



Bodmin Town Council

Minutes

Community Services Committee Meeting

Date 07/07/2022
Time 18:00 – 21.05
Location Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ
Chair Cllr E Ahearn
Attendees Cllr E Ahearn, Cllr T M Barbery, Cllr H Blacklaw, Cllr A Butters, Cllr J P Cooper, Cllr P T Cooper, Cllr A Coppin, Cllr K Phillips and Cllr P Skea.

Mrs A Bright (CS Manager/Assistant Town Clerk), Mr S Martin (Senior Administration Assistant) and Mr P Martin (Town Clerk).

Presentation from David Birch regarding Plastic Free Bodmin.

Minutes:

Meeting started at 6pm

Surfers against sewage have been running a campaign for business, schools etc. to become plastic free. Looking for people to change use of plastics. Also to support buying local and buying goods in paper bags.

Common offenders- plastic bottles, food packaging and toiletries etc. Can refill things like washing up liquid etc.

Now over 800 plastic free communities. Bodmin last town in Cornwall to do this. Surfers against sewage had a stall at Jubilee and attend various events. Community allies such as schools and colleges and groups. The old library, into Bodmin and other businesses also onboard.

What Surfers against sewage are looking for from BTC: -

1. A councillor on steering group, already being done- Cllr P Skea, Cllr Coppin deputy. Jenna Wheten helping.

2. Support initiatives by promoting the principles, share what plastic free Bodmin do. Section on website to support. Invite plastic free Bodmin to events and involve staff.

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3. Phase out single use plastic in council. Some areas Jenna looking at, i.e. milk bottles. Opportunities for refill.

Would like a motion to discuss these.

Questions-

Cllr Phillips- Have Surfers against sewage approached the chamber of commerce with this talk, to embrace as many businesses as possible?

D Birch- yes already approached leader of Town team who publishes environmental issues in Bodmin music.

Cllr P Cooper- Have we agreed for Jenna to work on this also? Agreed in item CS-2022-50 for officer time to be delegated.

CS.2022.72

Mayor/Chairperson's announcements

Minutes:

No Mayor/ Chairpersons announcements.

CS.2022.73

To receive and record the grounds upon which apologies for absence are tendered.

Decision:

It was **RESOLVED** to accept the ground on which absence was tendered for members who sent apologies.

Minutes:

Cllr J Gibbs sent apologies due to health reasons.

Cllr D Henderson has resigned from the council.

All in favour.

CS.2022.74

Declarations of Interest relating to business on the agenda.

Minutes:

Cllr E Ahearn declared an interest 76 interest and 96.

CS.2022.75

Public representation session.

Minutes:

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No members of the public present.

1 member of the public entered at the start of item 77.

CS.2022.76 Correspondence received.

Decision:

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

Minutes:

Cllr P Cooper chaired this section due to Cllr E Ahearn's declared interest.

To note correspondence all in favour.

CS.2022.77 To confirm the accuracy of the minutes of the last meeting of Community Services 7th April 2022.

Decision:

It was **RESOLVED** to confirm the accuracy of the minutes 4th April 2022.

Minutes:

One member of public entered.

The chair went through each page of the minutes. All in favour to confirm the accuracy of the minutes.

Minutes signed by Cllr Ahearn.

CS.2022.78 List of actions from the previous minutes, for update.

Decision:

It was **RESOLVED** to note the list of actions from previous meeting.

Minutes:

The chair went through the list of actions and confirmed the status of each.

All in favour to note the actions from the previous meeting.

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CS.2022.79

To confirm the accuracy of the minutes of the extraordinary meeting of Community Services 29th June 2022.

Minutes:

All in favour. Cllr J Cooper and Cllr Barbary abstained as they were not present at the meeting.

Minutes signed by Cllr Ahearn.

CS.2022.80

To note the Risk Management update, risks scoring 11+.

Decision:

It was **RESOLVED** to note the Risk Management update, risks scoring 11+

Minutes:

Cllr J Cooper- Can we contact and encourage the Museum to provide required information.

Majority carried to note the Risk management update. Cllr J Cooper abstained.

CS.2022.81

To note the Summary of accounts (Income and Expenditure) for month.

Decision:

It was **RESOLVED** to note the summary of accounts.

Minutes:

Members read through the summary of accounts.

All in favour to note the summary of accounts.

CS.2022.82

To elect a Community Services Vice Chairman.

Decision:

It was **RESOLVED** to elect Cllr Alex Butters as the Community Services Vice Chairman.

