CITY OF VINCENT

NOTES

Council Briefing

12 November 2024

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NOTES OF CITY OF VINCENT
COUNCIL BRIEFING
HELD AS E-MEETING AND AT THE ADMINISTRATION AND CIVIC CENTRE,
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 12 NOVEMBER 2024 AT 6.00PM

PRESENT:	**Mayor Alison Xamon**	**Presiding Member**
	Cr Alex Castle	**North Ward**
	Cr Suzanne Worner	**North Ward**
	Cr Nicole Woolf	**North Ward**
	Cr Jonathan Hallett	**South Ward**
	Cr Ashley Wallace	**South Ward**
	Cr Sophie Greer	**South Ward**
	Cr Ashlee La Fontaine	**South Ward**
IN ATTENDANCE:	**David MacLennan**	**Chief Executive Officer (electronically)**
	Peter Varris	**Executive Director Infrastructure & Environment**
	Rhys Taylor	**A/Executive Director Community & Business Services**
	Jay Naidoo	**A/Executive Director Strategy & Development**
	Karsen Reynolds	**A/Manager Development & Design (left at 6.22pm after Item 5.2)**
	Mitchell Hoad	**A/Manager Strategic Planning Design (left at 6.22pm after Item 5.2)**
	Lisa Williams	**Executive Manager Communications & Engagement**
	Dale Morrissy	**Manager Community Facilities (left at 6.27pm after Item 5.1)**
	Emma Simmons	**Coordinator Corporate Strategy & Governance**
	Joslin Colli	**Executive Manager Corporate Strategy & Governance**
	Wendy Barnard	**Mayor and Council Support**
Public:	One member of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Alison Xamon, declared the meeting open at 6.00pm and read the following Acknowledgement of Country statement:

"The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past and present, acknowledging that the City of Vincent has a role in working towards reconciliation and justice for First Nations People."

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Ron Alexander is an apology for this meeting.

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

The following is a summary of submissions received at the meeting. This is not a verbatim record of comments made at the meeting.

3.1 Dudley Maier of Highgate – Item 5.1

His full statement can be heard here.

There were no submissions received in writing prior to the meeting.

There being no further speakers, Public Question Time closed at approximately 6.04pm.

4 DECLARATIONS OF INTEREST

Nil

REPORTS

The Presiding Member, Mayor Alison Xamon, requested Council Members to indicate:

Items which Council Members wish to discuss which have not already been the subject of a public question/comment and the following was advised:

COUNCIL MEMBER	ITEMS TO BE DISCUSSED
Cr Worner	7.6
Cr Wallace	5.3 and 8.1
Cr Greer	5.2
Cr La Fontaine	5.1

REPORTS WITH DISCUSSION

5.1 REVIEW OF POLICY NO. 7.6.3 - TREES OF SIGNIFICANCE

Attachments:
1. **Draft Local Planning Policy - Trees of Significance**
2. **Review of Policy No. 7.6.3 - Trees of Significance**
3. **Draft Trees of Significance Fund Guidelines**

RECOMMENDATION

That Council

1. **PREPARES the amendments to Policy No. 7.6.3 – Trees of Significance as included as Attachment 1 in accordance with Schedule 2, Part 2, Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;**

2. **AUTHORISES the Chief Executive Officer to advertise the proposed amendments in accordance with Schedule 2, Part 2, Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and**

3. **NOTES that the amendments proposed in the review of Policy No.7.6.3 – Trees of Significance would require amendments to the City's Register of Delegations, Authorisations and Appointments. These would be considered at a future Council Meeting concurrently when the amended Policy No.7.6.3 – Trees of Significance is considered for final approval.**

CR WOOLF:
Can Administration explore expanding the criteria to include species that provide habitat for local fauna?

A/MANAGER STRATEGIC PLANNING:
Administration has updated the preliminary criteria of the draft Policy to include reference to mature specimens that provide habitat or food for local fauna. This includes Banksia and Hakea species that are known to provide food sources for the Carnaby's Black Cockatoo.

