

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 4<sup>th</sup> September 2014 at 7.00 pm

**PRESENT:** Councillors: Mrs J Dent (Chairman), R Bickford, J Brady, Mrs G Challen, M Coot, G Ellison, Mrs H Frank, M Gee, D Holley, Mrs S Hooper MBE, A Killeya, W Phillips, L Russell, J Shepherd, D Yates

**ALSO PRESENT:** Prebendary Brian Anderson, PCSO M Wells, 12 Members of the public, 2 Members of the press, R Lane – Town Clerk.

**APOLOGIES:** Councillors: R Austin, P Thistlewaite – CIC Chairman.

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

The Mayor informed those present of the actions required in the event of a fire or emergency.

### **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING.**

### **PRAYERS**

Prebendary Brian Anderson - Mayors Chaplain led prayers.

### **176/14/15 DECLARATIONS OF INTEREST**

- a. Declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
- c. Dispensations required

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non Pecuniary</b>	<b>Reason</b>
Shepherd	PA14/07257	Non Pecuniary	Neighbour
Russell	PA14/05371	Non Pecuniary	Fire Service colleague and friend

A minutes silence was held in memory of Mrs Hazel Greeves.

### **CHAIRMAN'S REPORT**

#### a. Chairman's Report

The Mayor has attended:

Saturday 9 <sup>th</sup> August	St. Anne's Birthday Party.
Saturday 16 <sup>th</sup> August	Saltash Foodbank Charity Coffee Morning. Sue Hooper Charitable Foundation.
Thursday 21 <sup>st</sup> August	Tamar House Nursing Home Summer Fete.
Sunday 31 <sup>st</sup> August	Service of Welcome for the new Superintendent Of The Saltash Methodist Church Circuit.
Wednesday 3 <sup>rd</sup> September	Saltash Heritage Museum, unveiling of painting.

It was **RESOLVED** to note the report.

### **POLICE REPORT**

Please find below the police report for the period between the 7th August 2014 and the 2nd September 2014 at 1330 hours.

We have had 39 crimes recorded in Saltash, compared to 54 crimes for the same period last year.

Arson	-	1
Assaults	-	12
Breach of None Molestation Order	-	1
Burglaries	-	2
Criminal damage	-	5
Harassment	-	1
Making off without Payment	-	1
Fraud	-	1
Thefts	-	13
Public order	-	2

Plymouth Against Retail Crime (PARC) has now been launched in Saltash.

Stores on the scheme in Saltash are....

Waitrose

Co-op  
Bargin Booze  
Field Leisure  
Treasure Island  
Truly Scrumptious.

More stores will be joining PARC over the next few months.

The scheme allows police to ban offenders from all retail shops signed up to the scheme both here in Saltash and in Plymouth, a total of over 700 retail stores. The First Saltash ban has been issued with more to follow. The offenders are also banned from using Plymouth City Bus.

Other benefits are; the stores receive photographs of all persons banned from stores within the PARC scheme. PARC has its own database (ACIS) that over the past 8 years has proved extremely successful in supporting the police in obtaining ASBO's (Anti Social Behaviour Orders) against prolific shoplifters. All PARC members belong to a free Police Community Messaging Service allowing PARC to inform its members quickly and efficiently with information affecting businesses or staff.

- At the last meeting parking on Essa Road was mentioned. The local PCSO's have been patrolling the area speaking with drivers and issuing parking warnings. The letters for residents have been completed and waiting delivery.
- Other events this month include :-

Pool party  
Pillmere estate  
2 events at K3  
Wentworth Way.

PCSO Mary Wells will be attending the meeting.

Regards

Chris.

A resident of Saltash spoke about the problem of vehicles parking on the pavements in Essa Road and the related safety issues it presents pedestrians.

PCSO Wells stated letters will be sent to residents and put on offending vehicles together with increased police patrols and enforcement.

It was **RESOLVED** to note the report.

