Shire of Tammin

ORDINARY COUNCIL MEETING

AGENDA



NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin will be held on *Thursday October 25th, 2018* in the Council Chambers, 1 Donnan St, Tammin, commencing at *5:00pm*.

Gary Martin Acting Chief Executive Officer Friday 19th October 2018

MISSION STATEMENT

"Together with the people of Tammin we will provide leadership, vision and progress to achieve sustainability and growth"

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President will declare the meeting open at _____ pm.

2. PRESENT / IN ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY GRANTED / APOLOGIES Present:

Shire President
Deputy President
Member
Member

In Attendance:

Gary Martin Kelsey Pryer Acting Chief Executive Officer Manager Finance & Administration

Leave of Absence previously granted:

Cr G Batchelor	Member
	WICHIDCI

Apologies:

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

- 4. PUBLIC QUESTION TIME
- 5. APPLICATIONS FOR LEAVE OF ABSENCE

6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting Minutes – 23rd August 2018

Recommendation			
That the Minutes of the Ordinary Coun confirmed as a true record of proceeding of the second of the	cil Meeting held on 27 th September 2018 be ngs.		
Moved: Cr	Seconded: Cr		
Vote: Simple Majority	Carried/Lost:/		

7.2 Shared Chief Executive Officer Resource Sharing Committee – 22nd October 2018

Recommendation				
That the unconfirmed minutes of the S on 22 nd October 2018 be received.	Shared Chief Executive Officer Resource Sharing held			
Moved: Cr	Seconded: Cr			
Vote: Simple Majority	Carried/Lost:/			

8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

10. MATTERS FOR CONSIDERATION – FINANCE

10.1 List of Payments for September 2018

Location:	Shire of Tammin
Applicant:	Administration / Finance Officer
Date:	19 th October 2018
Author:	Georgie Crane
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 10.1 - Credit Card Statement
	28.07.2018 - 28.08.2018

Background

Accounts paid for September 2018 is listed totaling:

Cheque numbers	6710 - 6712	\$635.61
Direct debit payments	01/09/18 - 30/09/18	\$3,579.94
Licensing transfers	01/09/18 - 30/09/18	\$5,327.90
Bank fees	01/09/18 - 30/09/18	\$873.93
VISA payments	01/09/18 - 30/09/18	\$9,698.95
EFT payments	EFT 2382 - 2473	\$69,308.82
Salaries and wages	01/09/18 - 30/09/18	\$24,527.93
Total payments	01/09/18 - 30/09/18	\$113,953.08

Comment

Nil

Financial Implications

Directly impacts the Shire of Tammin 2018/2019 Operating Budget

Policy Implications

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

11. Payment of accounts

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of
 - a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - b) Petty cash systems.
- (1) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (2) Payments made by a local government
 - a) Subject to sub-regulation (4), are not to be made in cash; and
 - b) Are to be made in a manner which allows identification of -
 - (i) The method of payment;
 - (ii) The authority for the payment; and
 - (iii) The identity of the person who authorised the payment.
- (3) Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]

12. Payments from municipal fund or trust fund

- (1) A payment may only be made from the municipal fund or the trust fund
 - a) If the local government has delegated to the CEO the exercise of its power to make payments from those funds by the CEO; or
 - b) Otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]

13. Lists of accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared
 - a) The payee's name;
 - *b) The amount of the payment;*
 - c) The date of the payment; and
 - *d)* Sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing
 - a) For each account which requires council authorisation in that month -
 - (i) The payee's name;
 - (ii) The amount of the payment; and
 - (iii) Sufficient information to identify the transaction; and
 - *b)* The date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be -

- a) Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- b) Recorded in the minutes of that meeting.

Strategic Plan Implications

Nil

Community Consultation

Nil

Recommendation

That Council notes that during the month of September 2018, the Acting Chief Executive Officer has made the following payments.

Municipal Fund payments totaling \$113,953.08 on licensing transactions, bank fees, EFT, Cheques, Visa, Direct Debit and salaries and wages payments.