CR GREER:
The draft Policy states that only the primary owner can nominate a tree for inclusion. What effect does this have on third party nominations?

A/MANAGER STRATEGIC PLANNING:
Administration has updated the draft Policy to remove this reference. This was an error and the intent of the draft Policy provisions is to enable third party nominations.

CR CASTLE:
Should a tree be nominated by a third party, what measures could be put in place to ensure that a property owner does not remove a tree until a decision has been made on a nomination?

A/MANAGER STRATEGIC PLANNING:
The planning framework does not provide for any measures that could be implemented by the City while a nomination is considered to prevent a landowner from removing a tree from their property. This is because planning approval for the tree removal would only be required once it has been listed.

Other measures such as caveats would also likely not be effective. This is because caveats are required to be approved by Landgate and can take up to six weeks to be considered.

The draft Policy seeks to streamline the assessment of nomination timeframes and by the time a caveat is finally registered, it is intended that a decision would have been made on the nomination.

On receiving a third party nomination, Administration would advise the affected property owners of the benefits of having a tree listed on the Inventory. This includes the ability to access grant funding for maintenance.

MAYOR XAMON:
Can you outline why Administration has not gone down the WALGA Model Tree Retention Policy route like other Local Governments have?

A/MANAGER STRATEGIC PLANNING:

Local Planning Scheme v Local Planning Policy

Within local planning frameworks, local planning schemes have a higher standing in the hierarchy than local planning policies.

This is because local planning schemes are legal instruments and includes provisions that cannot be varied when development applications are determined. Public works are an example where applications are not bound by the local planning scheme.

Local planning policies provide guidance in considering development applications. Local planning policies are only required to be given 'due regard' in the assessment of applications and can be varied through the exercise of discretion.

For example, the WAPC is required to have regard to a scheme provision when determining subdivision or public works applications. The WAPC is not required to have regard to local planning policies when determining these applications.

Existing Tree Retention Measures

In response to the NOM on planning controls for tree protection from the March 2024 Council Meeting, Administration's approach to tree retention has focused on utilising existing instruments within the City's existing planning framework.

The planning scheme is the highest order planning document in the local planning framework. The City's existing planning framework provides the strongest opportunity to protect trees. This is because the City's LPS2 already includes a provision that does not allow for trees to be removed where they are listed on the Tree of Significance (Clause 61(1)(k)).

The draft Policy would support the scheme provision and has been prepared to make it easy and to remove barriers in registering a significant tree. It would provide guidance on how nominations for new listings on the Inventory are considered, what constitutes a tree of significance, and what works to a listed tree do not require development approval (including maintenance).

There may be other measures or incentives such as offering rates rebates for retaining trees, free tree maintenance, or tree giveaway programs to residents, that could be used for tree protection and to improve tree canopy but these are outside the scope of planning controls.

WALGA Model Template

The City is not able to currently implement the WALGA Model Template as a local planning policy. This is because it directly conflicts with the clause of the LPS2 that gives effect to the Inventory.

For the City to be able to implement the WALGA Model Template, LPS2 would be required to be amended to remove this clause.

Amendments to local planning schemes typically take 12-18 months and are required to be considered by both Council and the WAPC before the Minister for Planning makes the ultimate decision.

If implemented the WALGA Model Template would not guarantee that trees on private property would be protected in the same way that the current local planning scheme provision would.

This is because the WALGA Model Template only requires that approval through a development application is obtained before a tree is removed.

It would still be possible for trees to be approved to be removed through the submission of a development application. Also such a policy would provide guidance in considering an application and cannot outright prohibit the removal of trees.

