Shire of Koorda Ordinary Meeting of Council Minutes – 21st March 2018

2018



# MINUTES

**Shire of Koorda** 

21/03/2018

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## SHIRE OF KOORDA MINUTES

FOR THE ORDINARY MEETING OF COUNCIL Held in the Council Chambers, Allenby Street, Koorda, Wednesday 21 March 2018 at 4.36pm

## 1 DECLARATION OF OPENING

The presiding person declared the meeting open at 4.36pm.

- 2 ANNOUNCEMENT OF VISITORS
- 3 RECORD OF ATTENDANCE
- 3.1 Record of Attendance:

Cr FJ Storer - President
Cr PL McWha - Deputy President
Cr BG Cooper - Councillor
Cr LC Smith - Councillor
Cr JM Stratford - Councillor
Cr GW Greaves - Councillor
Cr RDG Storer - Councillor

D Burton - CEO L Foote - MoFA

- 3.2 Apologies:
- 3.3 Approved Leave of Absence:

PRESIDENT TO DRAW THE DISCLAIMER TO THE PUBLIC'S ATTENTION (If members of the public present)

## 4 QUESTION TIME FOR THE PUBLIC

- 4.1 Response to Previous Public Questions Taken on Notice
- 4.2 Public Question Time Open
- 4.3 Public Question Time Closed

## 5 APPLICATIONS FOR LEAVE OF ABSENCE

## 6 DECLARATIONS OF INTEREST

11.8.1 – Cr FJ Storer, Cr PL McWha, Cr BG Cooper, Cr JM Stratford, Cr GW Greaves & Cr G Storer declared a proximity interest. The original item taken to February council meeting was given Ministerial approval for Koorda Shire Councillors to vote on the item at the March meeting.

## 7 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Cr JM Stratford – Attended the NEWROC Strategic Planning Session and Council Meeting. Strategic planning was interesting to attend as a new councillor to see the processes in going through the PESTEL and SWAT process to recognise NEWROC's main aims. The workshop worked on potential NEWROC projects.

Cr GW Greaves – Attended Recreation Ground upgrade public meeting. It was a good meeting, however raised concerns in relation to Code of Conduct/Breach of Ethics, to bring up in public forum.

Cr G Storer – Attended Bush Fire Advisory meeting in Northam. New burning permit layouts were set to come out, however it is too hard to have one permit to fit the whole state. There is talk to let each Local Government design their own permits to ensure they contain the relative information for the area. To discuss further in public forum.

## 8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

## 8.1 ORDINARY MEETING HELD 21 February 2018

**COUNCIL DECISION Officer Recommendation** 

Moved Cr LC Smith

**Seconded Cr GW Greaves** 

That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 21 February 2018, as circulated be confirmed and certified as a true and accurate record.

**PUT AND CARRIED: 7/0 RESOLUTION NO:010318** 

## 9 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Acknowledged the sad passing of Dexter Davies, who was a great contributor to the Central Wheatbelt and state. Condolences from the Koorda Shire Council to be passed onto Mia and the Davies family.

Attended many Wheatbelt secondary freight route meetings. There is a lot of interest from the freight logistics council. The Chair of the group is very supportive. For the project to go ahead, the group are trying to find \$1.25M to meet with the Federal contribution. The State government may be a possible option to attain some funding. The group recognise a business case will need to be drafted to take to Alannah McTiernan. There is a lot of momentum behind the project with Department of Transport and Main Roads supporting it. Wheatbelt Development Commission sent out a briefing note to Department of Regional Development in recognition of their support.

RRG Chair meeting in Perth, where chairs from across the state. Discussions to simplify RRG funding. With the cut in funding to the Main Road Direct Grant (\$60,000 reduction to Koorda alone), there is talk to reinstate and lift it 25% instead of 20% of vehicle license fee. The meeting with Darren West, his way around the cut was to come up with alternative, however there is no alternative, as there is no way we can do without it.

10 REPORTS OF COMMITTEES

11 CHIEF EXECUTIVE OFFICERS REPORT

11.1 Governance and Administration

11.1.1 NEWROC COUNCIL MEETING

27th February 2018

Section 5.23 – Applicability

**Location:** NEWROC Regions

Portfolio: Governance, Administration and Finance

Cr JM Stratford

File Reference: ADM 0105

**Disclosure of Interest:** No Interest declared by CEO

**Author:** David N Burton, Chief Executive Officer

Signature of CEO

Attachment: Minutes

## Background:

Minutes of the NEWROC Executive Meeting held on 27thFebruary 2018 at Mukinbudin.

