



AUDLEM PARISH COUNCIL

Clerk: Belen Lopez Bloor
1 St Chads Way, Norton in Hales
Market Drayton, Shropshire TF9 4AW
Telephone: 07432 332857
e-mail: audlempc@gmail.com

ANNUAL GENERAL MEETING OF AUDLEM PARISH COUNCIL MINUTES OF MEETING

Monday 14th May 2018 at 7.00pm
Methodist Meeting Rooms, Shropshire Street

PRESENT

Cllr Heather Jones (Chairman), Cllr Geoff Seddon (Vice Chair), Cllr Kate Down, Cllr Jenny Carlin, Cllr Suzie Warren, Cllr Tim Lawton, Cllr David Siddorns, Cllr Lynette Hopkins.

In attendance: Clerk - Mrs Belen (Bee) Lopez Bloor.

PUBLIC FORUM

A member of the public requested an update on the bid for the land at Green Lane and asked if Audlem Parish Council (APC) had reached the necessary quota of residents' views or if there was a block on the loan application. Cllr Jones explained that a questionnaire banner on the Audlem Online website was opened and APC had received further input which they provided to the Ministry for Housing Communities and Local Government (MHCLG) who were happy with the submission. MHCLG wanted a firm body of evidence to show confirmation that the electorate are comfortable with the increase in precept. Cllr Jones also explained that until APC win the bid there could not be any firm plans for the land but that estimated costings had been sought and there had been some possible ideas for the future use of the land proposed by the Council and by residents.

18.1 ELECTION OF CHAIRMAN

18.1.1 Signature of acceptance of office by the newly elected chairman.

Cllr Jones resigned as current Chairman and nominated Cllr Geoff Seddon to be elected as the new Chairman. Cllr Warren seconded. There was no other nominee. Councillors unanimously agreed.

Resolved: Councillor Geoff Seddon be appointed Chairman for the ensuing year.

Cllr Jones stepped down from office of Chairman and handed over to Cllr Seddon who proposed a motion of sincere thanks to her for all her hard work over the past 4 years. Councillors unanimously agreed.

18.2 ELECTION OF VICE-CHAIRMAN

18.2.1 Signature of acceptance of office by the newly elected vice-chairman.

Cllr Seddon proposed Cllr David Higham to be elected as Vice-Chairman, Cllr Jones seconded. There was no other nominee. Six Councillors voted in favour and Cllr Siddorns abstained.

Resolved: Councillor David Higham be appointed Vice Chairman for the ensuing year.

18.3 CO-OPTION OF COUNCILLOR

18.3.1 To resolve to co-opt Mrs Lynette Hopkins as a Councillor.

Cllr Seddon proposed Cllr Lynette Hopkins be accepted. Cllr Lawton seconded. Councillors unanimously agreed.

Resolved: That Cllr Lynette Hopkins be co-opted as Councillor.

18.4 APOLOGIES FOR ABSENCE

That apologies received from Ward Cllr Rachel Bailey, Cllr Christie and Cllr Higham be accepted.

18.5 DECLARATION OF INTERESTS

Cllr Carlin declared interest in item 18.5.7.

18.6 CONFIRMATION OF MINUTES

To confirm the Minutes of the meeting held on 9th April 2018 and the Extraordinary Parish Council meeting held on Tuesday 1st May 2018.

Cllr Lawton proposed the Minutes of the general meeting on 9th April be accepted, Cllr Jones seconded. Cllr Siddorns abstained from voting.

Cllr Jones proposed the Minutes of the extraordinary meeting on 1st May be accepted, Cllr Warren seconded. Cllr Siddorns abstained from voting.

Resolved: that the minutes of both these meetings be confirmed as a true and correct record and signed by the Chairman.

18.7 MATTERS ARISING

Following CCTV training on 3rd May, APC inspected the car park and concluded that the surface area is definitely in need of attention before the car park can be re-marked as there are numerous pot holes which would need to be filled and the surface made good beforehand. The Parking Services Manager at Cheshire East Council (CEC) has now passed APC's enquiry on to the Facilities Management Team for their attention as they deal with such maintenance issues. Cllr Siddorns stated it is not the responsibility of APC to pay for the car park re-marking. Cllr Seddon explained that there may be a contribution to the cost of this if there is no money in the CEC's budget, however this would be for discussion in the future.