Administration's report has outlined other reasons why it does not recommend pursuing the WALGA Model Template. These include:

- *The WALGA Model Template has yet to be tested in the State Administrative Tribunal (SAT). The Template seeks to define 'works'. There is uncertainty whether 'works' include the removal of trees and whether this can be done through a local planning policy.*
- *Additional resources would be required to prepare and implement the WALGA Model Template. This would be associated with processing development applications to 'regulated trees' and investigating unauthorised tree works and removal.*
- *Any prosecutions for tree removal without approval will incur legal costs. There would also be consultant and/or legal costs to defend the City's decisions for any SAT appeals lodged for refusals of tree removal applications. Depending on the complexity, prosecutions and SAT full hearings could cost the City upwards of $30,000 to defend each tree removal case. This would be in addition to Administration's time and resourcing.*

MAYOR XAMON:
Parallel to advertising and adopting the draft Policy, can the City pursue a scheme amendment removing reference to the Trees of Significance to allow for the use of the WALGA Policy?

A/MANAGER STRATEGIC PLANNING:
It is possible for Council to pursue an amendment to remove Clause 61(1)(k) of LPS2 concurrently with progressing with a review of the draft Policy.

Administration has identified the following risks with such an approach (in addition to those raised above in relation to the WALGA Model Template):

- *The inventory and draft Policy is given effect by Clause 61(1)(k). The removal of this clause would mean that the Inventory would cease to operate, along with any financial incentives that are identified in it.*
- *Progressing a review of the draft Policy for trees of significance alongside a scheme amendment to void the trees of significance protection under LPS2 (and that would mean rescinding the draft Policy in future) would appear to send conflicting messages.*
- *It would likely disincentivise any new nominations, as grant funding would eventually cease along with the other incentives and benefits identified in the draft Policy.*
- *The WALGA Model Template could only be pursued once the scheme amendment had been approved. This would likely leave a period of time where the City has no controls for tree removal while the WALGA Model Template is considered by Council for community consultation, formally advertised, and then adopted by Council.*

Administration does not recommend a scheme amendment to remove Clause 61(1)(k).

Administration is progressing with a holistic review of its Local Planning Strategy and LPS2. As outlined in Administration's report, this would provide further opportunities to include tree protection provisions in LPS2 and would be the most appropriate time to address this issue through any scheme change.

For information, a typical scheme amendment process includes the following steps:

- *Council resolves to initiate a scheme amendment for the purposes of community consultation.*
- *Obtaining the approval of the Minister for Planning and the Environmental Protection Authority to undertake community consultation. Once obtained, community consultation would be for a minimum period of 42 days.*
- *Following community consultation Council would be required to consider the submissions made and resolve to either support, support with modifications, or not support the amendment.*
- *The amendment would be submitted for formal consideration by the WAPC.*
- *The WAPC would provide a recommendation to the Minister for Planning. The Minister for Planning would then make a decision on whether to approve the amendment or not.*

CR WALLACE:
Could clarification be provided on the definition of primary owner in instances where tree roots extend across multiple lots?

A/MANAGER STRATEGIC PLANNING:
Administration has updated the definition of 'Primary Owner of a Tree of Significance' in the draft Policy. It confirms that this would be the owner of the land that contains the majority of the structural root zone. This would address instances where roots extend across multiple lots.

CR WALLACE:
Why was the national weed register excluded from the criteria, and should host species of PSHB also be excluded?

A/MANAGER STRATEGIC PLANNING:
Administration has updated the preliminary criteria of the draft Policy to exclude species on the National weed register. This is in addition to species that are on State or local weed registers.

The PSHB affects a wide variety of trees. The Department of Primary Industries and Regional Development (DPIRD) have identified an extensive list of in excess of 600 known host trees which includes exotic, Australian native and Western Australian native species. The list can be found here.

The City has numerous specimens on the Inventory which have been identified as a 'host' or 'preferred host' species, including Moreton Bay Figs and London Plane Trees. The aim of the draft Policy is to protect existing healthy specimens which meet the criteria.

The essential criteria of the draft Policy makes reference for trees to 'not be hosting significant pests or disease, to an untreatable level or a level likely to cause decline'.

This would ensure that the City does not include trees on the Inventory which are currently hosting the PSHB.

CR WALLACE:
The policy guidelines include a lot of use of the word 'may' but no guidance on where arborist reports are required. Can you provide more detail on how Administration would exercise their discretion?

