

MINUTES
OF THE
ORDINARY
MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 21ST FEBRUARY
2018
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

INGLEBY BARWICK TOWN COUNCIL

**MINUTES of the ORDINARY MEETING of INGLEBY BARWICK TOWN COUNCIL
held at
Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick
on
Wednesday 21st February 2018 at 7.00pm**

PRESENT: **Chairman for the Meeting:** Councillor Ross Patterson

Councillors: Tom Bowman, Philip English, Ann Kenyon, Jean Kirby,
Jenny Rutland, Ted Strike and Sally Ann Watson

OFFICER: Paula M. Hall, Town Clerk/Responsible Financial Officer – Minute
taker

IN ATTENDANCE:	Ward Councillor Kevin Faulks	IB East
	John Skerritt	IB Enforcement Service
	Jade McElwee	Evening Gazette

2 members of the public were present at the meeting.

220.17-18 CHAIRMAN FOR THE MEETING.

IT WAS RESOLVED that in the absence of the Chairman and Vice Chairman, Councillor Ross Patterson be elected Chairman for the meeting.

The Chairman, Cllr Ross Patterson opened the meeting and welcomed all present to the February 2018 Ordinary Meeting of Ingleby Barwick Town Council.

221.17-18 HOUSEKEEPING.

The Chairman advised those present of the emergency escape procedures and outlined the Town Council's protocol on public participation.

222.17-18 NOTICE OF MEETING.

The notice of the meeting was taken as read.

223.17-18 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Town Councillors Stefan Barnes, James Emmerson, Megan Patterson and Cheryl Thomas.

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224.17-18 DISPENSATION FOR NON-ATTENDANCE AT MEETINGS FOR COUNCILLOR TOM BOWMAN.

A dispensation was not required.

225.17-18 CODE OF CONDUCT.

Declaration of Interests

Cllr Ross Patterson declared a personal/non-prejudicial interest in all items involving his role as a Stockton-on-Tees Borough Council (SBC) Ward Councillor, IB West.

Cllr Patterson declared an interest in agenda item no. 16 General Data Protection Regulations, Data Protection Officer, as he is employed by Veritau Limited which may be referred to during discussions. He would be leaving the room during any discussions which related to his employer.

Cllr Patterson declared an interest in agenda item no. 24(c) Planning Application No. 18/0195/OUT. Cllr Patterson has been in contact with the Developer regarding the facilities to be provided. He would be providing an overview of the proposal and would then be leaving the building whilst the Town Council considered the application.

Cllr Sally Ann Watson declared a personal/non-prejudicial interest in all items involving her role as an SBC Ward Councillor, IB East.

Cllr Watson also declared an interest in any matters which may arise in respect of Sandgate Park shopping centre as she is joint owner of Fix It DIY Hardware Ltd., which has business premises at the location.

Cllr Watson declared an interest in agenda item no. 24(c) Planning Application no. 18/0195/OUT. Cllr Watson is sometimes required to substitute on SBC Planning Committee. She declared that she would be giving a view based on the information available to date and reserves the right to consider all the information available at a later date and to take a different decision/have different views if and when SBC Planning Committee considers the application.

Cllr Philip English declared an interest in agenda item no. 24(c) Planning Application no. 18/0195/OUT, as he is a former treasurer at Maltby Cricket Club.

Cllr Ted Strike declared an interest in agenda item no. 23 Town Council Newsletter, as he holds a self-employed part time sales position with Gossip Magazine.

To consider any requests for dispensations

No requests for dispensations had been received.

226.17-18 MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 17TH JANUARY 2018.

The Minutes of the Ordinary Meeting held on 17th January 2018 were considered.

IT WAS RESOLVED that the Minutes be agreed and approved as a true and accurate record; the Chairman signed the minutes of the meeting accordingly.

227.17-18 MINUTES OF THE SPECIAL MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 24TH JANUARY 2018.

The Minutes of the Special Meeting held on 24th January 2018 were considered.

The following two points were raised:

Minute 217.17-18 - Removal of the line which states that Cllr Ted Strike arrived at the meeting during consideration of this item.