## Comment:

Prior to the meeting there was a strategic workshop which looked at projects for NEWROC for the near future.

The following issues were discussed:

- Item 6.1 List of Income and Expenditure
- Item 7.1 NEWTravel Update, Astrotourism well received.
- Item 7.2 Regional Subsidiary and Local Government Act Review Information
- Item 7.3 NEWROC Health Strategy NEWROC Health Plan adopted.
- Item 7.4 NEWROC Telecommunications Project Update on status.
- Item 8.1 Executive Officer will develop Project Plans for projects discussed at Strategic Planning Session.
- Item 9.1 Video Conferencing will be raised by Koorda for GECZ request for support.
- Item 10.1 CEACA Update.

## Consultation

Nil

## **Statutory Environment:**

Nil

## **Policy Implications:**

Nil

## **Financial Implications:**

Shire of Koorda Strategic Community Plan

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

## **Strategic Implications:**

Shire of Koorda Strategic Community Plan

C 1.6 - Develop successful and collaborative partnerships

C 2.3 - Facilitate resource sharing on a regional basis

## **Voting Requirement:**

Simple majority

**COUNCIL DECISION Officer Recommendation** 

**Moved Cr JM Stratford** 

**Seconded Cr G Storer** 

That Council note and endorse the recommendations of the NEWROC meeting held at Mukinbudin on 27 February 2018.

PUT & CARRIED: 7/0 RESOLUTION NO:020318

11.1.2 **NEWTRAVEL MEETING** 26<sup>th</sup> February 2018

Section 5.23 – Applicability

**Location:** NEWTRAVEL Region

Portfolio: Governance, Administration and Finance

**Cr JM Stratford** 

File Reference: ADM 0142

**Disclosure of Interest:** No Interest declared by CEO

**Author:** David N Burton, Chief Executive Officer

Signature of CEO

**Attachment:** Minutes

## **Background:**

Minutes of the NEWTRAVEL Meeting held on 26<sup>th</sup> February 2018 at Dowerin.

## Comment:

The following issues were discussed:

Item 2 Correspondence In/Out

Item 3.1 Financial Report

Item 3.2 Marketing Plan Budget Summary

Item 4.0 NEWROC Tourism Officer Report

Item 4.1 Quarterly Statistics

Item 5.1 NEWTravel Membership Structure - Draft constitution general discussion.

Item 6.1 Member Shire Reports

Item 6 Other business

Item 6.1 Tourist Site Ahead signs - Update

Item 6.2 2018-2019 Council Contribution

Item 6.3 On-line booking system

The next meeting of NEWTRAVEL will be Thursday 26<sup>th</sup> July in Wyalkatchem.

There was also a tour if the Dowerin Short Term accommodation units. It may be an idea for Council to have a look before we do our own units (once Western Power cost is known).

## Consultation

Nil

## **Statutory Environment:**

Nil

## **Policy Implications:**

Nil

## **Financial Implications:**

Nil

## **Strategic Implications:**

Shire of Koorda Strategic Community Plan

- C 1.6 Develop successful and collaborative partnerships
- C 2.3 Facilitate resource sharing on a regional basis
- E 5.1 Advocate, promote and market the Shire as a place to live, work and visit (ongoing)
- E 5.3 Support a coordinated approach for regional tourism promotion and management (medium term, 4-8 years)
- E 5.6 Develop partnerships to actively support visitor growth (ongoing)

## **Voting Requirement:**

Simple majority

**COUNCIL DECISION Officer Recommendation** 

**Moved Cr BG Cooper** 

Seconded Cr PL McWha

That Council receive the Minutes of the NEWTRAVEL Meeting held at Dowerin on 26<sup>th</sup> February 2018.