A/MANAGER STRATEGIC PLANNING:
The intention of Clause 5 of the draft Policy was to provide flexibility as to whether an arborist report would be required.

In the first instance, the City would seek advice from its DRP Member who is a qualified arborist on the condition of the tree. This advice would be used to inform whether further information through an arborist report is needed.

Administration has updated the draft Policy to clarify that the need for an arborist report would be informed by this advice.

ADDITIONAL INFORMATION:
In addition to the above changes, Administration has made the following additional changes to the draft Policy and Guidelines:

Draft Policy (Attachment 1 to officer report)
- *Combined Part 3 Clause 2 (Notification of Nomination) and Clause 3 (Nomination by Third Parties) into one consolidated clause. The content of these clauses has not changed, and has been consolidated to simplify for the reader.*
- *Replaced the reference to 'Protected Tree Register' to 'Significant Tree Inventory' in Part 3 Clause 1.3. The reference to 'Protected Tree Register' was incorrect.*
- *General grammar and formatting.*

Draft Guidelines (Attachment 3 to officer report)
General grammar and formatting.

At 6.27pm Manager Community Facilities left the meeting and did not return.

5.2 EXPANSION OF GREENTRACK INCENTIVE PROGRAM

Attachments: **1. Amended Fees and Charges 2024/25 (pages 16-17)**

RECOMMENDATION:

That Council:

1. APPROVES BY ABSOLUTE MAJORITY, in accordance with Section 6.16 of the *Local Government Act 1995,* to adopt the following amendment to the Schedule of Fees and Charges 2024/2025 and as shown in red text in Attachment 1:

1.1 To reduce development application fees for single houses, grouped and multiple dwellings, commercial and mixed-use development, including additions with a construction cost greater than the value of $50,000, which retain significant existing trees as defined by the R Codes. This will not apply to Development Assessment Panel applications. The development application fee shall be reduced by $200.00 per development application;

2. SUPPORTS Administration to continue the pre-lodgement consultation service until the end of the 2025/26 financial year for homeowners, developers and designers to receive advice from a member of the City's Design Review Panel on how they can improve energy efficiency in their design and retain significant trees in their design; and

3. SUPPORTS Administration to expand the existing GreenTrack Priority Assessment Process to include proposals for single houses, grouped and multiple dwellings, commercial and mixed use development, including alterations and additions, that retain significant existing trees as defined by the R Codes. This would not apply to applications being considered by the Development Assessment Panel.

CR GREER:
Why doesn't the definition of a Significant Tree used for the expansion of GreenTrack align with the definition used in the proposed draft Trees of Significance Policy?

A/MANAGER STRATEGIC PLANNING:
The definition used for the expansion of GreenTrack has been updated to be consistent with the definition in the draft Trees of Significance Policy.

Administration has updated the officer report to reference this new definition, along with other general grammar and formatting changes.

At 6.33pm A/Manager Development & Design and A/Manager Strategic Planning Design left the meeting and did not return.

5.3 ROAD DEDICATION OF RIGHT OF WAY LOT 66 ON DIAGRAM 4096, LEEDERVILLE

Attachments:
1. **Survey Plan - Lot 66 Diagram 4096**
2. **Certificate of Title 2748-736 Lot 66 On Diagram 4096**
3. **Cancelled Certificate of Title 1054-346 - Lot 66 On Diagram 4096 - Partial Closure of Right of Way**

RECOMMENDATION:

That Council:

1. REQUESTS the Minister for Lands to dedicate as a road Lot 66 on Diagram 4096 as shown in Attachment 1, comprised in Certificate of Title Volume 2748 Folio 736 as shown in Attachment 2, pursuant to section 56(1)(c) of the *Land Administration Act 1997* (LAA) subject to the Chief Executive Officer:

1.1 Providing public notice seeking submissions on the proposal to dedicate Lot 66 on Diagram 501 pursuant to section 56(1)(c) of *Land Administration Act 1997* and Regulation 8 of *Land Administration Regulations*; and

1.2 Considering and responding to any submissions or objections received; and

2. APPROVES indemnifying the Minister for Lands against any claim for compensation arising from the dedication of Lot 66 on Diagram 4096, pursuant to section 56(4) of the *Land Administration Act 1997*.