Format of Minutes - A general discussion took place and reference was made to individual comments raised when deferral of CCTV provision was considered. It was confirmed that the minutes are not a verbatim record of discussions.

IT WAS RESOLVED that amendment be made to Minute reference no. **217.17-18** and no further amendments be made.

IT WAS RESOLVED that the Minutes be agreed and approved as a true and accurate record; the Chairman signed the minutes of the meeting accordingly.

IT WAS RESOLVED that Agenda Item 15 Provision of CCTV, Ingleby Barwick be considered at this point.

A discussion took place and various comments were raised.

It was agreed that as soon as there is more certainty known in respect of the financial implications of the proposed community centre, the provision of CCTV will be considered.

IT WAS RESOLVED that the provision of CCTV, Ingleby Barwick remains as a Standing Item on the agenda, in order that it can be considered at the earliest convenience.

228.17-18 PRESENTATION

The Chairman made a presentation to Cllr Tom Bowman.

Cllr Bowman was congratulated on his 30 years of public service as a Parish/Town Councillor for Ingleby Barwick.

It was noted that Cllr Bowman has been a Member of the Council, from the early days of a small parish to the present-day town.

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He has dedicated his time and efforts in helping to establish and develop the town. He has been instrumental in many major achievements coming to fruition, including helping to deliver Ingleby Barwick's first secondary school, All Saints.

The Chairman, on behalf of the Town Council and residents of Ingleby Barwick, expressed sincere thanks to Cllr Bowman for his many years of public service.

Cllr Bowman thanked the Town Council and residents for the recognition and kind appreciation.

229.17-18 PUBLIC PARTICIPATION.

The following matters were raised:

Eaglescliffe Train Station

Concerns were raised regarding the expected closure of the ticket office on 31st March 2018, which may affect the use of the waiting room. A general discussion took place and various comments were raised. It was agreed that the Town Council write to SBC to confirm their support in respect of the waiting room remaining open.

Parking Problems at the Primary Schools, Whinstone Primary

Ward Cllr Kevin Faulks provided an update on the matter and referred to recent discussions with the Headteacher.

Beckfields Avenue/Thorington Gardens, Adjacent to Beckfields Shopping Centre - Request for Dropped Crossing

Reference was made to the costs involved given the GPO box sited at the location.

CCTV Camera, Greys Court

It was noted that the column at the location had been funded by IB East Ward Councillors Community Participation Budget.

Community Litter Picking, Ingleby Barwick

Reference was made to the litter picking which is now being undertaken by volunteers from the Community. The work was commended. It was requested that the Town Council consider providing some assistance from the Seamer Wind Farm Community Fund, possibly by way of donation of equipment etc. It was agreed that the matter be considered at the Town Council meeting in April 2018.

230.17-18 INGLEBY BARWICK ENFORCEMENT SERVICE.

The Chairman invited John Skerrit from the Enforcement Service to address the meeting.

John provided a general overview on matters which had been or were continuing to be dealt with.

Reference was made to various locations and incidents.

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A general discussion took place regarding Sandgate Park shopping centre, with particular regard to parking issues.

The Chairman thanked John Skerrit for his attendance and the information provided. John left the meeting at this point.

Ward Cllr Kevin Faulks also left the meeting at this point.

231.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.

(a) Appointment Document for the Engineer

Information is awaited from the Town Council's solicitor.

(b) Land Transfer and Legal Agreements – Update

An update was provided on the matter and the information provided in the Clerk's Report was noted.

The process of the land transfer between the three relevant parties was referred to.

IT WAS RESOLVED that the information be noted and accepted.

(c) Lease Plan

A new plan has been provided by Persimmon Homes which was considered. Reference was also made to the original plan provided by SBC.

With respect to the new plan, the Town Council has provided photographs of the northern boundary line and the solicitor has contacted SBC advising that 'In interpreting the northern boundary line, it would be useful for Persimmon and SBC to confirm where they believe this lies i.e. is the boundary line the edge of the path or the line of the existing fence?'