Action: Clerk to chase CEC so that the car park surface is repaired as soon as possible.

18.8 ANNUAL BUSINESS

18.8.1 Review of Policies.

18.8.1.a Standing Orders.

Cllr Jones explained that the Standing Orders policy is the Bible for the Parish Council and that the clauses in bold within the document are legal requirements. She stated APC would need to review how the policy worked in practice and see if the timings for the electorate speaking may need to change next year.

Cllr Siddorns suggested adding a note to each published agenda in future to say that only three minutes is allowed for any member of the public to speak so that the electorate are made aware of and understand the rules, and everybody abides by them. Cllr Carlin commented that APC should refer the public to the Standing Orders policy document. Cllr Seddon noted their comments. Cllr Siddorns proposed to accept the Standing Orders, Cllr Hopkins seconded. Councillors unanimously agreed.

Resolved: That the Standing Orders be accepted.

Action: Clerk to add a note to the top of each published agenda in future with the clauses relevant to the public speaking at APC meetings.

18.8.1.b Financial Regulations.

Cllr Seddon explained the changes to the Financial Regulations to fall in line with the new Standing Orders.

Cllr Carlin proposed to accept the Financial Regulations, Cllr Jones seconded. Councillors unanimously agreed.

Resolved: That the Financial Regulations be accepted.

18.8.1.c Complaints Policy.

Cllr Jones explained that APC have not had a complaints policy traditionally, but it is necessary to have one.

Cllr Seddon proposed to accept the Complaints Policy, Cllr Warren seconded. Councillors unanimously agreed.

Resolved: That the Complaints Policy be accepted.

18.8.1.d FOI and Data Protection (Deferred until the next meeting).

18.8.1.e Communications Policy.

This policy may need to be reviewed in six months once the FOI and Data Protection policies are confirmed in line with GDPR. The reason for this is that GDPR legislation is still evolving and does not

come into effect until the end of May at which point APC will be required to investigate in depth when it may be further known how Parish Councils will be affected.

Cllr Jones proposed to accept the Communications Policy, Cllr Seddon seconded. Councillors unanimously agreed.

Resolved: That the Communications Policy be accepted.

18.8.1.f Subscriptions (To be reviewed at the next meeting).

18.8.2 Risk Assessment.

18.8.2.a Asset Register.

Cllr Lawton checked all the assets on the Asset Register were in place and proposed all APC Councillors should schedule some time to view them all so they are aware of their location and condition.

Cllr Seddon pointed out some assets on the Asset Register have no monetary value. In the past they have been valued at a nominal amount of £1 and he proposed they continue to be until APC receive further information. It was agreed to check who owns the land in front of Cox Bank Well. The entry for Land at 42 Stafford Street should be deleted as that is privately owned. Councillors were urged to look at all the assets to familiarise themselves where they are.

Cllr Lawton proposed to accept the amended Asset Register, Cllr Down seconded. Councillors unanimously agreed.

Resolved: That the revised Asset Register be accepted.

Action: Councillors to make time to look at all the assets in the village.

Action: Finance Sub-Committee to investigate who owns the land in front of Cox Bank Well.

Risk Assessment – Cllr Jones has updated the Risk Assessment schedule with much more detail, so it is now more of a working document. It was agreed that the Risk Assessment document would need to be revisited once APC own the Playing Fields. A full review will need to be conducted at this stage. Cllr Carlin proposed to accept the Risk Assessment document, Cllr Down seconded. Councillors unanimously agreed.

Resolved: That the Risk Assessment be accepted.

Action: Clerk to ensure a full review takes place once Playing Fields are in possession of APC.

18.8.2.b Insurance.

Zurich Insurance are the preferred Public Authority insurance company. The policy premium quoted for this financial year is £946.02 including taxes. It is possible to reduce our premium by extending our commitment to remain with Zurich Insurance. The price for a three year long term agreement would be £914.12 per year including insurance premium tax and a five year long term agreement would be £882.21 per year including insurance premium tax. The Clerk stated that Zurich Insurance had confirmed there would be no additional cost to provide Public Liability cover for the Playing Field complex and additional field at Green Lane if we won the bid. This was providing that there are no play parks. Cllr Siddons commented APC need to look at any Terms & Conditions carefully before entering any 5 year agreements. It was agreed that APC should go out to market and get two more quotes from insurance providers to gain best value.

