at appendix 3 be noted.
- 4) The proposed General Fund Capital Programme for 2024/25 at appendix 4 and planned financing as set out in section 3 of the report be approved.
- 5) The remaining elements of the General Fund Capital Programme 2025/26 2028/29 be noted.
- 6) The Special Expenses Revenue Budget for 2024/25 at appendix 6 and summarised in section 4 of the report be approved. Including setting the special expense Band D Council Tax at the levels detailed in table 4 of this report and the revised Special Expenses Policy as how in appendix 10.
- 7) The continuation of NWLDC in the Leicester and Leicestershire Enterprise Partnership (LLEP) Business Rates Pool in 2024/25.
- 8) The drawdown from reserves to fund the one-off budget proposals as detailed in the General Fund Budget Summary 2024/25 to 2028/29 at appendix 1 be approved.
- 9) The contribution to reserves as detailed in the General Fund Budget summary 2024/25 to 2028/29 at appendix 1 be approved.
- 10) The responsibility to spend £500,000 from the Medium-Term Financial Plan (MTFP) reserve on the Transformation Programme be delegated to the Chief Executive in consultation with the Director of Resources (Section 151 Officer) and the relevant Portfolio Holder.

Amendment to budget as submitted by Councillor S Lambeth (Amendment)		
Councillor Ray Morris	Against	
Councillor Kenny Horn	Against	
Councillor Mike Ball	Against	
Councillor Anthony Barker	For	
Councillor Dave Bigby	For	
Councillor Murrae Blair-Park	For	
Councillor Richard Blunt	Against	
Councillor Russell Boam	Against	
Councillor Morgan Burke	Against	
Councillor Rachel Canny	Against	
Councillor Doug Cooper	For	
Councillor David Everitt	For	
Councillor Dr Terri Eynon	For	
Councillor Marie French	Against	

Councillor John Coon	For
Councillor John Geary Councillor Tony Gillard	
Councillor Russell Johnson	Against For
Councillor Simon Lambeth	For
Councillor Paul Lees	
	Against For
Councillor John Legrys	
Councillor Keith Merrie MBE	Against
Councillor Alison Morley	For
Councillor Peter Moult	For
Councillor June Page	For
Councillor Elizabeth Parle	For
Councillor Guy Rogers	For
Councillor Nicholas Rushton	Against
Councillor Ray Sutton	For
Councillor Tony Saffell	Against
Councillor Carol Sewell	For
Councillor Sean Sheahan	For
Councillor Jenny Simmons	Against
Councillor Nigel Smith	Against
Councillor Avril Wilson	For
Councillor Jake Windram	Against
Councillor Lee Windram	Against
Councillor Andrew Woodman	Against
Councillor Michael Wyatt	Against
Councillor Ray Morris	Against (Casting Vote)
Rejected	
Substantive motion to approve recommendation	1
Councillor Ray Morris	For
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Councillor Kenny Horn	For
Councillor Kenny Horn Councillor Mike Ball	For For
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Councillor Jenny Simmons	For
Councillor Nigel Smith	For
Councillor Avril Wilson	Abstain
Councillor Jake Windram	For
Councillor Lee Windram	For
Councillor Andrew Woodman	For
Councillor Michael Wyatt	For
Carried	

# 81. HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING 2024/25

Councillor A Woodman, Corporate Portfolio Holder, presented the report to Members and thanked the Finance Team for their hard work during the budget setting process.

The recommendations as detailed within the report were moved by Councillor A Woodman and seconded by Councillor N J Rushton.

The Chair referred to an amendment to the motion, which had been circulated in the additional papers. He invited Councillor D Bigby to put forward his amendment.

Councillor D Bigby outlined the amendment to the budget as detailed in the additional papers and it was seconded by Councillor S Sheahan.

A full and lengthy debate was held both in support and against the proposed amendment before the Chair put it to the vote. A recorded vote being required, the voting was as detailed below.

The amendment was declared LOST.

The Chair referred Members to the substantive motion as set out within the agenda.