Persimmon have advised that the boundary of the site is the fence rather than the back of the footpath.

IT WAS RESOLVED that the Town Council agrees and approves the new plan and the information provided.

(d) Agreement for Lease

An overview was provided on the legal documents and the matters which had been dealt with during the process of finalising them, a copy of which is held on the Town Council file.

IT WAS RESOLVED that the information be noted and accepted.

It was noted that SBC are continuing to progress matters with Persimmon.

The Town Council's Standing Orders were referred to which state as follows:

- **A legal deed shall not be executed on behalf of the council unless authorised by a resolution**
- **Subject to the above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

It was noted that the legal documents will not be dated at this stage.

IT WAS RESOLVED that the Town Council is satisfied that all required legal work in respect of the Agreement for Lease, Funding Agreement and the Lease Agreement has been and is continuing to be, undertaken on their behalf by the Town Council's appointed solicitor. The required safeguards and assurances are therefore in place.

The Town Council considered the Agreement for Lease.

IT WAS RESOLVED that the Town Council agrees and approves the Agreement for Lease and to enter into the Agreement. The document was signed by Town Councillors Tom Bowman and Jean Kirby, countersigned by the Town Clerk.

IT WAS RESOLVED that the Town Council gives delegated authority to the Town Clerk to authorise the Town Council's solicitor to date and issue the Agreement for Lease to SBC at the appropriate time.

It was noted that once the Agreement for Lease is exchanged the Town Council is bound by the process and therefore no further delegated authority is required in respect of dating the Funding Agreement and the Lease Agreement itself.

A brief outline of the exchange of documents between the three relevant parties was provided.

It was noted that SBC will enter into agreement with Persimmon and advise the Town Council's solicitor.

The Town Council's solicitor will then date the Lease and Funding Agreement and issue to SBC.

IT WAS RESOLVED that the Town Council agrees and approves the process outlined.

Reference was made to the building warranty.

(e) Funding Agreement

The Town Council considered the Funding Agreement.

IT WAS RESOLVED that the Town Council agrees and approves the Funding Agreement and to enter into the Agreement. The document was signed by Town Councillors Tom Bowman and Jean Kirby, countersigned by the Town Clerk.

IT WAS RESOLVED that the Town Council agrees and approves for their solicitor to date and exchange the document at the appropriate time.

(f) Lease Agreement

The Town Council considered the Lease Agreement.

IT WAS RESOLVED that the Town Council agrees and approves the Lease Agreement and to enter into the Agreement. The document was signed by Town Councillors Tom Bowman and Jean Kirby, countersigned by the Town Clerk.

IT WAS RESOLVED that the Town Council agrees and approves for their solicitor to date and exchange the document at the appropriate time.

(g) Submission of Application for Loan to Public Works Loan Board

The application for a loan to the Public Works Loan Board was considered.

Reference was made to **Minute no. 51(f).17-18** from the Town Council meeting held on 14th June 2017.

IT WAS RESOLVED that Ingleby Barwick Town Council members agree to apply for a loan of £ 725,000 from the Public Works Loan Board (PWLB) for up to 25 years.

IT WAS RESOLVED that the Town Council gives delegated authority to the Town Clerk/Responsible Financial Officer (RFO) in conjunction with the Chairman of the Council, to submit the loan application once the Agreement for Lease has been dated and exchanged. The application to be signed by the Town Clerk/RFO and Chairman of the Council.

(h) Insurance Cover for Terrorism

The Town Council does not currently have cover for terrorism on their Insurance Policy. To add this to the existing policy cover the annual cost would be £125 plus IPT. Zurich have confirmed that if terrorism cover is added to a policy it must be for all assets and buildings.

It was noted that cover for terrorism is required as per the lease of the land/property for the proposed community centre.

IT WAS RESOLVED that cover for terrorism be added to the Town Council's policy when the Agreement for Lease is dated and exchanged.

(i) Risk Assessment Required to be undertaken on the Proposed Community Centre Site for Insurance Cover

IT WAS RESOLVED that this be undertaken by Cllr Jean Kirby and the Town Clerk.

