

**MINUTES** of the Community Services Committee Meeting held on Thursday 12<sup>th</sup> August 2021 at 6:00 in Shire House Suite.

**Present:** Chairman, Councillor D A Henderson; together with Councillors T M Barbery (Vice Chair), J Gibbs, Joy Bassett (arrived 18.21), Hilda Blacklaw, Peter Skea, P Brown, E Ahearn, P Cooper (arrived 18:13) and G Frost

**IN ATTENDANCE:** Mr Peter Martin (Town Clerk), Mr Alex Harrod (Deputy Town Clerk), Mr D Bidgway (Executive Assistant), Mrs N Davis (Senior Administration Assistant), Amanda Bright (Community Services Officer)

Meeting commenced at 18.00

There was an online presentation by Aubergine that can be accessed via this link:

<https://www.aubergine262.com/accessible-websites-for-parish-town-councils/>

Discussion is summarised at CS/2021/134

	<b>(a) Mayor/Chairperson's announcements</b> None		
	<b>(b) To receive and record the grounds upon which apologies for absence are tendered.</b>		
CS/2021/131	Apologies had been received from Cllrs Jeremy Cooper and Karen Philips		
	<b>Declarations of Interest</b>		
CS/2021/132	There were no declarations of interest.		
	<b>Public representation session:</b> An opportunity for residents to make representations to Council or ask questions relating to items on this agenda. (Note: a maximum of 15 minutes will be allocated for this session and there will be a time constraint of 5 minutes per speaker). LGA 1972, ss100 and 102, Public Bodies (Admissions to meetings Act) 1960.		
CS/2021/133	2 members of the public arrived after this item, Phil and Marion, both from Bodmin Town Museum.		
CS/2021/134	To consider any issues that arise from the presentation by Aubergine in relation to BTC's website improvement plan.  Aubergine had advertised in the Town Clerk's magazine and seem to have the credentials to work with us to bring BTC website to be compliant and more accessible.		

Chairman signature			
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	CS/2021/167	It was <b>RESOLVED to AGREE</b> the accuracy of the Minutes of the Community Services Committee meeting held on 12 August 2021 (as circulated).	

	<p>For approximately £1000 they can make our website compliant with <a href="#">WCAG2.1</a> requirements by lifting our content into their template. They are registered with SLCC.</p> <p>A 6 month extension has been negotiated with the current provider so to ensure a smooth transition work needs to start as soon as possible.</p> <p>Future development will cost more but costs reduce the longer a customer remains.</p> <p>Maintenance is cheaper than the current agreement that costs over £2000 p.a.</p> <p>Levels of dissatisfaction with the BTC current website is increasing.</p> <p>Officers are doing some research with Aubergine's customers to gauge levels of satisfaction.</p> <p>It was <b>RESOLVED to AGREE</b> to authorise officers to further investigate the transfer of BTC content to the Aubergine templates.</p>	IT Project Mgr	14.10.21
CS/2021/135	<p><b>Minutes of the previous meeting.</b> To confirm the accuracy of the <a href="#">Minutes</a> of the Community Services Committee meeting held on 30<sup>th</sup> June 2021 (as circulated). LGA 1972, Sch 12, para 41(3), LG (Miscellaneous Provisions)1976, s41</p> <p>It was noted that Alex Harrod had attended the meeting but was not listed as an attendee.</p> <p>It was <b>RESOLVED to AGREE</b> the accuracy of the Minutes of the Community Services Committee meeting held on 30<sup>th</sup> June 2021 (as circulated).</p>		

CS/2021/097	<p>It was <b>RESOLVED TO AGREE</b> to form the working party that works over the next 12 months (ToR to be agreed) to explore the options around purchasing a domain and proceed with the development of the ideas presented by David Birch.</p> <p>Update12.8.21: the working party has met and work is ongoing</p>	Working Party	to commence	update next meeting	Members: P Skea; K Phillips; M Barbery P Cooper
CS/2021/098	<p>It was further <b>RESOLVED to AGREE</b> to delegate authority to TC to carry forward the negotiations with the current provider Rokk Media.</p>	TC	ongoing	next meeting	complete

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	CS/2021/167	It was <b>RESOLVED to AGREE</b> the accuracy of the Minutes of the Community Services Committee meeting held on 12 August 2021 (as circulated).		