A further debate was held which received support for the budget, along with further discussions on the desire to build more council homes. The proposed rent increase was acknowledged across the Chamber, as well as the current priority of bringing council homes up to standard.

The Chair put the substantive motion to the vote. A recorded vote being required, the voting was as detailed below.

The motion was declared CARRIED.

# **RESOLVED THAT:**

- 1) The Housing Revenue Account (HRA) Budget for 2024/25 at appendix 1 and summarised in section 2 of the report, including the increase of rents by 7.7 percent be approved.
- 2) The fees and charges approved by Cabinet on 31 January 2024 at appendix 3 be noted.
- 3) The HRA Budget for 2025/26 to 2028/29 at appendix 1 be noted.
- 4) The proposed HRA Capital Programme for 2024/25 at appendix 4 and planned financing as set out in section 3 of the report be approved.

5) The HRA Capital Programme for 2025/26 to 2028/29 at appendix 4 be noted.

Labour Group amendment to budget as su	bmitted by Councillor D Bigby
(Amendment)	bilitiod by Councillot b bigby
Councillor Ray Morris	Against
Councillor Kenny Horn	Against
Councillor Mike Ball	Against
Councillor Anthony Barker	For
Councillor Dave Bigby	For
Councillor Murrae Blair-Park	For
Councillor Richard Blunt	Against
Councillor Russell Boam	Against
Councillor Morgan Burke	Against
Councillor Rachel Canny	Against
Councillor Doug Cooper	For
Councillor David Everitt	For
Councillor Dr Terri Eynon	For
Councillor Marie French	Against
Councillor John Geary	For
Councillor Tony Gillard	Against
Councillor Russell Johnson	For
Councillor Simon Lambeth	For
Councillor Paul Lees	Against
Councillor John Legrys	For
Councillor Keith Merrie MBE	Against
Councillor Alison Morley	For
Councillor Peter Moult	For
Councillor June Page	For
Councillor Elizabeth Parle	For
Councillor Guy Rogers	For
Councillor Nicholas Rushton	Against
Councillor Ray Sutton	For
Councillor Tony Saffell	Against
Councillor Carol Sewell	For
Councillor Sean Sheahan	For
Councillor Jenny Simmons	Against
Councillor Nigel Smith	Against
Councillor Avril Wilson	For
Councillor Jake Windram	Against
Councillor Lee Windram	Against
Councillor Andrew Woodman	Against
Councillor Michael Wyatt	Against
Councillor Ray Morris	Against (Casting Vote)
Rejected	1 riganist (Gasting Vote)
Substantive motion to approve the recomm	nendations as set out in the report
(Motion)	indiadiono do oot out in the report
Councillor Ray Morris	For
Councillor Kenny Horn	For
Councillor Mike Ball	For
Councillor Anthony Barker	Abstain
Councillor Dave Bigby	Abstain
Councillor Murrae Blair-Park	Abstain
Councillor Richard Blunt	For
Councillor Russell Boam	For
Councillor Morgan Burke	For
Councillor Rachel Canny	For
Coarlomor Nation Cariny	1 01

Councillor Doug Cooper	Abstain
Councillor David Everitt	Abstain
Councillor Dr Terri Eynon	Abstain
Councillor Marie French	For
Councillor John Geary	Abstain
Councillor Tony Gillard	For
Councillor Russell Johnson	Abstain
Councillor Simon Lambeth	Abstain
Councillor Paul Lees	For
Councillor John Legrys	Abstain
Councillor Keith Merrie MBE	For
Councillor Alison Morley	Abstain
Councillor Peter Moult	Abstain
Councillor June Page	Abstain
Councillor Elizabeth Parle	Abstain
Councillor Guy Rogers	Abstain
Councillor Nicholas Rushton	For
Councillor Ray Sutton	For
Councillor Tony Saffell	For
Councillor Carol Sewell	Abstain
Councillor Sean Sheahan	Abstain
Councillor Jenny Simmons	For
Councillor Nigel Smith	For
Councillor Avril Wilson	Abstain
Councillor Jake Windram	For
Councillor Lee Windram	For
Councillor Andrew Woodman	For
Councillor Michael Wyatt	For
Carried	

# 82. COUNCIL TAX RESOLUTION 2024/25

Councillor N J Rushton, Corporate Portfolio Holder, presented the report to Members and moved the recommendations as amended in the additional papers. It was seconded by Councillor R Blunt.