(j) VAT – Update

The Town Council has received confirmation from HMRC that their first VAT Return has been passed for repayment.

Included on the Return were the VAT elements of the professional fees already paid in respect of the proposed community centre (**£ 2,878**).

It was noted that the Town Council is not yet at the stage to 'Opt to Tax' the land, however this will need to be acted upon as soon as the Town Council have the interest in the land.

The Clerk referred to the VAT and the knowledge and expertise required as the project is progressed, which will need to be taken into consideration.

(k) Onsite Building Trust (OBT)

It was noted that Cllrs Stefan Barnes, Jean Kirby and the Town Clerk are scheduled to meet with representatives from OBT on Monday 12th March 2018, to progress matters.

(l) Youth Facility Element

No matters were considered.

232.17-18 FINANCE.

(a) Current balance sheet

The Clerk/RFO referred to the financial statement. A copy of the statement is held on the Town Council file.

IT WAS RESOLVED that the financial statement be noted and accepted.

(b) Accounts due for payment

The schedule was considered.

The following payments have already been made:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
24/01/18	102321	Cornerstone BS	Office 365	£ 18.72
02/02/18	102322	Cornerstone BS	Offsite Backup	£ 12.00
02/02/18	102323	Cornerstone BS	Offsite Backup	£ 12.00
02/02/18	102324	IBCH	Use of Hall Defib. Training	£ 15.00
02/02/18	102325	William Smith Ltd	Sign for Defibrillator	£ 47.94
05/02/18	102326	Archers Law	Professional Charges re The Rings Community Centre	£ 4,515.00
05/02/18	102327	Lyreco UK Ltd	Office Equip/Stationery	£ 36.79
08/02/18	102328	Cornerstone BS	IT Support	£ 60.00
08/02/18	102329	Document Solutions	Cost of Copies	£ 54.71
08/02/18	102330	Cornerstone BS	IT Support	£ 60.00
08/02/18	102331	M/S/Laing	Structural Design re The Rings Community Centre	£ 1,155.00
08/02/18	102332	CPC Computing	Website January 2018	£ 20.00
	102333	VOID		

Direct debit payment:

Date	To whom	Purpose	Amount
09/02/18	EE	Telephone & Broadband	£ 39.91

Authorised telephone payment:

Date	To whom	Purpose	Amount
09/02/18	Admin Assist	Final Salary Payment	

Petty cash payments February 2018:

Date	To whom	Purpose	Amount
16/02/18	Post Office	Postage x 11 Agendas	£ 10.78
19/02/18	Post Office	Postage x 11 Minutes	£ 10.78

IT WAS RESOLVED that the Town Council approves the above lists of payments.

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The following accounts are due for payment:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
21/02/18	102334	Cornerstone BS	Office 365	£ 18.72
21/02/18	100025 SWFCF	Home Pride H.I.	Erect Defibrillator Sign	£ 45.00
		IBCH	Use of Hall 21.02.18	£ 15.00 Invoice awaited

Standing Orders February:

Date	To whom	Purpose	Amount
28/02/18	Town Clerk	Remuneration February 2018	
28/02/18	HMRC	Employer NI/Clerk Tax & NI Feb 2018	
28/02/18	Teesside PF	Employer/Clerk Contribution Feb 2018	
28/02/18	Robinsons	Rent due 05/03/18	£ 291.67

IT WAS RESOLVED that the Town Council approves the above lists of accounts due for payment.

233.17-18 MATTERS ARISING AND UPDATES.

Minute No. 176.17-18 Planting of Wild Flowers

The Clerk referred to the response received from SBC regarding the Town Council's suggested locations for the planting of wild flowers in Ingleby Barwick.

Several locations had been suggested, and reasons were given by SBC as to why most of them are not viable.

However, one of the suggested locations is the large open swathe of land along Ingleby Way, particularly the section between Haresfield Way and Barwick Way.

SBC suggested that this area maybe a realistic option as the land is owned by SBC and has the potential for planting at least 1000m².