PUT & CARRIED: 7/0 RESOLUTION NO:030318

## 11.1.3 POLICY E3 – EMPLOYEE INCENTIVES

Section 5.23 – Applicability

Location: Koorda Townsite

Portfolio: Governance, Administration and Finance

Cr JM Stratford

File Reference: ADM 0323

**Disclosure of Interest:** No Interest declared by CEO

**Author:** David N Burton, Chief Executive Officer

Signature of CEO

**Attachment:** Letter from Easifleet

## Background:

Council Policy E3 allows for Incentives for Staff

At the WALGA Local Government Week Conference, staff started talking to Easifleet about novated lease agreements that can be used to assist staff in purchasing a new vehicle at local government prices under a lease agreement with payments being taken direct from their wages under a salary sacrifice scheme.

## Comment:

When this was discussed with Easifleet originally, the concern was raised about the possibility of this happening as it was seen as possibly against the Code of Conduct as staffs were gaining a benefit from being employed by the Shire. Staff have contacted WALGA and received confirmation that this sort of scheme is allowed and Easifleet have advised that several Councils are already signed up to the scheme.

A novated lease agreement works by the Employee entering into a lease agreement from Easifleet for the Shire to purchase a vehicle on their behalf whereby the Shire purchases the vehicles on behalf of the staff, but the lease payment is made by the staff member. Therefore there is no cost to the Shire, but the staff member can take advantage of a purchase through the shire at a reduced amount. This can result in a significant savings for the staff member for fleet discounts and savings in GST.

If the staff member leaves, then they must pay out the lease arrangement or make arrangement to continue the payments with Easifleet, but the Shire has no further obligations with regards to the vehicle.

Along with Novated Lease Agreements, staff can also get remote area benefits on some items which can be salary sacrificed. As part of the service, FBT is taken into account with the agreement so that the Shire does not have an increased FBT liability.

The idea of a novated lease agreement is seen as a staff incentive that can be offered for the Shires employees. As such it is recommended that Policy E3 be amended to included clause:

## (4) Novated Lease Agreements and Remote Area Benefits – Salary Sacrifice

Staff are eligible to enter into Novated Lease Agreements and Salary Sacrifice Agreements at the discretion of the Chief Executive Officer providing there is no cost to the Shire of Koorda.

## Addendum

This item was initially taken to the February Ordinary Meeting of Council, but further information was sought with regards to concerns of the costs coming back to Council in various scenarios. We have received further information from Easifleet (attached) addressing these concerns.

The administration process mentioned in the letter from Easifleet is only a minor concern of making sure that the information from Easifleet and the staff member are managed and noted. As suggested by Easifleet, this is only a minor administrative matter.

## Consultation

Tony Brown – WALGA Easifleet

## **Statutory Environment:**

Nil

## **Policy Implications:**

This is an alteration to Policy E3

## **Financial Implications:**

Nil

## Strategic Implications:

Shire of Koorda Strategic Community Plan
C 3.4 - Recruit, retain and develop suitably qualified, experienced and skilled staff (ongoing)

## **Voting Requirement:**

Simple majority

## COUNCIL DECISION Officer Recommendation

## **Moved Cr GW Greaves**

**Seconded Cr JM Stratford** 

## That Policy E3 be altered to include:

(4) Novated Lease Agreements and Remote Area Benefits – Salary Sacrifice

Staff are eligible to enter into Novated Lease Agreements and Salary Sacrifice Agreements at the discretion of the Chief Executive Officer providing there is no cost to the Shire of Koorda.

PUT & CARRIED: 7/0 RESOLUTION NO: 040318



## 11.1.4 POLICY MANUAL REVIEW

Section 5.23 – Applicability

**Location:** Koorda

Portfolio: Governance, Administration and Finance

Cr JM Stratford

File Reference: ADM 0323

**Disclosure of Interest:** No Interest declared by CEO

**Author:** David N Burton, Chief Executive Officer

Signature of CEO

**Attachment:** Policy Risk Management Section R

## Background:

Council Policy A15 recommends that the Shire of Koorda Policy Manual is review in the March following and October Election. As we had elections last year, it is now time to review the Policy Manual.

### Comment:

Several Policies need some minor changes. These are:

*Policy A1* – change meeting time from 3pm to 4.30pm for the February to October Ordinary meetings of Council. Change Works and Building Committee to twice per year in April/May and August/September.