Moved: Cr	Sec	conded: Cr

Vote: Simple Majority

Carried/Lost:___/____

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			• • • • • •			928.20
			•			3,735.60

			Total for Municipal Account	\$	113,953.08
			Total	\$	24,527.93
	18/09/2018	Shire of Tammin	Salaries and wages		\$12,306.53
	04/09/2018	Shire of Tammin	Salaries and wages		\$12,221.40
Salaries &	Wages	·		·	
				- ,	3,030.33
001010.1	03/03/2010	איזע מראין מראין מראין	Subtotal	\$	9,698.95 9,698.95
DD1016.1	03/09/2018	NAB Business Visa	NAB visa card transactions from 28/07/18 to 28/08/18	\$	9,698.95
NAB Visa	Povment				
			Subtotal	\$	3,579.94
DD1027.1	18/09/2018	Messages on Hold	Interactive Voice Recordings (Agreement)	\$	169.00
DD1021.2		Australian Super	Superannuation contributions	\$	233.57
DD1021.1		WA Local Government Superannuation Plan	Payroll deductions	\$	1,515.55
DD1012.2	04/09/2018	Australian Super	Superannuation contributions	\$	252.19
DD1012.1	04/09/2018	WA Local Government Superannuation Plan	Payroll deductions	\$	1,409.63
Direct Deb	oit Payments				
			Subtotal	\$	635.61
6712		Water Corporation	Water charges	\$	135.61
6711		Department of Health	Emergency attendance - Ray Jefferies	\$	280.00
6710	13/09/2018	Bond Administrator	Lodgement of bond - 5 Nottage Way	\$	220.00
Cheques		<u>.</u>			
			Subiotal	Ş	09,306.62
EFT2518	27/09/2018	Wheatbelt Renovations	Cleaning gutters at 14 Russell Street Subtotal	\$ \$	165.00 69,308.82
EFT2517	27/09/2018		Telstra charges	\$	589.61
EFT2516		Rylan Concrete	Kerbing at Entrance of Tammin Oval	\$	3,997.40
EFT2515		Griffin Valuation Advisory	Professional valuation advisory	\$	6,058.80
EFT2514		Courier Australia	Freight charges	\$	10.73
EFT2513		Caffell & Son	Rates refund for assessment A20, A18, A1562, A23	\$	1,325.32

10.2 Financial Management Report for the month of September 2018

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	4 th October 2018
Author:	Kelsey Pryer
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 10.2 - August 2018 Monthly
	Financial Report

Background

Enclosed is the Monthly Financial Report for the month of September 2018.

Financial Implications

Financial Management of 2018/2019

Statutory Implications

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

(1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail
 - a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - b) budget estimates to the end of the month to which the statement relates;
 - c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing
 - a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - b) an explanation of each of the material variances referred to in sub regulation (1)(d); and

- c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity December be shown
 - a) according to nature and type classification; or
 - b) by program; or
 - c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be
 - a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - b) recorded in the minutes of the meeting at which it is presented.

Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Comment

Nil

Policy Implications

Council resolved that in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* a variance percentage of 10% or \$10,000, whichever is greater, be adopted for reporting material variances.

Strategic Plan Implications

Nil

Community Consultation

Nil

Recommendation	Recommendation			
That Council adopt the Financial Report	t for the month of September 2018 comprising;			
a) Statement of Financial Activityb) Note 1 to Note 12				
Moved: Cr	Seconded: Cr			
Vote: Simple Majority	Carried/Lost:/			

11. MATTERS FOR CONSIDERATION – ADMINISTRATION

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	4 th October 2018
Author:	Kelsey Pryer
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

11.1 Office Closure – Christmas/ New Year Period 2018-19

Proposal/Summary

Council to consider the closure of the Shire Administration Office over the Christmas and New Year period.

No complaints and/ or adverse comments have been received in relation to the office closure in the past.