No comments were made.

The Chair put the motion to the vote. A recorded vote being required, the voting was as detailed below.

The motion was declared CARRIED.

# RESOLVED THAT:

The Council Tax Resolution 2024/25 as set out in section 2 of the report as included in the additional papers be approved.

Approve recommendations as set out in the updated report in (Motion)	the additional papers
Councillor Ray Morris	For
Councillor Kenny Horn	For
Councillor Mike Ball	For
Councillor Anthony Barker	For
Councillor Dave Bigby	For
Councillor Murrae Blair-Park	For

Councillor Richard Blunt	For
Councillor Russell Boam	For
Councillor Morgan Burke	For
Councillor Rachel Canny	For
Councillor Doug Cooper	For
Councillor David Everitt	For
Councillor Dr Terri Eynon	For
Councillor Marie French	For
Councillor John Geary	For
Councillor Tony Gillard	For
Councillor Russell Johnson	For
Councillor Simon Lambeth	For
Councillor Paul Lees	For
Councillor John Legrys	For
Councillor Keith Merrie MBE	For
Councillor Alison Morley	For
Councillor Peter Moult	For
Councillor June Page	For
Councillor Elizabeth Parle	For
Councillor Guy Rogers	For
Councillor Nicholas Rushton	For
Councillor Ray Sutton	For
Councillor Tony Saffell	For
Councillor Carol Sewell	For
Councillor Sean Sheahan	For
Councillor Jenny Simmons	For
Councillor Nigel Smith	For
Councillor Avril Wilson	For
Councillor Jake Windram	For
Councillor Lee Windram	For
Councillor Andrew Woodman	For
Councillor Michael Wyatt	For
Carried	

# 83. STATEMENT OF ACCOUNTS 2021/22 AND 2022/23 UPDATE

Councillor N J Rushton, Corporate Portfolio Holder, presented the report to Members and read out a prepared statement in relation to the ongoing process with the external auditors. Members were also informed that following the publication of the report, a change in date of the next Audit and Governance Committee was required from March to April.

The recommendations as set out in the report were moved by Councillor N J Rushton and seconded by Councillor R Blunt.

During the discussion, concerns were raised in relation to further delays in the statement of accounts, and reference was made to the poor financial position of other Local Authorities as reported in recent years. The current issues with External Auditors backlog were acknowledged and it was reported that the situation would continue to be monitored via the Audit and Governance Committee.

#### **RESOLVED THAT:**

1) The proposed timetable for the completion and audit of the Statement of Accounts 2021/22 and 2022/23 be noted.

 The details of the Government's proposals in addressing the audit backlogs in the sector be noted.

#### 84. ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION

Councillor N J Rushton, Corporate Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Councillor A C Saffell.

Members spoke in support of the proposals and thanked the Legal Team for the work on the review.

# **RESOLVED THAT:**

The proposed changes to the Council's Constitution as set out in appendices A and B be adopted with effect from 7 May 2024.

## 85. PAY POLICY STATEMENT 2024/25

Councillor K Merrie, Infrastructure Portfolio Holder, presented the report to members and moved the recommendations. It was seconded by Councillor R Blunt.

During discussion, it was suggested that future budgets forecast a higher percentage increase in staff pay as it generally turned out to be more than predicted each year. It was acknowledged that forecasting for a three percent increase was good practice and therefore the advice was to continue with the current level.

#### **RESOLVED THAT:**

The Council's Pay Policy Statement 2024/25 as attached at appendix 1 be approved.

# 86. GENDER PAY GAP 2023

Councillor K Merrie, Infrastructure Portfolio Holder, presented the report to members and moved the recommendations. It was seconded by Councillor R Blunt.

Members spoke in favour and thanked officers for their work on this report.

# **RESOLVED THAT:**

The report be noted and the relevant information as outlined in paragraph 1.2 be reported to Government.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.47 pm