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Cllr P Skea proposed- Cllr Alex Butters. No other nominations.
Cllr A Butters accepted. All in favour.

CS.2022.83

To consider and agree which sub-committees and outside bodies sit under the Community services committee.

Decision:

It was **RESOLVED** to refer this agenda item to Full Council to clarify the sub committees and working parties sitting under the Community Services committee and to populate any vacancies. Also, to review Terms of Reference if adjustments required, to reflect any agreed changes.

Minutes:

Christmas lights comes under Community Services TORS, so would need adjust Terms of Reference and agree at full council, if required. TC- Working parties- Markets working party disbanded but will still require members in principle as and when required.

Cllr J Cooper- This committee should have oversight over museum, refer back to full council for clarity. There is a vacancy on devolution advisory committee.

Recommend list of sub committees to sit under Community Services / Estates back to Full Council. Except for Neighborhood plan which has already been agreed to sit under planning. Refer to Full Council to clarify the sub committees and working parties sitting under this committee and to populate any vacancies. Also, to review ToRs if adjustments required to reflect any changes. All in favour.

CS.2022.84

To receive reports, updates, and information from Bodmin Council representatives on Outside bodies.

Minutes:

No updates from Outside Body representatives received.

CS.2022.85

To receive an update from Plastic Free Bodmin from Cllr P Skea and a) To discuss the presentation from David Birch; b) To consider and agree the merge of Climate emergency declaration with Plastic free Bodmin.

Decision:

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It was **RESOLVED** to defer the following to Full Council 21st July 2022:-

a)

1. A councillor on steering group, already agreed- Cllr P Skea, Cllr Coppin deputy. J Wheten helping- Resolve upon CS-2022-50 at FC 21.07.22.
2. Support initiatives by promoting the principles, share what plastic free Bodmin do with the public. Perhaps BTC could have a section on website to support. Invite plastic free Bodmin to events and involve office staff.
3. Phase out single use plastic in the council. Some areas J Wheten already looking into, i.e. milk bottles. Opportunities for refill.

b) Defer the merge of Climate emergency declaration with Plastic Free Bodmin to FC 21.07.22 with consideration to the Climate emergency declaration already subbed to the Neighbourhood plan.

Minutes:

Cllr P Skea- Already covered in presentation by D Birch, going to be referred to Full Council on 21st July.
 Cllr P Cooper- when booking events do we have a plastic free policy?
 CSM- yes already have a plastic free policy.
 Cllr Coppin expressed that Plastic Free Bodmin has weight if separate the Climate emergency declaration.
 Cllr J Cooper- Climate emergency declaration was previously agreed to be a sub section of the Neighbourhood plan.
 It was proposed to defer these considerations to Full Council- all in favour.

CS.2022.86

To receive an update on the Community website page.

Minutes:

CSM- work going on in background. Estimating 30th August release date, were planning to time with markets opening but more work needed on the community page as want to distinguish this from the main page, working with Aubergine on this. It will feature surveys, hire options and payment options etc. Booking forms will also be on there along with a community notice board.

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Cllr H Blacklaw- under quick links Councillor should spelt with two L's.
 Cllr J Cooper- worth taking town crest off to make it look different to the website, to make none civic.

CSM- considering an illustration of Shire hall instead of the Bodmin TC logo. There will be a work shop to check the Community page over before release.

Members thanked officers for the work on the Community website so far.

CS.2022.87

Grant applications:-

Decision:

a) To consider a grant application from Cornwall International Male Choral Festival for £100.

It was **RESOLVED** to agree this application and for the funding of £250 to be allocated from the £40,000 PID budget.

Decision:

b) To consider and agree, a grant application from Intobodmin for £1000 to offer performance and entertainment on Mount Folly every Saturday in August.

It was **RESOLVED** to request latest bank statement from IntoBodmin and no collecting on the Folly to be stipulated, no charging at all.

Delegated to officers to agree the funding of £1000 once received statement of accounts and in order and confirmed no collecting.

Minutes:

a) The grant application is actually for £250 and not £100, the form is correct however the agenda item title is incorrect.

Cllr K Phillips- how much is left in the grants pot?

Town Clerk- no money left in the grants pot.

CSM/ATC- There is a £40,000 PID budget yet to be officially allocated. The money would have to be allocated from this.

Cllr K Phillips- proposed to agree this application and to be allocated from the PID budget. Cllr P Cooper seconded. All in favour.

b) There are 4 acts.