Background

Nil

Comment

As a general rule no significant business is conducted between the Christmas and New Year period, therefore it is considered an ideal time to close the office and allow staff to clear some of their accrued leave entitlements, and enjoy a relaxed festive period with their families.

It is proposed the office be closed from 12 noon Friday 21st December 2018 to Tuesday 1st January 2019 inclusive, reopening on Wednesday 2nd January 2019.

Notification of the office closure will be advertised to the public leading up to the closing period.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Recommendation		
That Council:		
 Approves the closure of the Shire Administration Office during the Christmas and New Year period from 12 noon Friday 21st December 2018 to Tuesday 1st January 2019 inclusive, reopening on Wednesday 2nd January 2019. Advertises the Administration Office closure to the public leading up to the Office closure. 		
Moved: Cr	Seconded: Cr	
Vote: Simple Majority	Carried/Lost:/	

11.2 Ordinary Council Meeting Dates for 2019

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	4 th October 2018
Author:	Kelsey Pryer
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

Council to continue to hold Council Meetings on the fourth Thursday of each month, except for the months of January and December 2019.

Background

Council has previously agreed to hold Council Meetings on the fourth Thursday of every month, commencing at 5.00pm, in the Council Chambers at 1 Donnan Street, with the expectations of the September Council Meeting which is traditionally held in Yorkrakine Hall.

Comment

Nil

Consultation

Nil

Statutory Implications

Regulation 12 of the Local Government (Administration) Regulations provides:

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Recommendation
That Council:
 Ordinary Council Meeting date for December to be changed from Thursday 26th December 2019 to Tuesday 17th December 2019 at 5.00pm, in the Council Chambers at 1 Donnar Street, Tammin.
2. 2019 Council Meeting dates be as follows:
 January – no Council Meeting
• 28 th February 2019
• 28 th March 2019
• 25 th April 2019
• 23 rd May 2019
• 27 th June 2019
• 25 th July 2019
• 22 nd August 2019
• 26 th September 2019 (Yorkrakine Hall)
• 24 th October 2019
• 28 th November 2019
• 17 th December 2019 (Tuesday)
Moved: Cr Seconded: Cr
Vote: Simple Majority Carried/Lost:/

11.3 Corporate Business Plan 2018 - 2022

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	19 th October 2018
Author:	Kelsey Pryer
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.3 – Corporate Business Plan
	Latest 19.10.18

Proposal/Summary

To consider the adoption of the Shire of Tammin Corporate Business Plan 2018 – 2022.

Background

The preparation of the Corporate Business Plan is a statutory requirement for local governments and is a key element of integrated planning and reporting (IPR). This report provides to Council that sets out the Shires priorities and actions for the next four years.

Comments

The **Corporate Business Plan** 2018-2022 contains the same key objectives and strategies as the Strategic Community Plan, with the addition of specific priorities the Shire will focus on over the next four years. This Plan ensures the Shire will deliver services in line with Council priorities, as informed by community aspirations. The Plan provides a medium-term view of the Shire's operational priorities and activities which works to inform the operational planning and annual budgeting process

The Corporate Business Plan forms part of the Shires Integrated Planning. The Plan delivers accountable and measurable linkages between Council's long-term vision and aspirations and practical service delivery. Effective service delivery of the Council's intentions is documented via three key operational informing documents, being the Work Force Plan, Asset Management Plans and Long-Term Financial Plan. These plans have been developed with staff knowledge and input over the past 6 months.

Consultation

At the end of 2017 the Shire staff commenced the review of the Corporate Business Plan. Several meetings were held with staff and teleconferences and meetings with current consultants to discuss Community Plan priorities and funding requirements. Through these, priority areas and supporting operating actions were identified. These priorities and actions were discussed with Elected Members during budget deliberations.

Statutory Implications

In accordance with the requirements of the *Local Government Act 1995 and Local Government* (*Administration*) Regulations 1996, all local governments are required to implement a plan, which provides for a ten-year Strategic Community Plan and a four-year Corporate Business Plan. The annual review of the Corporate Business Plan is a requirement of the *Local Government* (*Administration*) Regulations 1996: 19DA (4).