CR WALLACE:
Why does the City need to indemnify the Minister for Lands against claims for compensation if there is no compensation payable?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:
Administration has confirmed with the Department of Planning Lands and Heritage that an indemnity from a local government is not required for a S56(1)(c) private road dedication. Recommendation 2 of the report has been deleted and the report has been updated accordingly.

7.6 ANNUAL REPORT 2023/24

Attachments:
1. **City of Vincent Annual Report 2023/24**
2. **CEO KPI Results Report 2023/24**

RECOMMENDATION:

That Council:

1. **ACCEPTS BY AN ABSOLUTE MAJORITY the City of Vincent Annual Report for the 2023/24 Financial Year included as Attachment 1 in accordance with Section 5.54(1) of the *Local Government Act 1995*;**

2. **CONVENES an Annual Meeting of Electors of the City of Vincent to be held at 7pm on Wednesday 11 December 2024 at the City of Vincent Administration and Civic Centre or Community Centre, in accordance with Section 5.27 of the *Local Government Act 1995*; and**

3. **NOTES that:**

   3.1 T**he City of Vincent Annual Report may be subject to further formatting and styling, to be determined by the Chief Executive Officer prior to publication. The 2023/24 Financial Statements will be presented to Council as part of the recommendations of the Audit Committee and will be included in the Annual Report following adoption by Council; and**

   3.2 The Chief Executive Officer will give local public notice of the Annual Meeting of Electors to be held on 11 December 2024, and will make the report available on the City of Vincent website within 14 days pursuant to Sections 5.29 and 5.55 of the *Local Government Act 1995*.

CR WORNER:
There is a typo on page 90 of report – accommodation is spelt with only 1 “m”.

A/EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:
The report has been updated.

8.1 REVIEW OF POLICY NO. 4.1.31 - PRIVACY MANAGEMENT

Attachments:
1. **Policy No. 4.1.31 - Privacy Management**
2. **Readiness Guide 10 - Privacy Policy**
3. **Assessment of Policy No. 4.1.31 - Privacy Management**

RECOMMENDATION

That Council REPEAL Policy No 4.1.31 – Privacy Management at Attachment 1.

CR WALLACE:
Raised concern in relation to the repeal of the Policy prior to the relevant provisions (the IPPs) coming into force. Requested clarification of any risk in retaining the Policy until the PRIS Bill is passed.

A/EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES
Administration has withdrawn the repeal of Policy 4.1.31 – Privacy Management. Administration will align the repeal of this policy with the introduction of the Privacy and Responsible Information Sharing Bill.

REPORTS WITH NO DISCUSSION

6.1 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO COLLECTION MANAGEMENT POLICY

Attachments:

1. **15.10.2024 Library and Local History Centre Collection Management Policy CLEAN DRAFT**
2. **Library-and-Local-History-Collection-Policy TRACK CHANGES**
3. **15.10.24 241003_Library Collection Policy_Survey Analysis**

RECOMMENDATION:

That Council ADOPTS the Collection Management Policy at Attachment 1

NO QUESTIONS

7.1 FINANCIAL STATEMENTS AS AT 30 SEPTEMBER 2024

Attachments: **1. Financial Statements as at 30 September 2024**

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 30 September 2024 as shown in Attachment 1.