## **REPORT BY SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)**

- a. Receive Report and consider any actions arising

### **Saltash Gateway CIC Report For September 2014**

**Saltash Gateway Community Interest Company 4 Fore Street, Saltash PL12 6JL**

### **Report to Saltash Town Council, September 4 2014**

I have pleasure in submitting my monthly report, but I shall not be able to be present at the meeting because of holidays.

#### **Financial position**

We have submitted Accounts for the financial year 2013/14 to Companies House. We remain in a strong financial position, able to continue our main enterprises for the foreseeable future, and with enough in reserve to provide a platform for new initiatives.

We have also received a donation of £1000 from a citizen of the town, an elderly gentleman who wanted to “put something back” after fifty years living in the town. He had actually been inspired to do this by reading the short article I wrote for the last issue of the *Messenger*, and he wishes that whatever we decide to invest the money in should be dedicated to his late wife.

As you will see below, a major project is emerging for the CIC after several months delay. This will be our main pre-occupation for a while, but could potentially be a great risk for us, and we will be ensuring due diligence in respect of the finances.

#### **Potential acquisition of 18 Belle Vue Road, Saltash, PL12 6ES**

We have recently had contact from officers of Cornwall Council providing information about the running costs of the “CAB building”, and making the generous offer of a rent-free lease for two years to give the CIC opportunity to test out whether we can make the building financially viable and a benefit to the town. The lease will however transfer all running and maintenance costs to the company, and we would need to insure it. Discussions and early negotiations have now commenced and we would hope to be drafting a business plan by the end of September.

What follows below is a summary of what we will be trying to achieve over the next few weeks. We need helpful suggestions and contacts from officers and members of the council throughout the process (especially action on point 3 below).

**Aim:** To be the catalyst to prevent the planned disposal of the building by Cornwall Council so that it can remain a community asset. This should give continuity to its

main current tenant, CAB, and simultaneously extend opportunities to use the building to other similar organisations with a community interest. This aim has been encouraged and supported by Saltash Town Council

**Immediate Objective:** To draft a business plan for the management of the building for a 2-year “trial” period as very helpfully proposed by Cornwall Council. This plan will require us:

1. to take into account the likely costs of running and maintaining the building,
2. to ascertain potential income from current tenants, and
3. to identify potential new tenants or sources of grants and funding.

**Action on the above:**

1. Peter Ryland will advise the company on this, having inspected the building and clarified issues about the lease with Cornwall Council officers
2. I will explore this. It is not straightforward. Whatever rent, if any, is currently paid by CAB, it is wrapped up in a more strategic county-wide arrangement. Similarly, a basement room is used by a couple of staff of the Council’s Adult Care, Health & Wellbeing service, and it is not clear if any money changes hands. The other basement office is used by an officer of the Amateur Rowing Association and we have no details of the rent payable.
3. As many people as possible should consider over the next few weeks an overall vision for the building, and also identify which organisations or people might wish to pay to have use of some of the (not inconsiderable) vacant space upstairs.

Current kites flying are :

- Additional staff from Adult Care, Health & Wellbeing?
- The Saltash Live-at-Home Scheme?
- Coordination of the new Living Well project which the NHS, Cornwall Council and Cornwall Age UK are about to launch in East Cornwall?
- Saltash Food Bank?

All these would hang together reasonably well alongside CAB - if they came to anything.

But a “community enterprise centre” of a different type would be possible, and this might include:

- Volunteering development/local third sector support/fund-raising and management of Maurice Huggins building?
- A new Shopmobility scheme linked to the Hopper bus?
- Coordination of the town centre toilets scheme, which links to....
- ....management of the small business units proposed for the top of Belle Vue car park?

- Grant-aided Projects for unemployed people or supporting business start-up?
- Private sector uses?

We should open our minds to anything so long as it helps income generation to balance the books and so achieve our aim to achieve a positive impact in the town.

**Discussion and decision-making** Informal discussion should start right away, and we would be delighted to work with STC on the detail. Embryonic proposals for the business plan will be presented at the next Directors meeting on September 24 when we will decide if taking on the building might be viable, and, if so, on the way forward.