CS/2021/099	<p>To consider and agree recommendations and/or actions emerging from the presentation relating to the Arts Council £18.8m fund for improvement and maintenance of non-national museums</p> <p>It was <b>RESOLVED to AGREE</b> to delegate authority to the Deputy Town Clerk to meet as soon as possible and to work with the museum team to scope out the possibilities the grant (and other funding sources) present in terms of preserving the museum for the town.</p> <p>Item 140 and 141 on agenda</p>	DTC	ongoing	asap	deadline for expression of interest 5.7.21 full application 18.10.21
CS/2021/107	<p>It was <b>RESOLVED to AGREE</b> to delegate authority to the Chair and Community Services Officer to negotiate with the Loveny Male Voice choir and CC re free parking over the Christmas period.</p> <p>Update 12.8.21: Saturday 27<sup>th</sup> November has been agreed</p>	CSO	ongoing	before Christmas	complete
CS/2021/109	<p>It was <b>RESOLVED to AGREE</b> to delegate authority to the Community Services Officer to liaise with members to agree a timetable for these surgeries and that they be included on the schedule of meetings.</p> <p><b>Agenda Item 146</b></p>	CSO/ Admin	to commence	ASAP	
CS/2021/114	<p>To consider and agree recommendations and/or actions emerging from the presentation relating to MSFN. This item was deferred until BTC can ascertain the requirements of the 15 year maintenance plan and it's impact on the devolution process.</p> <p>Update 12.8.21 - Development of the sites is ongoing.</p>	JC and the devolution working party	ongoing	update at next meeting	
CS/2021/115	<p>To consider and agree to replace the notice board on Mt Folly. It was <b>RESOLVED to AGREE</b> to delegate authority to the Estates team to spend up to £3000 to procure the replacement notice board.</p> <p>Update 12.8.21 – the Estates team is expecting to finalise requirements with the supplier next week.</p>	EM	to commence	update at next meeting	
CS/2021/116	<p>To consider and agree the provision of a sign/s to be provided and installed on The Camel Trail and at the end of the cycle lane adjacent to Sainsbury's for the purpose of signposting the town centre. It was <b>RESOLVED to AGREE</b> to delegate authority to The Mayor and TC to spend up to £600 to obtain suitable, plastiflex signs.</p> <p>Update 12.8.21 – the majority of these have been installed</p>	JC/TC	to commence	update at next meeting	complete

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	CS/2021/167	It was <b>RESOLVED to AGREE</b> the accuracy of the Minutes of the Community Services Committee meeting held on 12 August 2021 (as circulated).		

CS/2021/118	<p>To consider and agree the Bodmin Town Council Team photoshoot, to include all staff and Members, both individual and grouped. Photos will be used on the website. To further agree a day and time for this to happen (will need to allow for a couple of hours). It was <b>RESOLVED to AGREE</b> that admin send out a “Doodlebug” invite to arrange this and that Fin Davis would be commissioned to do this.</p> <p>Update 12.8.21 – this is progressing with members being photographed before meetings</p>	CSO/ Admin	asap	update at next meeting	
CS/2021/119	<p>To consider and agree what role the BTC community services team should/could have in the reconvened Bodmin Tourist group proposed by Barbara Brittain. IT was <b>RESOLVED to AGREE</b> that this item be deferred to the working party supporting the development of the BTC website should consider and agree a way to include information about local attractions. In the meantime offer the Bodmin Tourist Group space on the Cornwall Live website to signpost tourist attractions.</p> <p>Update 12.8.21 – the Bodmin Tourist Group have been invited to join the website working party but no response has been received.</p>	Website working party/ CSO	ongoing		
CS/2021/120	<p>To consider and agree how BTC Bodmin could make the town and spaces within it a more enabling environment for children and adults with disabilities. It was <b>RESOLVED to AGREE</b> to delegate authority to officers to scope a proposal to site a sign at Fair Park and Priory Park play areas to include cost and content and liaise with Eyesight Cornwall to ensure it is meaningful and useful to the people that it is aimed at.</p> <p>Update 12.8.21 – EM has made contact with a suitable provider and work is progressing.</p>	<b>EM</b>		update at next meeting	
CS/2021/122	<p>To consider and agree the proposal to increase the number of benches within Priory Park. It was <b>RESOLVED to AGREE</b> to delegate authority to the Chair, Vice Chair and Cllr Brown to scope potential sites around Bodmin for new benches, which may be a mix and match of various styles from different sources.</p> <p>Update 12.8.21 – 2 benches are available for siting around Priory pond. The granite at Poorsfield looks usable and 3 benches are required for Kays Crescent.</p>	Cllrs Henders on, Barbery and Brown	to commence	update at next meeting	