NO QUESTIONS

7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 SEPTEMBER 2024 TO 30 SEPTEMBER 2024

Attachments:

1. **September 2024 - Payments by Payroll and EFT**
2. **September 2024 - Payments by Direct Debit**
3. **September 2024 - Payments by Fuel cards**

Recommendation:

That Council RECEIVES the list of accounts paid under delegated authority for the period 01 September 2024 to 30 September 2024 as detailed in Attachments 1, 2, 3 and 4 as summarised below:

EFT payments, including payroll	**$8,755,742.01**
Cheques	**$0.00**
Direct debits, including credit cards	**$165,988.56**
Total payments for September 2024	**$8,921,730.57**

NO QUESTIONS

7.3 INVESTMENT REPORT AS AT 30 SEPTEMBER 2024

Attachments: **1. Investment Statistics as at 30 September 2024**

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 30 September 2024 as detailed in Attachment 1.

NO QUESTIONS

7.4 PROPOSED REPEAL OF POLICY NO. 1.2.8 - CORPORATE CREDIT CARDS

Attachments: **1. Assessment of Policy - Corporate Credit Cards**

RECOMMENDATION:

That Council REPEALS the Policy No.1.2.8 – Corporate Credit Cards.

NO QUESTIONS

7.5 BUDGET AMENDMENTS 2024/25

Attachments: **1. Budget Amendments 2024/2025**

RECOMMENDATION:

1. That Council BY ABSOLUTE MAJORITY APPROVES the following amendments to the 2024/25 Annual Budget as shown in Attachment 1:

1.1 A net decrease in the Operating result of $735,585;

1.2 A net increase in the Capital Expenditure Budget of $786,984;

1.3 A net increase in transfer from Cash Backed Reserves of $445,809 with a closing balance of $25,379,915; and

1.4 A net increase in the closing surplus of $1,037,878 resulting in a forecasted year end surplus at 30 June 2025 of $1,187,352.

NO QUESTIONS

8.2 COUNCIL BRIEFING AND ORDINARY MEETING OF COUNCIL DATES FOR 2025

Attachments: **1. Proposed Meeting Cycle - 2025**

RECOMMENDATION:

That Council:

1. ADOPTS the 2025 monthly cycle of Council Briefings and Ordinary Meetings of Council, each commencing at 6:00pm and held at the City of Vincent Council Chambers, 244 Vincent Street, Leederville, as listed below and shown in the calendar at Attachment 1; and

Council Briefing	Ordinary Meeting of Council
4 February	11 February
4 March	11 March
1 April	8 April
6 May	13 May
10 June	17 June
8 July	15 July
5 August	12 August
2 September	9 September
30 September	7 October
4 November	11 November
2 December	9 December

2. PROVIDES local public notice of the Council Briefing and Ordinary Meeting of Council dates, time and place, as listed in Recommendation 1. above.

NO QUESTIONS

8.3 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 7 NOVEMBER 20

This report will be presented to the council meeting on 19 November 2024

NO QUESTIONS

8.4 INFORMATION BULLETIN

Attachments:

1. **Unconfirmed Minutes of the Catalina Regional Council Meeting held on 17 October 2024**
2. **Statistics for Development Services Applications as at the end of October 2024**
3. **Register of Legal Action and Prosecutions Monthly - Confidential**
4. **Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 4 November 2024**
5. **Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current**
6. **Register of Applications Referred to the Design Review Panel - Current**
7. **Register of Petitions - Progress Report - November 2024**
8. **Register of Notices of Motion - Progress Report - November 2024**
9. **Register of Reports to be Actioned - Progress Report - November 2024**
10. **Council Workshop Items since 15 October 2024**
11. **Council Briefing Notes - 15 October 2024**

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated November 2024.

ADDITIONAL INFORMATION:
The Register of State Administrative Tribunal Appeals has been updated for No. 235 Brisbane Street, Perth and No. 120 Claisebrook Road, Perth.

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Nil

11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

11.1 APPOINTMENT OF EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES

Attachments: **Nil**

RECOMMENDATION:

That Council, pursuant to section 5.37(2) of the *Local Government Act 1995*, ACCEPTS the recommendation of the Chief Executive Officer to employ the preferred candidate as the City's Executive Director Community and Business Services on a five year (5) contract of employment, subject to the terms and conditions as determined by the Chief Executive Officer

NO QUESTIONS

12 CLOSURE

There being no further business the meeting closed at 6.40pm.