Policies A1, A36, A44m E4, E4a, E8, F1, F2, P5 – Change Deputy Chief Executive Officer to Deputy Chief Executive Officer/Manager of Finance and Administration and DCEO to DCEO/MoFA

Policy A37 – This policy relates to Tidy Towns. To enter in the competition now is a lot larger process and requires complete rubbish plans. It is unlikely that the Shire will be entering this competition in the future, therefore it is recommended to remove this Policy.

Policy R1 and R4 have been completely rewritten to comply with Risk Management processes. The new Policies have been attached for Councillors.

### Consultation

Lana Foote – Manager of Finance and Administration Chris Gilmour – LGIS Risk Coordinator

## **Statutory Environment:**

Nil

## **Policy Implications:**

This item has recommended several changes to Policies.

## **Financial Implications:**

Nil

## Strategic Implications:

Shire of Koorda Strategic Community Plan

C 2.2 - Promote a culture of continuous improvement processes (ongoing)

C 3.2 - Enhance the capacity and effectiveness of administrative processes (short term, in progress)

**Voting Requirement:** 

Simple majority

## COUNCIL DECISION Officer Recommendation

**Moved Cr G Storer** 

**Seconded Cr GW Greaves** 

That the Policy Review be noted with the following changes to policies:

*Policy A1* – change meeting time from 3pm to 4.30pm for the February to October Ordinary meetings of Council. Change Works and Building Committee to twice per year in April/May and August/September.

Policies A1, A36, A44m E4, E4a, E8, F1, F2, P5 – Change Deputy Chief Executive Officer to Deputy Chief Executive Officer/Manager of Finance and Administration and DCEO to DCEO/MoFA

Policy A37 - Removed.

Policy R1 and R4 - rewritten Policies adopted.

PUT & CARRIED:7/0 RESOLUTION NO: 050318

11.2 Finance

11.2.1 MONTHLY FINANCIAL STATEMENTS

As at 28 February 2018

Section 5.23 – Applicability

**Location:** Shire of Koorda

Portfolio: Governance, Administration and Finance

Cr JM Stratford

File Reference: ADM 0448

**Disclosure Of Interest:** No interest declared by CEO

**Author:** David Burton, Chief Executive Officer

Signature of CEO

**Attachment:** Monthly Financial Statement

## Background:

Submission of monthly Financial Statements for period ended 28 February 2018.

## Comment:

Monthly Financial Statements for the period ended 28 February 2018 for Council's information and acceptance. The variances are mentioned on Note 13 of Statement of Financial Activity.

## Consultation:

Nil

## **Statutory Environment:**

Local Government Act 1995, Section 6.4

Local Government (Financial Management) Regulations 1996 34.1(2) as amended 2005

## **Policy Implications:**

Nil

## **Financial Implications:**

Nil

## Strategic Implications:

Shire of Koorda Strategic Community Plan

C 2.5 - Operate in a financially sustainable manner (ongoing)

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

## **Voting Requirement:**

Simple majority

COUNCIL DECISION
Officer Recommendation

**Moved Cr JM Stratford** 

**Seconded Cr BG Cooper** 

That the monthly Financial Statements for the period ended 28 February 2018, as presented, be received and adopted.

PUT & CARRIED: 7/0 RESOLUTION NO: 060318

## 11.2.2 ACCOUNTS PAID AS LISTED

As at 14 March 2018

Section 5.23 - Applicability

**Location:** Shire of Koorda

Portfolio: Governance, Administration and Finance

**Cr JM Stratford** 

File Reference: ADM 0448

**Disclosure Of Interest:** No interest declared by CEO

**Author:** David Burton, Chief Executive Officer

Signature of CEO

Attachment: Monthly Report List

## **Background:**

Regulatory requirement to advise Council of payments made, since the previous meeting.

## **Comment:**

The payment on the attached schedule have been made for the period to 14 March 2018 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V604	Edwards Motors	\$1,027.70
V610	Martin's Painting Service	\$10,340.00
V630	KTY Electrical	\$7,048.18
V635	KJ Smith	\$11,000.00
V656	RB Motors	\$18,100.00
V657	KJ Smith	\$11,000.00

## Consultation:

Nil

## **Statutory Environment:**

Local Government Act 1995, Section 5.42

Local Government (Financial Management) Regulations 1996 12(1) (a), 13(1), 13(3).