Action: Clerk to investigate new insurance companies ahead of extending insurance with Zurich by 9th June and liaise with the Councillors to proceed with best value provider.

Cllr Hopkins and Cllr Carlin requested hard copy of all the above policies.

Action: Clerk to print out hard copies for the Councillors and hand them out at the next meeting on 11th June.

18.9 ANNUAL ACCOUNTS AND GOVERNANCE 2017/18

18.9.1 Accounting Statement – to approve the 17/18 accounts.

Cllr Seddon stated that the accounts would be ready for the June meeting.

18.9.2 Appointment of RFO.

Cllr Jones proposed the Clerk be confirmed as APC's Registered Financial Officer, Cllr Seddon seconded. Councillors unanimously agreed.

Resolved: That the Clerk be confirmed as RFO.

18.9.3 Confirmation of Internal Auditor.

Cllr Seddon proposed Kevin Mellor continues to be APC's internal auditor. Cllr Down seconded. Councillors unanimously agreed.

Resolved: That Kevin Mellor be appointed Internal Auditor for the ensuing year.

18.10 HOUSING (Planning/Heritage & Conservation)

18.10.1 PLANNING APPLICATIONS

To consider the following: -

18/1342N	9, DAISY BANK CRESCENT, AUDLEM, CW3 0HD	Non-material amendment to 17/4150N - Proposed two storey side and single storey rear extension.	Approved with conditions / 06-Apr-2018.
18/1294N	22, DAISY BANK CRESCENT, AUDLEM, CW3 0HD	2 Storey Side Extension.	Approved with conditions / 02-May-2018.
18/0265D	22, HEATHFIELD ROAD, AUDLEM, CW3 0HH	Condition 2 external facing materials and roofing. Condition 6 Drainage inc invert, cover and floor levels Condition 7 Removal of hard standing Condition 8 revised planting plan.	Approved with conditions / 02-May-2018.
18/1847D	OVER THE WATER, DAISY BANK CRESCENT, AUDLEM, CREWE, CHESHIRE, CW3 0HD	Discharge of conditions 4,8 & 9 on application 17/5308N.	Last Date for Submitting Comments 09-May-2018. application to carry out the conditions that were imposed when planning approval was given.
18/2069N	62, Cheshire Street, Audlem, Cheshire, CW3 0HB	Side extension to rear outrigger and change roof from flat type to pitched type.	Last Date for Submitting Comments 06-Jun-2018.

Councillors viewed and discussed the proposals for 62 Cheshire Street, Audlem, Cheshire, CW3 0HB. Cllr Seddon proposed that no objection be raised in connection with 18/2096N, Cllr Down seconded. Councillors unanimously agreed.

Action: Clerk to write into the Planning Officer.

Cllr Seddon commented that the McCarthy & Stone appeal in respect of the Audlem Road retirement development had been successful and planning consent had finally been granted. Cllr Hopkins enquired about their Section 106 contribution. Cllr Seddon explained that no Community Infrastructure Levy (CIL) had been applied but APC had pushed for Section 106 contributions to increase the size and capacity of the medical practice which had been approved. Cllr Siddorns raised a general query in respect of CIL payments - Cllr Seddon explained that no response had been received following the comments put to CEC. However, it had been clarified that all money goes into a pot and can be applied for by any town or parish council.

18.11 FINANCE SUB-COMMITTEE

18.11.1 To receive the minutes of the meeting of the Finance Sub-Committee held on 3rd April 2018.

Cllr Seddon proposed to accept the Minutes, Cllr Lawton seconded. Cllr Hopkins abstained from voting and all other Councillors unanimously agreed.

Resolved: That the Minutes of the Finance Sub-Committee dated 3rd April 2018 be accepted

8.11.2 To consider the recommendations made by the Finance Sub-Committee. Cllr Seddon

Cllr Seddon pointed out recommendations. These were accepted.

8.11.2 To review and agree the terms of reference for the Finance Sub-Committee.

Cllr r Jones explained to the other Councillors that these terms of reference ensure the RFO is being monitored and the financial side of things is running smoothly and compliant.

Cllr Seddon proposed to accept the Terms of Reference for the Finance Sub-Committee, Cllr Down seconded. Councillors unanimously agreed.