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	CS/2021/167	It was <b>RESOLVED to AGREE</b> the accuracy of the Minutes of the Community Services Committee meeting held on 12 August 2021 (as circulated).		

CS/2021/123	<p>To consider and agree a proposal for the Art Bike Trail in conjunction with Black Rat and Knit Happens to be organised for the Tour of Britain weekend. It was <b>RESOLVED to AGREE</b> to support this project in principle and provide the group with a grant application. This could be used to make a formal application for specific support in kind (agreement of locations, amending and printing maps so that people can follow a trail etc). this information could be used to inform our insurers.</p> <p>Update 18.8.21 - progressing</p>	CSO	to commence	update at next meeting	
CS/2021/124	<p>To consider and agree prioritisation of aims and objectives for 2021/22.</p> <p>By previously adopting the Community Services framework these have been agreed. However, Cllr Henderson, as chair, deferred the item to the next meeting as she wanted to give the opportunity for committee to consider anything else that should be included. There also should be a few major objectives that should feed into the overall objectives identified for Full Council.</p> <p>Update 12.8.21 – this item was deferred to P&amp;R on 26<sup>th</sup> August 2021</p>	Cllr Henderson and CS Committee	ongoing	next meeting	

CS/2021/137	<p>To consider and agree <a href="#">Financial Statement</a> (Income and Expenditure) for June 2021</p> <p>It was <b>RESOLVED to AGREE</b> to note the Financial Statement.</p>		
CS/2021/138	<p>To receive <a href="#">Risk Management</a> updates</p> <p>The risks associated with The Tour of Britain festival weekend:</p> <ul style="list-style-type: none"> <li>• financial loss and reputational damage to BTC and were escalated to the highest level</li> <li>• loss of key members of staff and councillors were also escalated to the highest level</li> </ul> <p>Work has been done to mitigate the risks identified and was ongoing. As a result, there are some policies that need sign off at P&amp;R.</p> <p>The report was noted.</p>		

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	CS/2021/167	It was <b>RESOLVED to AGREE</b> the accuracy of the Minutes of the Community Services Committee meeting held on 12 August 2021 (as circulated).	