## **Policy Implications:**

Nil

## **Financial Implications:**

Budget guidelines and constraints

Need to authorise unbudgeted expenditure (if any)

## Strategic Implications:

Shire of Koorda Strategic Community Plan

C 2.5 - Operate in a financially sustainable manner (ongoing)

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

## **Voting Requirement:**

Simple majority

**COUNCIL DECISION Officer Recommendation** 

Moved Cr GW Greaves Seconded Cr BG Cooper

That accounts as listed being for period 7 February 2018 to 14 March 2018.

Municipal Vouchers No's V592 to V666
Credit Card Transactions

Totalling \$322,847.84 Totalling \$ 2,686.80 Total \$325,534.64

To be endorsed or passed for payment

PUT & CARRIED: 7/0 RESOLUTION NO: 070318

11.2.3 MONTHLY FINANCIAL POSITION

As at 13 March 2018

Section 5.23 - Applicability

**Location:** Shire of Koorda

Portfolio: Governance, Administration and Finance

**Cr JM Stratford** 

File Reference: ADM 0448

**Disclosure Of Interest:** No interest declared by the CEO

**Author:** David Burton, Chief Executive Officer

Signature of CEO

**Attachment:** Financial Position

## **Background:**

Current Monthly Financial position as at 13 March 2018 on various accounts.

## Comment:

The Municipal Account's financial position as at 13 March 2018 indicated at this time.

Monthly Financial Position Municipal Account \$1,400,217.21

Reserve Account \$4,918,092.17 Trust Account \$40,846.11

## Consultation:

Monthly advice

## **Statutory Environment:**

Local Government Act 1995, Section 6.4

## **Policy Implications:**

Regulation

## **Financial Implications:**

Shows current financial position

## Strategic Implications:

Shire of Koorda Strategic Community Plan

C 2.5 - Operate in a financially sustainable manner (ongoing)

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

## **Voting Requirement:**

Simple majority

**COUNCIL DECISION Officer Recommendation** 

**Moved Cr GW Greaves** 

**Seconded Cr JM Stratford** 

That the Financial Position, as at 13 March 2018, as presented, be noted, received and adopted.

PUT & CARRIED:7/0 RESOLUTION NO: 080318

11.3 Law, Order & Public Safety

No items this month

11.4 Health and Building

No items this month

11.5 Education & Welfare

No items this month

11.6 Housing

No items this month

11.7 Community Amenities

No items this month

21

## 11.8 Recreation and Culture

Cr Greaves, Cr G Storer and Cr Stratford declared a proximity interest as they are shareholders in CBH which adjoins the Reserves in question.

Cr R Storer declared a proximity interest as his employer is a shareholder in CBH which adjoins the Reserve in question.

Cr McWha and Cr Cooper declared a proximity interest as they are employed by CBH at land adjoining the Reserves in question.

Approval for the Councillors to remain in the chambers and attend the matter was granted from the Minister for Local Government, Sport and Cultural Industries.

## 11.8.1 CHANGES TO MANAGEMENT OF RESERVES

Section 5.23 – Applicability

**Location:** Shire of Koorda

Portfolio: Governance, Administration and Finance

Cr JM Stratford

File Reference: ADM 0147

**Disclosure Of Interest:** No interest declared by the CEO

**Author: David Burton** Chief Executive Officer

Signature of CEO

Attachment: Letter, Maps of Reserves

## **Background:**

A request has been received from the Department of Biodiversity, Conservation and Attractions for the consideration of several Reserves near the Koorda Townsite being changed in their vesting orders.

## These changes include:

Increasing the area of Crown Reserve 20237 for Sanitary
Increasing the area of Crown Reserve for the Koorda town sewerage plant
Increasing the area of Crown Reserve 20135 for the Koorda Showgrounds
Changing the area of Crown Reserve 16245 for Conservation of Flora and Fauna

The proposed amendments associated with these reserves are:

- Excision of 11.38ha from un-named nature reserve (A16245) for addition to Reserve 36712 (Shire of Koorda 'Sewage Treatment');
- Excision of about 3.7ha from un-named nature reserve (A16245) for addition to Reserve 20237 (Shire of Koorda 'Sewage Disposal');
- Excision of 1.83ha from un-named nature reserve (A16245) for dedication as Mollerin Rock South Road;
- Excision and sale of 24.28ha from Reserve 30541 (Water and Rivers Commission 'Water and Conservation of Flora and Fauna' to adjacent freehold landowner;
- Creation of a new reserve from part Reserve 30541, being 28.37ha for the purpose of 'Sewage' and a management order issued to the Shire of Koorda;
- Addition of part Reserve 30541, being 205.16ha to un-named nature reserve (A16245)

 Addition of part Reserve 30541, being 4.76ha to Reserve 20135 (Shire of Koorda' Showgrounds');

The Attached maps show the areas that are to be changed.

