

- 1** **DECLARATION OF OPENING**
- 2** **ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**
- 3** **PUBLIC QUESTION TIME**
- 4** **OBITUARIES**
- 5** **GUEST SPEAKERS**
- 6** **DECLARATIONS OF INTEREST**
- 7** **CONFIRMATION OF MINUTES**
- 8** **BUSINESS ARISING FROM THE MINUTES**
- 9** **MINUTES OF COMMITTEES**
- 9.1** **TIDY TOWNS COMMITTEE**

MATTERS REQUIRING A COUNCIL DECISION

- 9.2** **FINANCE & ADMINISTRATION REPORTS**
- 9.2.1 COMMUNITY RESOURCE CENTRE REPORT – OCT 2010
- 9.2.2 ACCOUNTS FOR PAYMENT – SEPTEMBER 2010
- 9.2.3 MONTHLY FINANCIAL REPORT - SEPTEMPBER
- 9.2.4 DUAL FIRE CONTROL OFFICERS – SHIRE OF NAREMBEEN
- 9.2.5 REQUEST TO WAIVE TOWN HALL HIRE FEES – CORRIGIN KELPIES
- 9.2.6 APPOINTMENT OF ACTING CEO
- 9.2.7 ATTENDANCE AT MEETINGS BY INSTANTANEOUS COMMUNICATIONS
- 9.2.8 OFFICE CLOSURE – CHRISTMAS PERIOD
- 9.3** **HEALTH BUILDING & PLANNING REPORTS**
- 9.3.1 MEHBS – INFORMATION UPDATE
- 9.4** **WORKS & GENERAL PURPOSE REPORTS**
- 10** **NOTICE OF MOTIONS –**
- 11** **NOTICE OF MOTIONS – NEXT MEETING –**
- 12** **CHIEF EXECUTIVE OFFICERS REPORT**
- 13** **PRESIDENTS REPORT**
- 14** **COUNCILLORS REPORTS**

Minutes for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 19 October 2010

- 15 **URGENT BUSINESS**

- 16 **INFORMATION BULLETIN**

- 17 **WALGA & CENTRAL ZONE MOTIONS**

- 18 **MEETING CLOSURE**

1 DECLARATION OF OPENING

The Chairman Cr Lyn Baker opened the meeting at 3.02pm.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

President	L Baker
Deputy President	G E Downing
	D B Bolt
	G C Bushell
	D L Hickey
	G A Johnson
	M D Szczecinski
	J Bowles
Chief Executive Officer	J Murphy
Deputy Chief Executive Officer	T L Dayman
Environmental Health Officer	F Buise (3.30pm)
Executive Support Officer	A M Stone

APOLOGIES N B Talbot

3 PUBLIC QUESTION TIME

There were no members of the public present.

4 OBITUARIES

It was advised that Lyle Bolt, Isabelle Mitchell (nee Walden), Keith Winzer and Connie Harwood had passed away.

Cr Baker expressed Council's sympathy to Cr Bolt and his family on the passing of his father.

5 GUEST SPEAKERS

6 DECLARATIONS OF INTEREST

7 CONFIRMATION OF MINUTES

(7634) Moved Crs – Hickey and Johnson

That the minutes of the ordinary meeting held on 21 September 2010, be confirmed as a true and correct record.

Carried 8/0

8 BUSINESS ARISING FROM THE MINUTES

9 MINUTES OF COMMITTEES

9.1 Tidy Towns Committee

(7635) Moved Crs – Bolt and Bowles

***That the minutes from the Tidy Towns Committee meeting held on 20 September 2010,
be received.***

Carried 8/0

MATTERS REQUIRING A COUNCIL DECISION

9.2 Finance & Administration Reports

9.2.1 COMMUNITY RESOURCE CENTRE REPORT – OCT 2010

Applicant: Shire of Corrigin
Location: Shire of Corrigin
Date: 19 October 2010
Reporting Officer: Heather Ives, Community Resource Centre Coordinator
Disclosure of Interest: No interest to disclose
File Number: CMS/005/03

COMMENT

1. SEPT 2010 Advertising: Nil

SEPT 2010 Email Advertising:

- Corrigin Movie Club – *October date reminder & movie selection*

2.