SBC recommend planting of at least 1000m² in a location such as this.

The financial commitment would be in the region of £1500 per year of planting. It is expected that the Town Council commit a similar amount to returning the area to grass should they not wish to fund a wildflower planting project in any subsequent year.

IT WAS RESOLVED that the Town Council agrees to finance a project at Ingleby Way, section between Haresfield Way and Barwick Way, using funding from the Seamer Wind Farm Community Fund.

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Minute No. 198.17-18 Nomination for Buckingham Palace Garden Party, Tuesday 15th May 2018

It was noted that Cllr Tom Bowman's nomination had been successful.

Cllr Bowman thanked the Town Council for the nomination.

Minute No. 201.17-18 Defibrillator at Community Hall

(a) Sign – re: importance of looking after the equipment

It was noted that the sign is now erected, the cost of erection being £ 45.00.

IT WAS RESOLVED that the Town Council accepts and approves the cost incurred, which is to be taken from the Seamer Wind Farm Community Fund.

(b) Awareness Training

It was noted that the training had been well attended.

234.17-18 PROVISION OF CCTV, INGLEBY BARWICK.

This matter was considered earlier in the meeting.

235.17-18 GENERAL DATA PROTECTION REGULATIONS, DATA PROTECTION OFFICER.

Further information and guidance is awaited from NALC and ICO.

236.17-18 APPLICATION TO DIVERT PUBLIC BRIDLEWAY NO. 1 – MALTBY, WHICH RUNS BETWEEN REGENCY PARK TO LITTLE MALTBY FARM.

The information and plans provided by SBC were considered.

IT WAS RESOLVED that the Town Council has no comments to raise.

237.17-18 BECKFIELDS AVENUE/THORINGTON GARDENS, INGLEBY BARWICK – DROPPED CROSSING.

The Town Council considered the information provided.

Concerns were raised in respect of the costs involved in providing a dropped crossing at this location.

It was also noted that a dropped crossing has been provided on the east side of the junction and not the west.

It was suggested that this situation should have been considered prior to adoption by SBC and it is therefore an SBC matter to rectify.

IT WAS RESOLVED that the above concerns and comments be raised with SBC.

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238.17-18 BOUNDARY BETWEEN THE PARISHES OF INGLEBY BARWICK AND MALTBY.

It was noted that SBC have confirmed that a **paper copy** is required for a petition for a Community Governance Review in respect of this matter, as it relates to a statutory review. A minimum of **1201** signatures are required at this point in time, however SBC would recommend getting several more.

239.17-18 WELCOME SIGNS AT THE ENTRANCES INTO INGLEBY BARWICK.

SBC have provided the following response:

Sign on Queen Elizabeth Way - they have checked the Gazetteer of British Place names. As Ingleby Barwick is not actually called 'on Tees', and as the sign proposed here is a highway sign, it should be factually correct. SBC cannot therefore agree to the words 'on Tees' being included on this sign. However, they are happy that the town crest and 'Welcome to' message be incorporated. If the Town Council are agreeable with this, SBC are happy to arrange for a sign to be designed for the Town Council's comments

Barwick Way and Ingleby Way (Existing signs) - these are more 'private' signs than highway signs, and a more relaxed view can therefore be taken, to include the wording 'on Tees' if the Town Council wish. SBC would be grateful if the Town Council could confirm where they would want the Town Council logo included on the signs, to replace the Ingleby Barwick tree logo, or elsewhere?

Barwick Way – Persimmon have indicated that they wish their logo to remain whilst their developments in the area are ongoing, the views of the Town Council on this request would be welcome.

The Town Council considered the information provided.

IT WAS RESOLVED that the Town Council's comments are as follows:

Sign on Queen Elizabeth Way - The Town Council agrees with SBC's comments. The Town Council would request that a sign be designed which incorporates the Town Council's Coat of Arms and 'Welcome to' message.

Signs on Barwick Way & Ingleby Way - In respect of the Barwick Way and Ingleby Way signs, the Town Council is still considering the matter and will advise SBC of their comments after the next meeting which is scheduled to take place on Wednesday 21st March 2018.