Peter Thistlethwaite

Chair

Aug 30 2014

It was **RESOLVED** to note the report.

## 177/14/15 CORNWALL COUNCIL REPORT

### **CUTS IN SERVICES AND STAFF FORECAST FOR NEXT FOUR YEARS**

Last Monday September 1<sup>st</sup>, all Cornwall members were presented with predictions of the cuts that will be necessary over the next four years in order to set a legal balanced budget. The draft budget, extending over 180 pages, line by budget line, will make grim reading for the future of many front line services, and the future of many Cornwall Council staff. You will already know of protests from the unions over £30 million proposed cuts in staff costs and withdrawal of all funding for Visit Cornwall.

Why four years? Cornwall has to make budget savings of £156 million over this period, after making savings of another £40 million last year. This due to a reduction in Central government rate support grants of £89 million, plus inflation, statutory pay increases and demographic changes – our population is becoming more elderly, requiring more resources from the Adult Social Care budget (the biggest single spend at £22.5 million).

In addition to government cuts, there remains the ongoing inequality and disparity between urban areas such as Merseyside and the rural counties. Even though it costs far more to deliver services such as social care or waste collection in rural areas, Cornwall gets little

more than half the support grant of Merseyside. More voters there of course. Despite the Rural Fair Shares movement, led by Cornwall Council and our MPs, this inequality remains.

At this stage, this is a Draft Budget; members will be working hard on detail before the initial vote in November, and the final setting of the Budget in February. Before then, the public has the chance to comment and make alternative suggestions. The Draft is not confidential and is open to public scrutiny on line – and we aim to have hard copy available at the Guildhall and the Library. Also planned is a series of 25 public meetings around Cornwall – the Saltash meeting will take place on Wednesday 22nd October at 3pm at the Guildhall.

### ***EU STRUCTURAL FUNDING FOR CORNWALL.***

Because average incomes in Cornwall fall below 75% of the EU average, Cornwall has substantial EU grants for the third four-year period. In the past, very few projects in South East Cornwall have benefitted from previous programmes.

This time, there is good news and bad news. First, over £20 million will be available for Community Led Local Developments (CLLD), allocated evenly on a district basis (our Area D extends to St Austell). Also Cornwall can decide on funding distribution, not central government as formerly. Also I have one of the three available places on the Local Action Group. Eligible projects will be able to access funding from 2015, when the systems will be in place.

The bad news is that according to the DEFRA classification of rural hubs, Saltash is excluded from any share of the £20+ million allocated for agricultural support grants.

### ***SOUTH WEST RESILIENCE***

In the last fortnight, I've become aware of a multi agency group set up to consider strategic issues relating to transport infrastructure in the South West. This rather shadowy group (nothing on the Internet) is an offshoot of Peninsular Rail, and clearly aims to improve the Dawlish rail link and examine alternative routes.

However the remit apparently also extends to trunk roads. At present the focus appears to be improvements to the A303 through Devon & Somerset, and to the A30. Once again, the inadequacy of the A38 as a trunk route and its horrendous accident record seems to be a low priority, although the A38 is THE lifeline for South East Cornwall.

I'm trying to find out more – watch this space!

**Joe Ellison**

**Saltash North**

It was **RESOLVED** that:

1. Cornwall Council be notified that the scheduling and timing of the budget consultation meeting is not timely for the town council's own budget setting schedule or the attendance by the working community due to the meeting being held during the day.
2. Cornwall Council be requested to re-schedule the budget consultation to an earlier date and to be held in the evening.

**178/14/15      QUESTIONS FROM THE PUBLIC**

None.

**179/14/15      MINUTES**

The minutes of the meetings held on 7<sup>th</sup> August 2014 were confirmed and signed as a correct record subject to:

1. It be noted that minute 166/14/15 was a written report submitted by Councillor Holley in his absence.
2. Councillor Yates declarations of interest as declared during the meeting and recorded in the minutes be recorded under minute 148/14/15.