SEPT 2010 ROOM BOOKINGS	
Conference Room	13
Professional Office	3
Video Conference Room	0
Computer Training Room	1
Exam Supervisions	1

3. SEPT 2010 Courses / Workshops / Training / Information Seminars:

Farm Business Resilience Drought Seminars x 5 days	- 132 participants
ECU "Let's Get Online" Workshop	- 11 participants
Murdoch University CFGP Presentation	- 10 participants
Corrigin Movie Club (Sept) ' <i>Beneath Hill 60</i> '	- 14 people
Zumba Classes x 2	- 12 people
'Skill Hire' Employment Agency	- 10 appointments
'Community First' Employment Agency	- 12 appointments

4. 'Better Connections' Project (12 month pilot programme Jan – Dec 2010):

- Continued to update local clubs about funding opportunities

5. Contracts

18/8/10 received new WACRN - FAA 2010/2011 Contract: \$50,000 Operational Support + additional funding for Governance \$10,000, Fixtures & Fittings \$5,000 & Training & Development \$5,000. – *CEO signed and FAA contract posted 20/9/2010*

6. Resource Centre Monthly Usage: **September 2010**

Minutes for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 19 October 2010

CUSTOMERS ACCESSING FEE FOR SERVICE & SALES			
COMPUTER ROOM		HIRE	
Internet Use	134	Room Hire Payments	5
Computer Use	2	Data Projector Hire	1
Wireless Hotspot	1	Laptop Hire	1
SERVICES		Folding Machine Hire	-
B&W Printing / Photocopies	42	Portable Projector Screen Hire	5
Colour Printing / Photocopies	16	White Boards	1
Photo Printing	2	Portable Pin-Up Board	-
Laminating	4	Engraver	-
Faxing	12	NLIS Wand	-
Binding	-	SALES	
Secretarial Services	10	Phonebook Sales	10
Scanning	-	Bird Book Sales	-
Desktop Publishing	-	Map Book Sales	-
Westlink Broadcast (View / Record)	-	Corrigin Book Sales	1
Computer Training (one-on-one)	-	Shire of Corrigin Polo Shirt Sales	-
CD Burning	-	CD Sales	-
FEES		Corrigin Post Card Sales	5
Resource Centre 2010 Membership	-	Corrigin Wrapping Paper Sales	3
Corrigin Movie Club	1	Yealering Book Sales	
Courses	-	Bilbarin Book Sales	
OTHER		OTHER	
Old Computer Sales	3	Phonebook Listings	1
Phone Calls	1		
<i>Monthly People through the Door : 261</i>			
CUSTOMERS ACCESSING RESOURCE CENTRE SERVICES			
Phonebook - Enquiries	1	Dept. of Veterans' Affairs	3
Centrelink	82	Course & Educational Enquires	2
Tourism	92	General Enquiries	116
Conferences/Training/Meetings	256	Corrigin Toy Library	24
Broadband for Seniors (BBS)	21	Westlink Broadcast (Viewing)	-
Exam Supervisions	1	ATO	4
Medicare	8		
<i>Monthly People through the Door : 610</i>			

TOTAL: 871 (Paying Customers and Customer Services provided)

Paying Customers and Customer Services Yearly Comparison

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2009-	629	682	626	757	590	727	421	623	715	529	491	539	7,329

Minutes for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 19 October 2010

2010													
2010-2011	708	610	871										

OFFICER'S RECOMMENDATION

That Council receives the Corrigin Community Resource Centre's Report.

COUNCIL RESOLUTION

(7636) Moved Crs – Bowles and Szczecinski

That Council receives the Corrigin Community Resource Centre's Report.

Carried 8/0

9.2.2 ACCOUNTS FOR PAYMENT – SEPTEMBER 2010

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 5 October 2010 Reporting Officer: Karen Dickinson Finance Officer Disclosure of Interest: No interest to disclose File Number: FM 0036
--

BACKGROUND

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

COMMENT

The cheques and EFT payments that have been raised for the Council meeting and also during the month of September 2010 are attached.

After payment of the following cheques and EFT payments, the balance of creditors will be \$NIL

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2010/2011 Annual Budget.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

*That Council endorse vouchers 19238 to 19267, and EFT Payments in the Municipal Fund, totalling \$644,887.24, Cheques 3246 to 3248 and EFT Payments in the Trust fund totalling \$1,352.20, and EFT Payments in the Licensing account totaling \$32,004.95.
Total payments for September \$678,244.39.*

COUNCIL RESOLUTION

(7637) Moved Crs – Bolt and Hickey

That Council endorse vouchers 19238 to 19267, and EFT Payments in the Municipal Fund, totalling \$644,887.24, Cheques 3246 to 3248 and EFT Payments in the Trust fund totalling \$1,352.20, and EFT Payments in the Licensing account totaling \$32,004.95.

Minutes for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 19 October 2010

Total payments for September \$678,244.39.