CS/2021/139	To consider and agree grant applications  A request has been received via email and a grant application for was sent but had not yet been returned. This will be considered when received.		
CS/2021/140	To receive an update regarding future applications pursued by Bodmin Town Museum. This includes signing up to the <a href="#">Grantium</a> online application portal, thereby facilitating the future application for any relevant Arts Council funds.  Registering on the portal is complex and time consuming but it is a prerequisite to apply for future Arts Council funding.  It was <b>RESOLVED to AGREE</b> to sign up before the next meeting on 14 <sup>th</sup> October 2021.		
CS/2021/141	To consider and agree commissioning a feasibility study for the relocation of the town museum.  The scope of the study would include consideration of relocation to more than one site. Time is of the essence as accreditation for the museum will expire in April 2022 and, for it to continue, a permanent premises is required. If lost it will be difficult to regain.  It was <b>RESOLVED to AGREE</b> to delegate authority to TC to commission a feasibility study for the relocation of the town museum, to be completed by 14 <sup>th</sup> October 2021.	TC	Oct 14 <sup>th</sup> 2021
CS/2021/142.1	To consider and agree the following requests for hire of Bodmin Town Council spaces as follows: <ul style="list-style-type: none"> <li>the evening hire of the Shire House Suite for Buddhist meditation classes on behalf of a charity, Kadampa Meditation Centre Plymouth.</li> </ul> It was <b>Resolved to Agree</b> the hire of the Shire House Suite for Buddhist meditation classes on behalf of a charity, Kadampa Meditation Centre Plymouth.	Booking Clerk	
CS/2021/142.2	<ul style="list-style-type: none"> <li>the Judges Dining Room or the Suite by the New Life Church, on a Sunday morning for use as a Sunday School, 10am-noon. We would need to arrange for Kestrel Guards to open and close each week. The cost for this would be approx. £15 per hour, based on two hours.</li> </ul> It was <b>Resolved to Agree</b> the hire the Judges Dining Room or the Suite by the New Life Church, on a Sunday morning for use as a Sunday School, 10am-noon. <ul style="list-style-type: none"> <li>Narisa Hall to Earth 23 for regular meetings of their Mental Health support group.</li> </ul>		

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CS/2021/142.3	<p>It was <b>Resolved to Agree</b> to offer for hire an alternative to Narisa Hall (fully booked) to Earth 23.</p> <ul style="list-style-type: none"> <li>a suitable room (Shire House Suite) for use by the organisers, as a race HQ, and participants, for bag drop facilities, of the Bodmin Way Marathon (Beacon Beast) organisers in April 2022.</li> </ul>		
CS/2021/142.4	<p>It was <b>Resolved to Agree</b> to offer a suitable room, free of charge to the organisers of the Bodmin Way Marathon.</p> <ul style="list-style-type: none"> <li>the Vestibule to Catch 22 for delivery of their Health and Wellbeing service.</li> </ul>		
CS/2021/142.5	<p>It was <b>Resolved NOT to Agree</b> to hire a room as none met the stated requirements of Catch 22.</p> <ul style="list-style-type: none"> <li>Shire House Suite to Bodmin Lions for their Christmas Craft Fair on a Saturday in November/December.</li> </ul>		
CS/2021/142.6	<p>It was <b>Resolved to Agree</b> to hire the Shire House Suite to Bodmin Lions for their Christmas Craft Fair on a Saturday in November/December.</p> <ul style="list-style-type: none"> <li>the Shire House Suite regular Friday evening(6pm-10pm) hiring of so that Bodmin Lions can re-start their bingo sessions.</li> </ul>		
CS/2021/142.7	<p>It was <b>Resolved to Agree</b> to hire the Shire House Suite to Bodmin Lions for their bingo sessions on a temporary basis, pending refurbishment.</p> <ul style="list-style-type: none"> <li>the Shire House Suite for the evening on Saturday 9<sup>th</sup> October 2021 to the Rotary Club, for an event to celebrate their 70<sup>th</sup> anniversary.</li> </ul>		
CS/2021/142.8	<p>It was <b>Resolved to Agree</b> to hire the Shire House Suite for the evening on Saturday 9<sup>th</sup> October 2021 to the Rotary Club, for an event to celebrate their 70<sup>th</sup> anniversary.</p> <ul style="list-style-type: none"> <li>To consider and agree the request to use Priory Car Park for Alstock, 30<sup>th</sup> July 2022.</li> </ul>		
CS/2021/142.9	<p>It was <b>Resolved to Agree</b> the request to use Priory Car Park for Alstock, 30<sup>th</sup> July 2022, contact with the Car Park management company to negotiate this is required.</p> <p>All bookings are subject to proper paperwork being completed and providing the information provided meets the booking conditions and requirements of BTC.</p>		
CS/2021/143	<p>To consider and agree inviting Bodmin Youth football team to re-start their car boot sale in the Priory Car Park.</p> <p>The football team had not approached BTC but a resident had made a request that the car boot return.</p>		