The development of the Corporate Business Plan is a requirement under the *Local Government* (*Administration*) *Regulations 1996*. In accordance with the Regulations, a Corporate Business Plan is required to:

- a) Set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district;
- b) Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Policy Implications

Nil

Financial Implications

The adoption of the Corporate Business Plan provides the Shire with financial direction over the period of the plan.

Strategic Implications

The proposal accords with the following Outcome Objective of the Shires Strategic Plan 2006 – 2021:

- 6 Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.
- 6.1 Strong governance and leadership, demonstration fair and equitable community values."

Recommendation		
That the Shire adopts the Corporate Business Plan 2018- 2022.		
Moved: Cr	Seconded: Cr	
Vote: Absolute majority	Carried/Lost:/	

12 MATTERS FOR CONSIDERATION - TOWN PLANNING

12.1 Draft Shires of Cunderdin, Quairading and Tammin Regional Local Planning Strategy & Draft Tammin Local Planning Scheme No. 2 – Adoption for Advertising

Location:	Shire-wide
Applicant:	Shire of Tammin
Date:	11 th October 2018
Author:	J Jurmann, Contract Planner
Item Approved by:	G Martin, A/CEO
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	 Draft Regional Local Planning Strategy & Maps
	2. Draft Local Planning Scheme No. 2 & Maps
	3. Scheme Review Report
	4. WAPC Scheme Review Report Endorsement
	DPLH Process Flow Charts

Proposal/Summary

The Council consider the draft Shires of Cunderdin, Quairading and Tammin Regional Local Planning Strategy and the draft Tammin Local Planning Scheme No. 2 for adoption for advertising purposes.

Background

The Council consider the draft Shires of Cunderdin, Quairading and Tammin Regional Local Planning Strategy and the draft Tammin Local Planning Scheme No. 2 for adoption for advertising purposes.

Comment

Once endorsed the Regional Local Planning Strategy will provide the framework for local planning and the strategic basis for the new local planning schemes. It will provide the interface between State and local planning, and will be seen by government agencies as the means by which to address economic, resource management, environmental and social issues at a strategic level.

The draft Strategy sets out the objectives for future planning and development in the region and includes a broad framework by which to pursue those objectives. The strategy addresses social, environmental, resource management and economic factors that affect, and are in turn affected by, land use and development.

There are two parts to the Strategy in accordance with the recommended format in the DPLH's Local Planning Manual. Part 1 is the Strategy containing the strategic directions and actions. Part 2 contains the Background Information, such as demographics, local issues and various maps.

The draft local planning scheme has been prepared using the Model Provisions in Schedule 1 of the Regulations, which aims to provide State-wide uniformity of definitions, land uses, zones, reserves and mapping.

Points of difference between TPS1 and LPS2 include:

- Conversion of zone names to accord with the Model Provisions and introduction of new zones, including Urban and Industrial Development, Light Industry and Rural Enterprise zones;
- Significant expansion of the land uses in the Zoning Table and the land use definitions in Part 6 to minimise proposals for land uses not listed and to provide better guidance for applicants and landowners;
- Review of land use permissibility and levels of permissibility in all zones;
- Application of density codes to all residential zoned land, which will provide an improved regulatory framework to control the population density by outlining the type and amount of residential dwellings that can be built on particular land size;
- Introduction of provisions to modify the R-Codes relating to dual density zones and construction of outbuildings;
- Review of the development standards for non-residential areas;
- Introduction of structure planning requirements for urban and industrial development zones;
- Introduction of urban and industrial development zones to identify suitable development land to cater for future population and employment needs; and

The new mapping has been produced by DPLH to meet the requirements of the Regulations, including zone labels, colours and acronyms.

Adopting the draft documents for advertising purposes does not preclude Council from modifying the documents during or following the consultation period.