Carried 8/0

9.2.3 MONTHLY FINANCIAL REPORT - SEPTEMBER

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 16 September 2010 Reporting Officer: Taryn Dayman, Deputy Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: FM 0036
--

BACKGROUND

The Local Government (Financial Management) Regulation 34 states that a local government must prepare a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget for the month.

Variances between budgeted and actual expenditure including the required Material Variances (10% with a minimum value of \$10,000 are included in the variance report.

COMMENT

A variance report is included with the monthly financial statements.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Monthly Statement of Financial Activity.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopts the Statement of Financial Activity for the month ending 31 September 2010, as presented, and note any material variances.

COUNCIL RESOLUTION

(7638) Moved Crs – Bowles and Bolt

That Council adopts the Statement of Financial Activity for the month ending 31 September 2010, as presented, and note any material variances.

Carried 8/0

Cr Baker left the meeting at 3.15pm and returned at 3.16pm.

9.2.4 DUAL FIRE CONTROL OFFICERS – SHIRE OF NAREMBEEN

Applicant: Shire of Narembeen
Location: Shire of Narembeen
Date: 7 October 2010
Reporting Officer: Anita Stone, Executive Support Officer
Disclosure of Interest: No Interest to Disclose
File Number: ES 0001

BACKGROUND

Correspondence has been received from the Shire of Narembeen requesting the appointment of Dual Fire Control Officers with the Shire of Corrigin.

COMMENT

It is recommended that Council appoints Alan Yandle and Don Cheetham

STATUTORY ENVIRONMENT

Bush Fires Act 1954

POLICY IMPLICATIONS

Policy 5.1.6 – Fire Control Officers - Appointment

STRATEGIC IMPLICATIONS

Administration of Bush Fires Act with neighbouring Local Governments.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorses the appointment of Alan Yandle and Don Cheetham as the Shire of Narembeen's Dual Fire Control Officer with the Shire of Corrigin.

COUNCIL RESOLUTION

(7639) Moved Crs – Szczecinski and Johnson

That Council endorses the appointment of Alan Yandle and Don Cheetham as the Shire of Narembeen's Dual Fire Control Officer with the Shire of Corrigin.

Carried 8/0

9.2.5 REQUEST TO WAIVE TOWN HALL HIRE FEES – CORRIGIN KELPIES

Applicant: Corrigin Kelpies Location: Corrigin Town Hall Date: 12 October 2010 Reporting Officer: Taryn Dayman, Deputy Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: CP 0054
--

BACKGROUND

Council has received a request from the Corrigin Kelpies to waive the Corrigin Town Hall hire fees for the Senior Be Active Games to be held on the 5 April 2010. A copy of the request is attached.

COMMENT

The Corrigin Kelpies is a local group of seniors who have been taking part in the Be Active Games since 2000. In 2011 Corrigin will host the games which will attract seniors from different towns.

The hire fee for the Corrigin Town Hall for the Be Active Games is \$100.00

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Hall Hire Policy – Council allows all Corrigin Service Organisation to utilise the Town Hall and Cyril Box Pavilion free of charge for fund-raising and charitable purposes.

FINANCIAL IMPLICATIONS

Reduction in income from hire of Corrigin Town Hall

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council donates the use of the Corrigin Town Hall to the Corrigin Kelpies for the Seniors Be Active Games.

COUNCIL RESOLUTION

(7640) Moved Crs – Bushell and Bowles

That Council donates the use of the Corrigin Town Hall to the Corrigin Kelpies for the Seniors Be Active Games.

Carried 8/0

9.2.6 APPOINTMENT OF ACTING CEO

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 11 October 2010 Reporting Officer: Julian Murphy, Chief Executive Officer Disclosure of Interest: No interest to disclose File Number:
--

BACKGROUND

The Chief Executive Officer Mr Julian Murphy is scheduled to take sick leave during the months of October to December 2010 to undergo surgery to repair a damaged Achilles tendon. The CEO will be absent for between 5 and 8 weeks during the period following surgery.

Council's Deputy CEO Miss Taryn Dayman is available to act in the CEO position for the period that the CEO will be on leave.

COMMENT

It is recommended that Council appoint Miss Taryn Dayman to the position of Acting CEO for the period of the CEO's leave.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 5.36(1) – Local government employees

POLICY IMPLICATIONS

Council does not have a policy in relation to this matter.

FINANCIAL IMPLICATIONS

Budgeted costs associated with the employment of relief staff.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council appoints Miss Taryn Dayman to the position of Acting CEO for the period of the CEO's leave during the months of October to December 2010.