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	It was <b>RESOLVED to AGREE</b> to invite Bodmin Youth football team to re-start their car boot sale in the Priory Car Park.		
CS/2021/144	<p>To consider and agree external exhibits for the <a href="#">Discovery 42</a> project in Narisa Hall.</p> <p>There is a commitment that areas used will be returned to their original state when the exhibition ends.</p> <p>It was <b>RESOLVED to AGREE</b> to the external exhibits proposed for the outside of Narisa Hall by Discovery 42.</p>		
CS/2021/145	<p>To consider and agree updates and decisions relating to the Town Team.</p> <p>There will be an extraordinary meeting on Tuesday 24<sup>th</sup> August.</p>		
CS/2021/146	<p>Consider and agree the proposed <a href="#">schedule of dates</a> for Councillor surgeries and related issues.</p> <p>The table will be circulated as is and councillors will negotiate swaps with others if they cannot fulfil their allocated slot.</p> <p>Slots will be 2 hours long. Venues to be agreed between Shire House Suite and Shire Hall.</p> <p>Surgeries will be publicised on the website.</p> <p>The police will be invited to attend.</p> <p>Records will be kept about numbers of attendees, issues raised.</p> <p>A signposting directory and resource pack will be developed and provided.</p> <p>It was <b>RESOLVED to AGREE</b> to proceed with the councillor surgeries and officers would prepare the resource pack that supports these.</p>		
	<p>To retrospectively agree to the use of Court Room 1 for filming by Plymouth University.</p> <p>The court room was used to make a film as a resource for Law students at Plymouth University, some of which may have attended schools in Bodmin. The Town Council would be credited in the film and be provided with a copy.</p>		

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CS/2021/147	The use of the Court Room for this purpose was noted.		
CS/2021/148	<p>To retrospectively agree to the decoration of Mount Folly by the arts and craft bike group, on production of an adequate risk assessment and an assurance that they are removed week beginning 6<sup>th</sup> September.</p> <p>The decorating was proposed to happen last week but risk assessments had not been received and the decoration hasn't happened yet.</p> <p>It was <b>RESOLVED to AGREE</b> to the decoration of Mount Folly by the arts and craft bike group on receipt of the appropriate risk assessments.</p>		
CS/2021/149	<p>To consider and agree a request received from Tom Ellis to setup a refreshment trailer with, possibly, one or two inflatable attractions, at Hillside Park, for the summer/ToB weekend.</p> <p>A charging structure has been agreed and it is intended that he is there for ToB weekend.</p> <p>It was <b>RESOLVED to AGREE</b> that Tom Ellis could set up a refreshment trailer with, possibly, one or two inflatable attractions, at Hillside Park, for the summer/ToB weekend.</p>	Bookings officer	
CS/2021/150	<p>To consider and agree the reduced pricing structure provided by <a href="#">Bodmin Voice</a> for publicity material as and when required.</p> <p>It was <b>RESOLVED to AGREE</b> that CSO have delegated authority to negotiate and place advertisements as required in the Bodmin Voice within a budget of £500, in total, to come from the promotions budget. This can be reviewed if this proves inadequate.</p>	CSO	
CS/2021/151	<p>To receive an update on Bodmin Town Council plans for the Tour of Britain weekend, including budgetary matters.</p> <p>The media campaign has started. There has been a problem with the initial license application. DTC and CSO had meetings with the Police and Cornwall County and with their support another has been submitted. The outcome will not be known until 3<sup>rd</sup> September. There is a scaled down plan B if the license is not approved. The budget is on target.</p> <p>The update was noted.</p>		
	To consider and agree how Bodmin participate in the Jubilee Cry and Celebrations and agree adding some funding via the next budget round for the purpose.		