Barwick Way sign – The Town Council has no objection to Persimmon's logo remaining on the sign whilst their developments in the area are ongoing.

240.17-18 CIVIC REGALIA – BADGE OF OFFICE.

The matter was considered.

IT WAS RESOLVED that 2/3 costings be obtained for a new 'Chain of Office' rather than a 'Badge of Office, for consideration.

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241.17-18 TOWN COUNCIL ADDRESS – To consider including ‘North Riding of Yorkshire’.

The detailed information provided by Cllr Ross Patterson was considered.

IT WAS RESOLVED that ‘North Riding of Yorkshire’ be included in the Town Council address.

242.17-18 TOWN COUNCIL NEWSLETTER.

The article provided by Gossip magazine was considered.

It was suggested that a picture of the presentation to Cllr Tom Bowman also be included.

IT WAS RESOLVED that the Town Council approves the advert.

243.17-18 PLANNING APPLICATIONS.

(a) List of applications registered with SBC in January 2018

The list of planning applications registered with SBC in January 2018 which had been circulated to Councillors on a week by week basis via email, were noted.

No observations or comments were raised.

(b) List of SBC delegated decisions made in January 2018

The list of SBC delegated decisions made in January 2018 which had been circulated to Councillors on a week by week basis via email, were noted.

(c) Planning Application No. 18/0195/OUT

Proposal: Outline application with some matters reserved (appearance, landscaping, layout and scale) for residential development comprising up to 400 homes and including provision of a neighbourhood centre, multi-cultural centre, primary school, extension to Maltby Cricket Club, open space and means of access.

Location: Land Adjacent to Low Lane and Thornaby Road, Thornaby, Stockton-on-Tees

Cllr Ross Patterson provided an overview of the proposal.

COUNCILLOR ROSS PATTERSON LEFT THE COMMUNITY HALL BUILDING WHILST THE MATTER WAS CONSIDERED.

The Town Council considered all the information and plans provided in respect of planning application no. 18/0195/OUT.

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IT WAS RESOLVED that the Town Council submits the following comments to SBC Planning:

It is noted that primary school provision is included in the proposed application, however secondary school provision has not been addressed.

It is queried as to which secondary school catchment area the development would fall within, would it be Thornaby?

Would there be sufficient secondary school capacity within the area to cater for the possible number of pupils which would be generated from this proposed residential development?

COUNCILLOR ROSS PATTERSON RETURNED TO THE BUILDING AND MEETING ROOM AT THIS POINT.

244.17-18 CLERKS REPORT.

IT WAS RESOLVED that the Clerks Report which included updates and supporting information in respect of agenda items, be noted and accepted.

245.17-18 CORRESPONDENCE.

IT WAS RESOLVED that the list of correspondence received into the Town Council office since the last meeting of the Council, be noted and accepted.

Reference was made to the following:

Contact from Fish for Tees Project Officer, Tees Rivers Trust

Enquiry from Police and Crime Commissioner to attend meeting – Annual Town Meeting suggested as possible option.

246.17-18 DATE OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL.

The next Ordinary Meeting of the Town Council is to take place on Wednesday 21st March 2018 at Ingleby Barwick Community Hall commencing at 7 pm.

247.17-18 EXCLUSION OF THE PRESS AND PUBLIC DURING CONSIDERATION OF THE FOLLOWING ITEM OF BUSINESS - Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

248.17-18 STAFFING MATTERS.

It was noted that the position of part time administration assistant had become vacant as of 9th February 2018.

It was agreed that the recruitment process be commenced as soon as possible.

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IT WAS RESOLVED that the Administration Assistant hourly wage and hours of work be approved.

IT WAS RESOLVED that four members of the council and the Town Clerk will form the Recruitment Working Group.

Those members to be Councillors Stefan Barnes, Philip English, Jenny Rutland and Sally Ann Watson.

IT WAS RESOLVED that the terms of reference for the Recruitment Working Group be approved.

There being no further business to be transacted the meeting was closed.

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