**180/14/15      MATTERS ARISING FROM THE MINUTES**

**181/14/15      FINANCE:**

a. The following receipts were **NOTED** in:

i. July 2014

Cornwall Council	2448.50	S106 Grant
Guildhall hire	1108.25	
HenningsMoir	32.40	Advertising - Messenger
HMRC	7130.14	VAT rebate
Tamar View Dog Groomers	36.00	Advertising - Messenger

ii. August 2014

Guildhall hire	532.54	
St Stephens PCC	1810.00	Burial fees July 2014
Photocopying	0.50	
1 <sup>st</sup> Office Ltd	1370.24	Refund – overpaid lease
Cornwall Council	329.59	Parking refund

a. The following payments were **NOTED** in:

i. July 2014

1 <sup>st</sup> Office Equipment Ltd	51.60	43.00	Copier maintenance
Able Print	127.50		Leaflets/posters – summer arts festival
Barclaycard Commercial	11.50		Postbox
Consortium	110.17	91.80	Stationery
Cormac Ltd	41.87	34.89	Repairs to mower
Cornwall Council	671.00		Guildhall rates
Cornwall Council Pensions	758.51		
Deltor	791.00		Town Messenger/Annual Report
Drawn to the Valley	85.00		Advertising – summer arts festival
EDF	80.12	76.30	Moorland View street lighting
EDF	2.47	2.35	Christmas lights SP3
Eon	213.60	178.00	Electricity - Guildhall
Eon	11.72	11.16	Electricity - Cemetery
Hays	324.72	270.60	Temporary staff
Hays	194.83	162.36	Temporary staff
Hays	324.72	270.60	Temporary staff
Hays	324.72	270.60	Temporary staff
Hine Brothers	42.00		Installation bedding troughs – Keast Mews
Hine Brothers	840.00		Grass cutting- cemetery
Hine Brothers	1040.00		Grounds maintenance – July 2014
HMRC	1844.44		PAYE/NIC
ICOM SW Ltd	59.60	49.67	Telephone bill
IRQ Systems Ltd	219.60	183.00	IT Support/Maintenance
Mayor's Allowance	352.00		
Morris Leslie	122.40	102.00	Water bowser hire
Public Works Loan Board	10692.33		Loan repayment re cemetery

Ryland DC	1050.00		Hanging basket watering
SES Ltd	134.16	111.80	Electrical work
Siemens Financial Services Ltd	455.70	379.75	Photocopier lease
SLCC	256.00		Membership 2014/15
South West Water	163.01		Guildhall - water
Staff salaries	7459.97		
UK Fuels Ltd	0.60	0.50	Card charge
Viking	94.98	87.98	Stationery/stamps

ii. August 2014

Cornwall Council	10.00		Conference
Petty cash	98.34		
Saltash & District Branch, Royal British Legion	396.50		Festival Fund grant
Travis Perkins	25.06	20.88	Materials to repair benches

- c. Urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders

None

- d. Bank reconciliations up to 31<sup>st</sup> July 2014 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk

It was **RESOLVED** to note, subject to checking the payment to Hine Brothers for Grounds Maintenance has not been duplicated.

**182/14/15 PLANNING:**

- a. It was noted that Cornwall Councillors will vote upon the information before them at this meeting but in the light of subsequent information received at Cornwall Council, Councillors may vote differently at that meeting.
- b. It was noted that in the event that the Cornwall Council officer wishes to recommend opposite to the Town Council's view they will contact the Town Council by email. In light of time constraints the Town Council will then hold an online poll of Councillors to determine whether to accept the officers' view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next town council meeting. Members of the public may request, via the clerk, to be copied into any correspondence.
- c. Applications for consideration:

**PA14/04487**

Mrs S Droesh – **Saltash Hand Car Wash, Unit 21 Brunel Road, Carkeel**

A roof for car wash.