8.11.3 To review the Finance Sub-Committee membership.

Cllr Lawton and Cllr Siddorns agreed to continue with their membership. Cllr Higham as Vice-Chairman is automatically a member and will replace Cllr Seddon.

18.12 FINANCIAL MATTERS

18.12.1 Finance Report – to receive the Finance Report.

Cllr Seddon explained the variance on the statement to the revised budget was primarily because of under expenditure on grants and projects. Cllr Siddorns referred to Longhill Moss as the rent is well overdue and asked if APC should charge interest.

Action: Clerk to write to Mr Bonnell requesting payment be made as soon as possible.

18.12.2 To receive and approve the Q3 and Q4 2017/18 Bank Reconciliations.

Cllr Seddon referred to the 31st December and 31st March reconciliations.

Resolved: That the Reconciliations be accepted

Cllr Jones proposed to accept the reconciliations, Cllr Siddorns seconded. Cllr Hopkins abstained from voting, but all other Councillors unanimously agreed.

18.12.3 Authorisation of cheques – to agree the accounts for payment.

13/04/2018	1781	The Society of Local Council Clerks (SLCC)	Cheque for Clerk's training course	118.80
14/05/2018	1782	Audlem Festival Committee	Flags for village	150.00
02/05/2018	1783	3 Counties Cleaning	Public conveniences	169.00
02/05/2018	1784	Audlem Methodist Church	Room bookings	90.00
02/05/2018	1785	Audlem Methodist Church	Room bookings	85.00
02/05/2018	1786	Brady Corp Ltd	CCTV sign	34.72
02/05/2018	1787	Sandra McBennett	Office Expenses	52.06
02/05/2018	1788	Sandra McBennett	Salaries	829.46
02/05/2018	1789	Gavin Davies	Salaries	408.94
02/05/2018	1790	Belen Lopez Bloor	Salaries	608.00
02/05/2018	1791	Belen Lopez Bloor	Office Expenses – including stationery & new hard drive to back up laptop	170.62
02/05/2018	1792	Audlem Printers	Printing	226.00
02/05/2018	1793	ChALC	Training	35.00
02/05/2018	1794	ChALC	Training	35.00
07/05/2018	1795	Councillor Geoff Seddon	Planning application fee for the land at Green Lane	200.00
07/05/2018	1796	Councillor Suzie Warren	Councillor Expenses	7.99
07/05/2018	1797	Councillor Heather Jones	Councillor Expenses	29.95
07/05/2018	1798	HMRC	Salaries	352.08
07/05/2018	1799	Shires Pay Services Limited	Payroll Services	41.50
07/05/2018	1800	Wiston Electrical & Security Ltd	CCTV Demo	78.00
07/05/2018	1801	Shires Pay Services Limited	Payroll Services	35.00
07/05/2018	1802	ThenMedia Ltd	Web services	120.00

Action: Clerk to add a note to all expenses going forward to explain what these are for.

Cllr Siddorns queried the invoice from ThenMedia Ltd in relation to the digital screen in the Post Office. Cllr Seddon explained that the screen from the old Post Office was to be put in the new Post Office in the near future.

Cllr Seddon proposed to accept the authorisation of cheques, Cllr Jones seconded. Cllr Hopkins abstained from voting and all other Councillors unanimously agreed.

Resolved: That the cheques be approved for payment.

18.12.4 Scheduled payments – to approve the scheduled payments.

Direct Debits to Npower £135 and Then Media £24.

Resolved: That the scheduled payments be approved.

18.12.5 Receipts – to minute the receipts.

The following had been received:

CEC precept (half year) £19,970.

CEC Compac £1,150.

Santander bank interest £29.92.

Cllr Siddorns queried if APC should be paying tax on the interest in their bank account. Cllr Seddon explained that as a Local Authority APC do not pay tax so perhaps the same principle applies.

Action: Finance Subcommittee to look into this and Clerk to also speak to ChALC.

Noted: That the receipts be approved.

18.13 PLAYING FIELD COMPLEX

Cllrs Jones and Seddon had met with Charlie Griffies and Matt Smith of ANSA on 17 April to review of play equipment & other issues identified following a Health & Safety inspection/ Asset group meeting (Notes previously circulated). APC had requested that bollards be added to stop cars being able to drive on to the Playing Field near the Annexe, which Mr Griffies had said was unlikely in view of the upcoming transfer. Cllr Siddorns pointed out that there are health and safety reasons why CEC should install something to prevent vehicles gaining access and potentially hitting children playing on the field. Cllr Jones proposed to revisit this.