Members requested latest bank statement from Into Bodmin and requested they do not collect or charge at all on the Folly. All in favour.

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CS.2022.88

To consider and agree tree planting for the The Passmore Edwards Bicentenary Festival 2023.

Decision:

It was **RESOLVED** to agree the planting of a tree, in principle and ask Estates to advise on a suitable location for the tree. Also, to confirm the species of tree with Cornwall Council to ensure future growth does not detrimentally impact location.

Minutes:

CSM- This is to plant one tree, Cornwall council will supply the tree and the tools but need BTC to suggest the site and agree to maintain the tree.

Cllr E Ahearn- Proposed agree in principle and ask Estates to advise on a suitable location for the tree

Cllr P Cooper- Also need to confirm the species of tree with Cornwall Council to ensure future growth does not detrimentally impact location.

All in favour to agree the planting of a tree for the Passmore Edwards Bicentenary Festival 2023.

CS.2022.89

To consider and agree, subject to securing sponsorship, the hosting fee of £75,000 for a Tour Series cycling event in Bodmin and to formulate a Tour Series 2023 Advisory Group, with a view to sourcing sponsors.

Decision:

It was **RESOLVED** for Cllr B Crowle, Cllr P Cooper and Cllr A Butters to populate a working group to have initial talks with Cornwall Council, secure the sponsorships and scope a cost agreement for this tour series. Also, to scope cost of insurance to cover costs incase of situation where the sponsors would be forced to pull out. Members to defer to Clerk regarding officer time and capacity.

An Interim report to come to FC 21.07.22 and Full report PR 18.08.22 with delegated authority from Full Council.

Minutes:

Expression of interest from Cllr B Crowle to join advisory group if formulated.

Cllr K Phillips- who pays hosting fee to whom?

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CSM- BTC would pay the hosting fee and would be the host. All four races take place in Bodmin for whole day. £46500 can be sold in sponsorship to local business. £28500 to be paid by BTC, probably looking at an extra £28,000 to pay and therefore £100,000 realistic total sum would need to pay in total. There would be road closures but would possibly bring in 10,000 people into the town in one day.

General consensus from the council is that the cost is too high and more suitable for a city rather than a town. Suggested perhaps sharing the event with another town or Cornwall Council to front some of the costs. Concerns regarding securing the sponsorships and insurance against BTC losing sponsorship money if event could not go ahead.

Cllr B Crowle, Cllr P Cooper and Cllr A Butters to populate a working group to have initial talks with Cornwall Council, secure the sponsorships and scope a cost agreement for this tour series. Also, to scope cost of insurance to cover costs incase of situation where the sponsors would be forced to pull out. Members to defer to Clerk regarding officer time and capacity. Majority carried.
An Interim report to come to FC 21.07.22 and Full report PR 18.08.22 with delegated authority from Full Council.

CS.2022.90

To note expenditure of up to £1500 for the market and launch, within the pre agreed Market budget.

Decision:

It was **RESOLVED** to note expenditure of up to £1500 for the market and launch, within the pre agreed Market budget.

Minutes:

CSM- initial launch and some feather flags, banners for Folly, banners for the old posts. Plus advertising and entertainment for the opening day.

Cllr K Phillips- propose accept this, Cllr E Ahearn seconded.
All in favour.

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CS.2022.91

To consider and agree the installation of a donation box up to the value of £150 for the Courtroom ‘experience’ to raise revenue to upgrade the current offer i.e., headphone experience, signage and storyboards etc.

Decision:

It was **RESOLVED** to agree the installation of a Perspex donation box up to the value of £150 for the Courtroom ‘experience’ to raise revenue to upgrade the current offer i.e., headphone experience, signage and storyboards etc. Also, agreed to consider the use of the previous storyboards held by Bodmin Town Council as an interim option until such time as the refurbishment of the court room experience.

Minutes:

£150 budget left available for the courtroom.
Cllr K Phillips- would be good to get additional storyboards asap, a lot of cases took place in the court rooms. There are storyboards downstairs in safe room which could be used. Would like to propose donation box and a clear Perspex box would be best.

Majority carried to support this motion.

CS.2022.92

To note the collaboration between Community Services and Estates to hold an engagement event in the summer holiday period of 2022, to research community needs and provisions around Hillside area. Section 106 funding.

Decision:

It was **RESOLVED** to note the collaboration between Community Services and Estates to hold an engagement event in the summer holiday period of 2022, to research community needs and provisions around Hillside area. Section 106 funding.