**Ward: North**

Date received: 21.08.2014

It was resolved to **RECOMMEND:**

- 1. Request an urgent Building Control investigation due to legitimate concerns over the quality of the design and construction and the associated health and safety risk.**
- 2. Pending the above we recommend deferral of the planning application.**
- 3. We note potential concerns about the drainage issues raised by this application.**

Prior to the next application Councillor Russell declared an interest and left the meeting.

**PA14/06371**

**P McHale – 116 North Road**

Proposed single dwelling unit.

**Ward: East**

Date received: 04.08.2014

It was resolved to **RECOMMEND APPROVAL SUBJECT TO THE REMOVAL OF PERMITTED DEVELOPMENT RIGHTS FOR THE PROPERTY.**

Councillor Russell was invited and returned to the meeting.

**PA14/06782**

Mr Tombs – **35 Hawks Park, Lower Burraton**

Proposed conservatory.

**Ward: West**

Date received: 05.08.2014

It was resolved to **RECOMMEND APPROVAL.**

Prior to the next application Councillor Shepherd declared an interest and left the meeting.

**PA14/07257**

A Jones – **6 Deer Park**

Erection of boundary screen fencing together with construction of external steps raised platform (timber) to facilitate access between garden, garage and conservatory.

**Ward: East**

Date received: 15.08.2014

It was resolved to **RECOMMEND APPROVAL**

Councillor Shepherd was invited and returned to the meeting.

**PA14/07258**

Ms N Kent - **10 Pondfield Road**

Two storey extension to provide bedrooms, kitchen/dining room and utility room and single storey extension.

**Ward: West**

Date received: 21.08.2014

It was resolved to **RECOMMEND APPROVAL**

**PA14/07407**

Mr and Mrs MP Pollard – **Lower Orchard, Adit Lane, Pill**

Erection of No4 bedroom house. Renewal of lapsed consent E2/04/01436/FUL.

**Ward: East**

Date received: 18.08.2014

It was resolved to **RECOMMEND APPROVAL**

**PA14/07408**

P Eagles – **Boisdale House, 78 North Road**

Change of use of former residential care home into 9 no self-contained apartments.

**Ward: East**

Date received: 19.08.2014

It was resolved to **RECOMMEND APPROVAL SUBJECT TO A CONDITION THAT THE DEFINED AMENITY SPACE IS PRESERVED.**

**PA14/07409**

Mr and Mrs G Basso – **1 Laurel Bank, Higher Port View**

Construction of detached dwelling.

**Ward: East**

Date received: 20.08.2014

It was resolved to **RECOMMEND APPROVAL**

**PA14/07571**

Mr and Mrs V Bobolhavaeji – **Ice Warm Lounge Bar, 137 Fore Street**

Retention of single storey kitchen to rear and alterations to extractor vent.

**Ward: East**

Date received: 26.08.2014

It was resolved to **RECOMMEND REFUSAL AS THIS IS AN INCOMPLETE APPLICATION WITHOUT AN OUDOR OR NOISE REPORT RELATING TO THE EXTRACTOR FAN.**

**MORE INFORMATION IS REQUIRED ON THE OUDOUR AND NOISE CONTROL SYSTEMS.**

d. Tree applications/notifications:

i. Applications

**PA14/06948**

R Rogers – **Lime Tree House, Fairmead Road**

Application for works to one Lime Tree subject to a Tree Preservation Order namely to raise the crown by 5 metres, reduce the height by 4 metres and reduce the radial spread by 5 metres.

**Ward: North**

Date received: 11.08.2014

It was resolved to **RECOMMEND REFUSAL DUE TO THE EXCESSIVE REDUCTION TO AN AMENITY ASSET OF THE TOWN**

ii. Notifications

e. Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting or a poll taken:

None

Councillor Brady left the meeting.

**183/14/15**     **CONSIDERATION OF LICENSE APPLICATIONS**

None

**184/14/15**     **SALTASH NEIGHBOURHOOD PLAN**

a. Update

Councillor Yates reported that no submissions had been received for the consultant's role tender and updated members on the progress of the plan to date and current planning proposals for housing and industrial schemes.