Martyn Measures at Hibberts has chased Fields in Trust and CEC but has had no response. As far as APC concerned the plans are accurate but the takeover has not yet completed due staffing issues at FiT. Cllr Jones volunteered to phone Jamie Leeson at FiT. It was agreed that APC prepare a press release on the matter and publish it on Audlem Online to update electorate.

Actions: Cllr Seddon is to prepare a press release to be sent to Audlem Online.

Clerk to liaise with Cllr Jones to send Cllr Hopkins information on Playing Fields and Cllr Seddon to send a copy of the budget so Cllr Hopkins can see associated costs.

18.14 PARKING SUB-COMMITTEE

18.14.1 To agree to create a Parking Sub-Committee.

Cllrs discussed setting a Parking Sub-Committee together with traders and other representatives.

Cllr Seddon proposed we create a Parking Sub-Committee, Cllr Hopkins seconded. All Councillors unanimously agreed.

Resolved: That a Parking-Sub-Committee be set up.

18.14.2 To agree the terms of reference for the Parking Sub-Committee.

Cllr Jones proposed APC send the draft terms of reference to the Tourism & Traders Committee.

A discussion took place about parking in the village and CEC's parking wardens.

Cllr Seddon mentioned discussions were taking place with Cheshire Fire and Rescue Service (CFRS) regarding the possibility of traders in the village parking there, but APC are waiting to hear back. He stated that CFRS had done an audit and were concerned about parking behind any of their fire stations.

Actions: The Clerk to send the draft terms of reference to the Tourism & Traders Committee. Cllr Seddon to report an update on possible parking at the Fire Station at the next APC meeting on 11th June.

18.15 PARISH COUNCIL MATTERS

18.15.1 Arrangements for the Village Meeting 2018 on 16th May 2018.

Cllr Warren informed APC that 20 tables were taken. The Saints FC were unable to attend.

Doors would open for a 6pm set up.

Action: Cllr Warren to send an article to AOL.

18.15.2 To resolve to approve an electrical inspection at the Public Toilets.

A quotation had been received from Audlem Electrical Services (AES) for 4 hours work which included an ICR condition report. Cllr Siddorns said APC must show they have approached other electricians in order to prove best value. Cllr Hopkins asked how much AES charge per hour. It was agreed that AES be added to the list of approved contractors.

Action: Clerk to find out AES's hourly rate, add them to the list of approved contractors and approach two other electricians for two further quotes.

18.15.3 To discuss the electrical supply at The Buttermarket.

Bill Consterdine has raised this matter when he was a Councillor. AES has confirmed the supply is at the base of a lamppost, so it is not easy to add a socket as it cannot be metered. They had added that CEC would probably not be happy with such a connection. It had been noted that a lamp under the Buttermarket was broken and would be replaced at a cost of £25.

Cllr Siddorns proposed APC should not put an electric socket there due to potential public liability. Cllr Jones seconded. Councillors unanimously agreed.

Resolved: That no action be taken on this matter.

18.15.4 To resolve to purchase a new laptop for the Clerk.

Clerk explained that the current laptop needs to be upgraded as it is now old and very slow. She provided a quote from a local company Galaxy PCs in Whitchurch who will be able to purchase a new one and copy all programs and files as per the old laptop to ensure smooth continuum of APC's operating facilities. She had compared this quote to other retailers.

Cllr Seddon proposed to accept the cost, Cllr Warren seconded. Councillors unanimously agreed.

Resolved: That a new laptop be purchased from Galaxy PCs at a cost of £594.99 including VAT with two additional costs for transferring the data £54.00 and wiping clean the old laptop £54.00.

18.15.5 To consider whether to finance membership of the Society of Local Council Clerks.

Cllr Jones explained that APC would benefit from the Clerk joining the SLCC and proposed Clerk should join the scheme and APC will reimburse the subscription. Cllr Seddon seconded. Councillors unanimously agreed.

18.15.6 GDPR – to discuss issues arising from implementation and compliance.

18.15.6.a To resolve to join and contribute to ChALC's GDPR scheme.

Cllr Jones commented APC will need to discuss the implication for the Parish Council in further detail.