Minutes:

Cllr P Cooper- Cornwall Council want to see the community engaged in this. Funding has been secured and timeframe not issue.

All in favour.

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CS.2022.93

To note a community network event involving all community groups to take place in August or September 2022.

Decision:

It was **RESOLVED** to note a community network event involving all community groups to take place in August or September 2022.

Minutes:

All in favour.

CS.2022.94

To consider and agree the councillor surgery rota programme.

Decision:

It was **RESOLVED** to agree the Councillor Surgery Rota subject to the following amends:-

Cllr P Skea 16th July instead of Cllr J Cooper.

Cllr J Cooper to attend in October.

Minutes:

Cllr Ahearn- After speaking to CSM, when run market days members will do surgery days, propose we accept this rota programme. Cllr Philip seconded.

CSM- surgeries to be every other week. Minimum of two members to attend.

Cllr J Cooper- unable to attend any dates in July or August due to work commitments.

Cllr P Skea volunteered to attend 16th July instead Cllr J Cooper.

Cllr J Cooper requested to attend in October.

All in favour.

CS.2022.95

To receive an update on markets.

Minutes:

CSM- 30th July is the launch. the market will take place on the last Saturday of every month but could increase if needed. Will work with other market authorisers. Newsletters will be used to update on the markets.

Cllr K Phillips- thanked CSM and team. Very excited to have the markets running again.

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Cllr J Cooper- very good to see this get delivered. Thanked officers for their time.

Cllr P Cooper- expressed appreciation of work that has gone into the market launch.

CS.2022.96

To consider and resolve upon, if appropriate, correspondence received from The Garland Ox, to operate a fully licenced bar at Shire House Suite for public and private functions.

Decision:

It was **RESOLVED** to thank the Garland Ox for their interest in operating a licensed bar in the Shire Hall. However, Bodmin Town Council have decided that they are currently not in a position to permit exclusive operation of a bar to a single license holder due to the planned refurbishment of the Shire Hall and House. The council would like to offer the Garland Ox the option of being added to an approved contact list of local licensed bar providers who could potentially operate in the Shire House suite for private events.

Minutes:

Cllr E Ahearn expressed interest.

Cllr J Cooper- should this be in confidential?

TC- believe in public interest to leave in open session.

The consensus among the members is that due to the refurbishment plans for the Shire House and Hall, Bodmin Town Council cannot offer exclusive operation of a bar at present. It should also be noted that the agenda item states Shire House suite however the request from the Garland Ox states the use of the Shire Hall where there is currently no bar set up, the Garland Ox intend to use the Shire House suite bar. The bar equipment in the Shire House suite is owned by the Rugby club and permission for use of their equipment would need to be sought.

In order to follow BTC policy and procedures we would also need to tender the operation of a bar to other interested organisations, alternatively Bodmin town council could add the Garland Ox to a list of licensed bar operatives available for events in the Shire House suite.

It was suggested that perhaps a bar on Market days on Mount Folly could be considered, however this may conflict with the alcohol free

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zone and compete with local bars, pubs and restaurants.

Cllr K Phillips proposed BTC ask the Garland Ox if they would like to be added an approved contact list of local licensed bar providers as the council are currently not in a position to give permit exclusive use of a bar due to the planned refurbishment of the Shire Hall and House. Bodmin Town Council would like to thank the Garland Ox for their interest in operating a licensed bar.

Majority carried.

CS.2022.97

To receive an update on the Jubilee Weekend.

Minutes:

CSM- Team worked incredibly hard, team of 5 people. Community groups and organisations worked together with Bodmin Town Council, a lot of collaboration. Included first virtual reality tour trail around Bodmin.

Cllr J Cooper- thanked the community services staff for their hard work.

Cllr P Cooper- feedback excellent and expressed thanks and appreciation for the community services staff. We are trying to now encourage people to send in photos to make available to care homes throughout the town.

Cllr E Ahearn would like to pass on thanks to everyone involved in the Jubilee Weekend.

CS.2022.98

To provide an update on the Community Services department.

Minutes:

See report created by CSM/ATC- Achievements

- Appointment of two senior officer roles
- Appointment of 4 additional staff members across the reception and caretaking/facilities team (1 vacancy outstanding)
- Queen’s Green Canopy
- Jubilee – multi community group facilitation.
- Court Room re-opening
- Reception relocation
- Newsletter
- New team

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- Opening Saturdays
- Community networking and engagement – events, campaigns, etc.
- Increasing revenue from bookings.
- Recruitment and induction- All the new staff doing incredibly well.
- Markets – all legislation, comms pack, licensing and insurance set up

CS.2022.99

To Review and if appropriate adjust the Mayor Choosing Ceremony.