It was **RESOLVED** to note

**185/14/15**     **CORRESPONDENCE**

a. Cornwall Community Flood Forum  
3<sup>rd</sup> Annual Conference, 1<sup>st</sup> October 2014

It was **RESOLVED** to note.

b. C Speed  
Property registrations at rear of 25 Parkesway.

Members considered a request for approval of the property registration naming of "Marklunne Court" for a development of 4 new homes off Parkesway.

It was considered the proposed name was unattractive and had no local connection.

It was **RESOLVED** that the property registration name be "Greeves Court".

c. Cornwall Council  
Planning conferences for local council

The Chairman referred to the forthcoming conferences notification as previously emailed to members.

It was **RESOLVED** to note

d. P Clements  
Mortain Road to proposed Carkeel Footbridge link

The Chairman informed members of a request for council support to overturn a Highways decision that the Saltash bridleway 9 (southern section) will now not be used as a link from the end of

Mortain Road to the proposed new footbridge across the A38 Carkeel Roundabout.

It was **RESOLVED** that:

1. The Highways Agency be notified that the council recognises and supports this access as an important community link with a social element which will require mobility access.
2. Councillor Phillips will progress the issue with Mr Clements.

**186/14/15** **APPROVAL OF THE MINUTES OF THE FOLLOWING COMMITTEES:**

None

**187/14/15** **APPROVE THE FOLLOWING POLICIES:**

- a. Anti-bribery policy statement & Anti-fraud and corruption strategy

It was **RESOLVED** to approve.

- b. Annual statement on internal control

It was **RESOLVED** to approve.

- c. Annual internal audit business risk assessment

It was **RESOLVED** to approve.

- d. Annual Governance Statement

It was **RESOLVED** to approve.

- e. Risk management plan

It was **RESOLVED** to approve.

- f. Health and safety policy

It was **RESOLVED** to approve subject to:

Section 2.18 to read:

Pregnant Employees

We recognise that all work involving pregnant employees and nursing employees will need to take into account their physical and psychological capacity.

Employees are reminded that they have a duty to advise their employer as soon as they know they are pregnant.

Section 2.19 to read:

Illegal Substances.

No illegal substances can be consumed on the premises at any time.

Anyone found taking illegal substances on the premises is guilty of gross misconduct and will be disciplined accordingly.

**188/14/15**     **CHURCHTOWN CEMETERY – REPORT FROM THE CHAIRMAN ON A MANAGEMENT POLICY AND COMMITTEE DELEGATION**

Members considered a report for the Chairman to appoint committee responsibility for the management and operation of Churchtown Cemetery.

It was **RESOLVED** that the Burial Board will be responsible for the management and operation of Churchtown Cemetery.

**189/14/15**     **MEET YOUR COUNCILLORS**

a. Arrangements for future meetings

It was **RESOLVED** that the next meeting be held on Saturday 6<sup>th</sup> September 2014 to be attended by Councillors Yates, Phillips, Mrs G Challen and Ellison.

**190/14/15**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

**191/14/15**     **ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

**192/14/15**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

**193/14/15**     **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

**1. Schedule of Focused Changes to the Cornwall Local Plan – Strategic Policies – Proposed Submission Draft March 2014**

The Chairman informed members of the consultation period for the document running for a six week period from 4<sup>th</sup> September 2014 to 5pm on 16<sup>th</sup> October 2014. (Previously emailed to Members.)

It was **RESOLVED** to note.

**2. Civic Sunday**

The Chairman announced that she looked forward to seeing members at the service on Sunday 7<sup>th</sup> September 2014.

It was **RESOLVED** to note.

**194/14/15 PRESS RELEASES AND FUTURE ARTICLES REQUIRED**

None

**195/14/15 DATE OF NEXT MEETING**

Tuesday 16<sup>th</sup> September 2014 at 5.30pm  
Thursday 2<sup>nd</sup> October 2014 at 7.00pm

Town Council Priority Setting – Wednesday 10<sup>th</sup> September 2014 at 6 pm.

**196/14/15 COMMON SEAL**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at 9.30 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_