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CS/2021/152	It was <b>RESOLVED to AGREE</b> an amount of £2,500 be forwarded to the P&R budget setting meeting for consideration, in addition to this, any requests for use of venues to support this event will be free of charge.		
CS/2021/153	<p>To consider and agree a budget of £6000 to facilitate a monthly market on Mount Folly in a 12-month trial, (to be reviewed at 6 months).</p> <p>This would be a contingency and not guaranteed spend. The money would be vired from promotions. Some of it may come back to BTC from the WBF, if the bid is successful.</p> <p>It was <b>RESOLVED to AGREE</b> to vire £6k from the promotions budget to facilitate the Mount Folly market and would be forwarded to P&amp;R budget setting meeting.</p>		
CS/2021/154	<p>To review the availability of the BTC Covid hotline and to consider and agree next steps.</p> <p>This was facilitated by councillors who took shifts to cover it. It was a busy line and support was identified for a range of issues from people not being able to access essential food supplies, concerns raised about isolated people and people who couldn't get through to the Doctors'. The line is still live at a cost of £4/month. There was a suggestion that it might be retained and converted to a councillor hotline, but it was felt that councillors' contact details were publicised and this was adequate.</p> <p>It was <b>RESOLVED to AGREE</b> to terminate the Covid hotline.</p>		
CS/2021/155	<p>To consider and agree the reinstatement and of a community football pitch in an area of the Beacon Nature Reserve, at an approximate cost of £6k.</p> <p>Various residents had contacted councillors to express concerns that the "wilding" of the field no longer allowed for impromptu ball games by children and young people.</p> <p>Various options were discussed for this area but it was concluded that keeping the grass cut to allow casual ball games and the addition of another appropriately placed dog bin may be an adequate solution. However, there may be some old goal posts available to re-use.</p> <p>It was <b>RESOLVED to AGREE</b> to request that the DEM provide a report on the availability of existing goal posts or provide costs for new for consideration by committee at the next meeting on October 14<sup>th</sup>. In the meantime, the grass is to be kept short.</p>	DEM	14.10.21

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	CS/2021/167	It was <b>RESOLVED to AGREE</b> the accuracy of the Minutes of the Community Services Committee meeting held on 12 August 2021 (as circulated).	

CS/2021/156	<p>To consider and agree the potential measures to minimise the security risks affecting the long stay section of Priory Car Park 2.</p> <p>The various options were outlined in a <a href="#">report</a> provided by the EM. Further solutions were explored.</p> <p>It was <b>RESOLVED to AGREE</b> to extend the current security arrangements to the Wednesday at an approximate cost £800, and instructions given to prioritise the protection of Priory Park.</p>	CSO	
CS/2021/157	<p>To consider and agree the hire of Priory 2 car park for the purpose of siting the DVSA driving theory test centre there.</p> <p>Tests would take place on Mondays 10-6 and Saturdays 8-12, once a month in September but may increase subject to demand.</p> <p>It was <b>RESOLVED to AGREE</b> to the hire of Priory 2 car park for the purpose of siting the DVSA driving theory test centre.</p>	Bookings officer	
CS/2021/158	<p>To consider and agree the purchase of a multifunction printer for use in the Shire House Suite to facilitate urgent administrative requests during Bodmin Town Council meetings.</p> <p>Documents required for meetings is provided on Sharepoint and paper copies should be discouraged. Complaints from members of the public have mainly come for people who attend planning meetings.</p> <p>It was <b>RESOLVED NOT to AGREE</b> the purchase of a printer.</p>		
CS/2021/159	<p><b>ITEMS CONTAINING EXEMPT INFORMATION</b></p> <p>To consider passing the following Resolution in respect of the items listed below:</p> <p>“That the press and public be excluded from the Meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, for the following items of business on the grounds that they involve the likely disclosure of confidential and exempt information”.</p> <p>Committee voted to move into a confidential session.</p>		

Date of next meeting is **Thursday 14<sup>th</sup> October 2021.**

Meeting closed at 20.59

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