Decision:

It was **RESOLVED** to revisit adjustments to the Mayor choosing ceremony at Full Council in January 2023.

Minutes:

There was some feedback that the mayor choosing went on longer than usual. It was suggested that perhaps the Mayor choosing and volunteer awards could be separate events. However, it was argued that splitting into two events might dilute the attraction and it is such an important event for the community and dignitaries invited from outside the community to celebrate. The praise from those who attended was extremely positive and the Bodmin Mayor choosing ceremony is highly thought of. This years ceremony was slightly longer than usual due to the combination of award giving from last year and the lack of public ceremonies in recent years due to covid. The outgoing mayor Cllr J Cooper had served three years, two of which were during the pandemic/lockdowns and therefore it was fitting for this ceremony to celebrate the past three years in the way intended.

Cllr Coppin expressed that it would be nice for the event to take place in the evening so that those who work can attend, to enable more members of public to attend.

Town Clerk- the reciprocation from other mayors and thanks and praise for event on the day was fabulous, everyone really appreciated the ceremony.

Cllr P Cooper- proposed perhaps we can revisit this in January. A lot of councils have a mayor designate well before election date, ours is very close to the event.

TC- other councils- councils get together an informal agreement

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regarding the mayor choosing. However, on day of election that could change.

Cllr Blacklaw- thought went really well. Did not understand the seating. Could not see behind and would prefer a different seating arrangement for the councilors.

Cllr J Cooper- check standing orders as reference to it and how we manage process of mayor choosing. Can review standing orders to reflect any suggested changes.

All in favour to revisit this in January.

CS.2022.100

To consider and agree officers to conduct a feasibility study for a community bus/scheme for Bodmin.

Decision:

It was **RESOLVED** for Bodmin Town Council officers to conduct a feasibility study for a community minibus.

Minutes:

It was suggested that perhaps local businesses in town could sponsor a community minibus.

CSM and B Cornelius have found that there was work done to bring a community minibus to Wadebridge for age concern but this never went ahead, this work however will be a useful guide for BTC.

Cllr Ahearn- suggest go to scouts, they have two minibuses. Perhaps could share or hire.

Cllr J Cooper- practicalities of a contract hire or leased vehicle under control of BTC?

CSM- Feasibility study would look into this.

Cllr J Cooper- Perhaps we could partnership with established company rather than our own bus.

CSM- There is also a shortage of drivers at present.

Cllr K Phillips- There is a need for a community bus, e.g. age concern need transport. Can we obtain grant funding for this?

Cllr Coppin- Bodmin college have a minibus so maybe a joint venture with them could work.

Cllr Ahearn proposed BTC conduct a feasibility study for a community minibus. All in favour.

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CS.2022.101

To consider the findings of scoping required under minute reference CS-2022-47. To resolve upon officers recommendations.

Decision:

It was **RESOLVED** for Bodmin Town Council to produce own Newsletter as per officer recommendations instead of an 8 page spread in Bodmin Life.

Minutes:

CSM report with this item.

Recommendation from CSM/ATC: -

2000 copies of a BTC created eight page newsletter bi monthly (6 issues per year) at a cost of £390 Per 2000/ £2340 per year. To include electronic email distribution and website/soc med format (software already in place on website). First issue 'Summer' (due to annual report in June/July).

Then, Sept/Oct, Nov/Dec, Jan/Feb, March/April, May/June & July/August and so on.

To launch first newsletter in time for Market launch and to distribute to high footfall areas such as Shire Hall, Old Library, Doctors surgery etc

To offer advertising placements, similar to those of other town councils, and work towards carbon neutral/wider distribution.

Could utilise Bodmin Life and other media outlets for one-off events and news pieces as well as councillor/community updates.

Cllr Coppin- We did used to produce our own newsletter but this phased out over time.

Cllr K Phillips- has annotated some amends to the proposed newsletter.

Cllr P Cooper- BTC were Criticised at annual meeting for not having a newsletter so think this is needed. Happy to propose BTC produce own newsletter with the officers recommendation and review at end of financial year. All in favour.

CSM- Needs to go to printers early next week. Please can members review before hand and report back with suggested amends, if required.

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