Cllr Seddon proposed deferring this item to the next meeting.

Action: Clerk to add this as an agenda item for the 11th June meeting.

18.15.7 To resolve to contribute £200 to Scout funds for delivery of the Newsletter for the last two quarters of 2017/18.

Cllr Seddon commented that it appeared a few areas had not received their copy. Cllrs to inform Cllr Carlin, who was coordinating the distribution in the absence of the Scout Leader, which areas have not received any so that she can get them delivered.

Cllr Seddon proposed to make the contribution, Cllr Down seconded. Cllr Carlin abstained. All other Councillors unanimously agreed.

18.15.8 To resolve to accept the £400 quotation from Wistonia for the repair of the CCTV system.

It had been noted that repairs to the system are needed. The quotation was to cover the cost of a hoist to investigate the reason. Cllr Siddorns queried when the CCTV system had been installed.

Action: Clerk to check when the CCTV system was originally installed, the actual cost of installation and whether APC own the cabinet it is held in.

Clerk informed the Councillors that Nick Jarvis from Cheshire Police has confirmed it would be prudent to have new locks fitted in the absence of one of the keys which has gone missing.

Action: Clerk to investigate this cost.

Clerk informed Councillors of the quote from Wistonia for an annual maintenance contract of £360.00.

18.16 CORRESPONDENCE

18.16.1 Npower credit note and amended monthly payment.

Cllr Seddon stated that he had read the meter on 28th April and, as a result, APC have received a credit note for £271. said it was agreed that APC would investigate the possibility of moving the meter. Cllr Down enquired if APC should be requesting a smart meter and Cllr Seddon said this would also be investigated.

Action: Cllr Seddon will take another reading end of May 2018 and the Clerk will enquire with Npower in respect of moving the meter and having a smart meter.

18.16.2 Cheshire East Council Local Transport Plan (LTP) – to resolve whether to respond to the Consultation.

Cheshire and Warrington Local Enterprise Partnership is consulting on its draft Transport Strategy, setting out how transport provision within Cheshire and Warrington should develop over the next 20 years. The proposal underpins the LEPs' objective of making the area a £50 billion a year economy by 2040. The plan focuses on strategic transport priorities. Local issues will be covered in the local transport plans that the three authorities are responsible for. Closing date is the 25th June. Various consultation exhibitions have

been held in Crewe on 8th May and Nantwich on 10th May. The next one which is nearest is Middlewich on 12th June.

Action: Highways Group to look at the Local Transport Plan.

18.16.3 Neighbourhood Plan: University Masters Student request for assistance with a Dissertation.

Action: Cllr Seddon to look at the questionnaire and revert to the student.

18.16.4 Hankelow Amenities Group – Use of Buttermarket on 9th June.

Cllr Seddon proposed to accept the use. Cllr Down seconded. Councillors unanimously agreed.

Resolved: That approval be given for the use of the Buttermarket.

Action: Clerk to inform Hankelow Amenities Group of the decision.

18.16.5 Bloodwise - Charity Use of Buttermarket Saturday 8th September.

Cllr Seddon proposed to accept the use. Cllr Warren seconded. Councillors unanimously agreed.

Resolved: That approval be given for the use of the Buttermarket.

Action: The Clerk to inform Bloodwise of the decision.

Other correspondence: Email regarding HS2 meeting on 18th May. All Councillors declined to attend meeting. Cllr Siddons questioned why APC were invited if HS2 does not appear to affect Audlem. Cllr Seddon explained that our MP Antoinette Sandbach had requested that we be invited.

18.17 AREAS OF RESPONSIBILITY - To receive reports from Working Groups and Sub Committee.

18.17.1 To receive reports.

18.18.2 To appoint Councillors to external bodies.

Deferred until the next meeting.

18.18 DATE OF NEXT MEETING

The next meeting of the Parish Council will be held at 7.30pm on **MONDAY 11th JUNE** in the Methodist Rooms.

18.19 To resolve: to exclude the public from Part 2 of the meeting on the grounds of staff and commercial confidentiality.

Cllr Seddon proposed to exclude the public from Part 2 of the meeting on the grounds of staff and commercial confidentiality. Cllr Jones seconded. All Councillors in favour.

Resolved: That the public be excluded from Part 2 of the meeting.

CHAIRMAN _____

Date _____