COUNCIL RESOLUTION

(7641) Moved Crs – Bolt and Hickey

That Council appoints Miss Taryn Dayman to the position of Acting CEO for the period of the CEO's leave during the months of October to December 2010.

Carried 8/0

9.2.7 ATTENDANCE AT MEETINGS BY INSTANTANEOUS COMMUNICATIONS

Applicant: Shire of Corrigin
Location: Shire of Corrigin
Date: 11 October 2010
Reporting Officer: Julian Murphy, Chief Executive Officer
Disclosure of Interest: No interest to disclose
File Number: GOV 0002

BACKGROUND

Cr Norm Talbot has recently suffered a severe illness which has required his hospitalization and long term treatment in metropolitan hospitals. Cr Talbot has not returned to Corrigin since he was hospitalized in August 2010 and is unlikely to be fit to return to the district in the immediate future.

Whilst Cr Talbot is not able to return to Corrigin to attend Council meetings in the next few months, he may be able to participate at Council meetings by telephone.

The Local Government (Administration) Regulations 1996 (Regulation 14A) provides for the attendance at Council meetings by telephone as long as the person is in a suitable place and Council has approved of the arrangement. A suitable place is defined as a place in a townsite and more that 150km from Corrigin. Council may allow participation by electronic means for no more than half of its yearly meetings.

COMMENT

Cr Talbot is currently an inpatient at Fremantle Hospital and has access to telephone communications. In order for Cr Talbot to participate in Council meetings whilst at Fremantle Hospital, Council must approve Fremantle Hospital as a suitable place.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 5.25(1) – regulations about Council meetings.
Local Government (Administration) Regulations 1996, Regulation 14A – Attendance at meetings by instantaneous communications.

POLICY IMPLICATIONS

Council does not have a policy in relation to this item.

FINANCIAL IMPLICATIONS

There are no direct financial implications in relation to this item

STRATEGIC IMPLICATIONS

There are no direct strategic implications in relation to this item

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council in accordance with Regulation 14A of the Local Government (Administration) Regulations 1996 approves:

- 1. Fremantle Hospital as a suitable place for attendance at meetings by instantaneous communications; and*
- 2. Approves the attendance of Cr Norm Talbot by means of instantaneous communications at the November 2010 Council Meeting.*

COUNCIL RESOLUTION

(7642) Moved Crs – Downing and Szczecinski

That Council in accordance with Regulation 14A of the Local Government (Administration) Regulations 1996 approves:

- 1. Fremantle Hospital as a suitable place for attendance at meetings by instantaneous communications; and***
- 2. Approves the attendance of Cr Norm Talbot by means of instantaneous communications at the November 2010 Council Meeting.***

Carried 8/0

9.2.8 OFFICE CLOSURE – CHRISTMAS PERIOD

Applicant: Administration Staff
Location: Shire Office and Resource Centre
Date: 12 October 2010
Reporting Officer: Taryn Dayman, Deputy Chief Executive Officer
Disclosure of Interest: No interest to disclose
File Number: CUS 0008

BACKGROUND

In the past few years the Administration Office and Resource Centre closed over the Christmas/New Year Period.

COMMENT

The staff recommends that the administration Office and Resource Centre be closed again over the 2010 Christmas period, New Year Period.

The following days will be affected:

24 December	Christmas Eve	Friday	Open	Skeleton Staff
25 December	Christmas Day	Saturday	Closed	
26 December	Boxing Day	Sunday	Closed	
27 December		Monday	Closed	Public Holiday
28 December		Tuesday	Closed	Public Holiday
29 December		Wednesday	Closed	
30 December		Thursday	Closed	
31 December	New Years Eve	Friday	Closed	
1 January	New Years Day	Saturday	Closed	
2 January		Sunday	Closed	
3 January		Monday	Closed	Public Holiday

This would result in the office being closed for an additional 3 days over and above the public holidays. Staff will be required to take this time as per their leave entitlements.

The dates of closure will be advertised extensively before the Christmas period.

Council may want to consider adopting a Christmas / New Year office closure policy.

STATUTORY ENVIRONMENT

Legislation that may be relevant eg. Local Government Act.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are no direct financial implications in relation to this item.

STRATEGIC IMPLICATIONS

There are no direct strategic implications in relation to this item.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council authorise the Administration Office and Resource Centre to be closed from Christmas Day until New Years Day, reopening to the public on Tuesday 4 January 2010.

COUNCIL RESOLUTION

(7643) Moved Crs – Bushell and Johnson

That Council authorise the Administration Office and Resource Centre to be closed from Christmas Day until New Years Day, reopening to the public on Tuesday 4 January 2010.