## **Comment:**

The Shire was approached in about 2004 with regards to this matter and it was considered and agreed to by the Shire, however there have been several difficulties in finalizing the changes and as such, the Shire has been approached again to confirm its position on the Reserves.

## Reserve 20237

Reserve 20237 is the current Rubbish and Sanitary Reserve. It was discovered when we were completing the rehabilitation report on the old site that it did actually extend into the area which has been marked for inclusion, however this would have been a long time ago. The increasing of the Reserve area would encompass the entire area that was used as a tip which the Shire is responsible for anyhow.

## **Koorda Sewerage Plant**

While it is unlikely that the Koorda Sewerage Plant will increase in size beyond what infrastructure is currently in place (unless there is a dramatic increase in the number of houses in town), the idea of increasing the Reserve will allow for the storm water dams to be included n the area and give the Shire full access to the Reserves

### Reserve 20135

Reserve 20135 is the Koorda Show Ground Reserve for our sporting facilities and the catchment area for the storm water catchment that feeds the town dams and provides water for the oval. Once again, as the main function of this area is to provide water for the oval, it does seem logical for it to be under the control of the Shire as part of the Show Grounds.

The Areas will still be considered as "A" Class Reserves, which means that they cannot be cleared without approval, but it will make it easier for the Shire to control the areas where our facilities are located.

## Consultation:

Nicola Mincham - Department of Biodiversity, Conservation and Attractions

## **Statutory Environment:**

Nil

## **Policy Implications:**

Nil

## **Financial Implications:**

The original notice mentioned about some costs for survey work, however from the maps we believe that this has been completed, therefore there is currently no known costs for the changes.

## Strategic Implications:

## Strategic Community Plan

N 1.4 - Perform sustainable resource use and land management practices (ongoing)

Voting Requirement:

Simple majority

## COUNCIL DECISION Officer Recommendation

**Moved Cr GW Greaves** 

**Seconded Cr BG Cooper** 

That the Chief Executive Officer advise the Department of Biodiversity, Conservation and Attractions that the Shire of Koorda confirms it support for the changes to Reserve 30514, 20251 and 16245 being:

Excision of 11.38 ha from un-named nature reserve (A16245) for addition to Reserve 36712 (Shire of Koorda Sewerage Treatment)

Excision of about 3.7ha from un-named nature reserve (A16245) for addition to Reserve 20237 (Shire of Koorda 'Sewage Disposal')

Excision of 1.83ha from un-named nature reserve (A16245) for dedication as Mollerin Rock South Road

Excision and sale of 24.28ha from Reserve 30541 (Water and Rivers Commission 'Water and Conservation of Flora and Fauna' to adjacent freehold landowner

Creation of a new reserve from part Reserve 30541, being 28.37ha for the purpose of 'Sewage' and a management order issued to the Shire of Koorda

Addition of part Reserve 30541, being 205.16ha to un-named nature reserve (A16245) Addition of part Reserve 30541, being 4.76ha to Reserve 20135 (Shire of Koorda' Showgrounds');

PUT & CARRIED: 7/0 RESOLUTION NO: 090318

11.9	Transport
No items	this month
11.10	Economic Services
No items	this month
11.11	Other Property & Services
No items	this month
11.12	Reserves
No items	this month
12	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING
14	MATTERS FOR WHICH MEETING MAY BE CLOSED
15	DATE OF NEXT MEETING
	Wednesday 18 April 2018 @ 4.30pm
16	CLOSURE

The President thanked Councillors for the participation and closed the meeting at 5.11pm.

Signed .....

Presiding person at the meeting at which the minutes were confirmed

Date: 18th April 2018