Carried 8/0

The policy below is to be added to Council's Policy Manual.

COUNCIL RESOLUTION

(7644) Moved Crs - Downing and Bowles

That Council authorises the Chief Executive Officer to close the Shire Office and Resource Centre between the Christmas public holidays and New Years public holidays.

Carried 8/0

Cr Bolt left the meeting at 3.29pm and returned to the meeting with the MEHBS Mr Buise at 3.30pm.

9.3 Health Building & Planning Reports

9.3.1 MEHBS – INFORMATION UPDATE

Applicant: Shire of Corrigin Location: Whole of Shire Date: 13 October 2010 Reporting Officer: Frank Buise, MEHBS Disclosure of Interest: No Interest to Disclose File Number: CM 0007

BACKGROUND

The following is to update councilors on various issues within the Health & Building and Town Planning area.

COMMENT

The following information is supplied for Council's information:

Building License's Issued Under Delegated Authority

No building licenses were issued for the period.

Department of Environment and Conservation

The department has requested all Local Governments to register their septage ponds. The reason being that they want to control all forms of waste disposal. This is part of the controlled waste disposal regulations. It has been suggested that all sites will need to be upgraded to meet the DEC standards.

Originally most sites were approved under the Health Act and had a limit of 100,000 litre capacity. I will report to Council in the new year about the state of their facility and whether Council should continue its use.

Leave

I have been on leave for 3 weeks following a conference in Vancouver. A report on the conference will be submitted later.

General

As usual general advice, building and health inspection work, tip inspections, including complaints, etc have taken place.

STATUTORY ENVIRONMENT

Various

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are no direct financial implications in relation to this item

STRATEGIC IMPLICATIONS

There are no direct strategic implications in relation to this item

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the EHO information update.

COUNCIL RESOLUTION

(7645) Moved Crs – Szczecinski and Johnson

That Council receives the EHO information update.

Carried 8/0

The MEHBS left the meeting at 3.39pm.

9.4 Works & General Purpose Reports

There were no Works & General Purpose Reports

10 NOTICE OF MOTIONS –

There were no notices of motions.

11 NOTICE OF MOTIONS – NEXT MEETING –

There were no notices of motions for the next meeting

12 CHIEF EXECUTIVE OFFICERS REPORT

Medical Centre

The CEO updated Council on the progress of the Shire taking over the running of the Corrigin Medical Centre. Agreement has been reached with Gemini Medical for the Shire to acquire the equipment from the medical centre. A new computer system will need to be installed as Gemini will be taking the computer equipment with them.

The CEO and President are meeting with Wheatbelt GP Network on Wednesday 20 October 2010 to progress the establishment of a new practice. A quote has been requested for floor coverings, blinds and reception counter to freshen the place up.

The doctor's house needs some work. Part of the ceiling in the living area will need to be replaced and there is an amount of painting to be done throughout. Some new floor coverings will also be required.

RoeROC

At a recent RoeROC meeting Regional Transitions Group's were discussed. The CEO's at the meeting decided to place the issue of RTG's and amalgamations back on the agenda at the RoeROC level.

Bullaring Progress Association

The CEO attended the Bullaring Progress Association meeting and answered questions about the Shire taking ownership of the Bullaring Hall. Mr Seimons contacted the CEO this morning to advise that the Progress Association has decided to cede the building to the Shire.

13 PRESIDENTS REPORT

The President thanked Cr Downing for opening the CMCA Rally and fare welling the Doctor.

The President thanked the CEO for attending a Bullaring Progress Association meeting on 18 October.

Transport and Roads Forum

Cr Baker and the CEO attended the Transport & Roads Forum in Bunbury on 12 – 15 October. The forum was interesting and quite technical. There was good networking opportunities to speak to Council's from other states.

Cr Baker wished the CEO luck with his operation on 26 October 2010.

14 COUNCILLORS REPORTS

Cr Bolt passed on thanks from Purslow Tinetti Funerals to the Council in regards to how well the Corrigin cemetery & graves are prepared by the Shire.

The Tidy Towns Committee is having a busy bee at the Cemetery on 14 November 2010.

15 URGENT BUSINESS

There was no urgent business.

16 INFORMATION BULLETIN

Nothing from the Information Bulletin was discussed.

17 WALGA & CENTRAL ZONE MOTIONS

There were no WALGA or Central Zone Motions.

18 MEETING CLOSURE

There being no further business to discuss, the President thanked everyone for their attendance and closed the meeting at 4.25pm.

President

Date