It is worth noting that the current Planning Reform initiated by the Minister for Planning recently may result in changes to the Shire's new planning framework. However, the DPLH have recommended continuing progression of any local planning reviews that are substantially progressed and any changes resulting from the Planning Reform can be incorporated at a later date through the basic amendment process. A similar approach was adopted by DPLH in 2015 following the introduction of the new local planning schemes regulations.

Consultation

Statutory Consultation Processes set out in the Regulations apply to Local Planning Strategies and Schemes, including Community Consultation Periods.

Statutory Implications

The *Planning and Development (Local Planning Schemes) Regulations 2015* require every local government have a local planning scheme and any new scheme prepared to be accompanied by a local planning strategy.

The Regulations also require local governments to review their local planning schemes every five years with initial review periods for existing schemes prepared under the previous regulations stipulated as follows:

- 2020 If the scheme is less than five years old (i.e. Gazetted from 19 October 2010 to present).
- 2017 If the scheme is more than five years old (i.e. Gazetted from 18 October 2010 or older).

The Scheme Review Report received by Council in September 2017 was endorsed by the WAPC and recommends that due to the age of the Scheme and the non-conformance with the new Model Scheme Text, that a new local planning scheme be developed, in conjunction with the development of a regional local planning strategy.

Local Planning Strategy

Part 3 of the Regulations sets out the requirement for a local planning strategy and the approval process, including consultation requirements.

Local Planning Scheme

Part 5 of the *Planning and Development Act 2005* and Part 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* set out the requirements for the development, content, advertising and approval of a new local planning scheme. A flowchart depicting the process has been published by the Department of Planning, Lands and Heritage and has been attached to this report for Council's reference (Attachment 5).

The draft documents have been prepared in accordance with the requirements of the Regulations and the Department of Planning, Land and Heritage's (DPLH) Local Planning Manual.

Policy Implications

The Shire's Local Planning Policies adopted under the provisions of TPS1 will continue to operate under a transitional clause in LPS2 until such time the review has been completed. It is important that the LPPs are current and consistent with the provisions of LPS2, and represent the needs of the community.

Financial Implications

The development of the draft documents have been carried out by the Shire's Consultant Planner as part of her contracted duties with the mapping being produced by the DPLH within the existing budgetary allocation.

Strategic Implications

The local planning strategy is the framework for local planning and the strategic basis for local planning schemes. It provides the interface between regional and local planning, and is increasingly being seen by other agencies as the means by which to address economic, resource management, environmental and social issues at a strategic level.

Local planning schemes are the principal statutory tool for implementing the local planning strategy and achieving the local government's aims and objectives with respect to the development of its local area. While schemes deal mainly with land use, development control and infrastructure coordination, they must be developed in the context of the strategic framework and the broader environmental, social and economic goals and objectives.

The local planning strategy and scheme will be developed utilising existing local and regional strategic planning documents, including each Shire's Strategic Community Plan.

Recommendation

That Council:

- 1. Adopt for advertising purposes the draft Shires of Cunderdin, Quairading and Tammin Regional Local Planning Strategy and Shire of Tammin Local Planning Scheme No. 2 for submission to the Western Australian Planning Commission for certification to advertise.
- 2. That Council forwards the draft Strategy and Scheme to:
 - (a) The Heritage Council for advice, pursuant to section 79 of the *Planning and Development Act 2005*.
 - (b) The Environmental Protection Authority for comment, pursuant to Section 81 of the *Planning and Development Act 2005.*
 - (c) The Western Australian Planning Commission for review, pursuant to Regulation 21 of the *Planning and Development (Local Planning Schemes) Regulations 2015;* and
- 3. Following receipt of the Western Australian Planning Commission's certification, with or without modifications, advertise the draft documents in accordance with Regulations 13 and 22 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 4. Following the advertising period, receive a further Report including details of consideration of the submissions, to endorse the Strategy and Scheme, with or without modifications, for submission to the Western Australian Planning Commission for approval.

Moved: Cr	Seconded: Cr
Vote: Simple Majority	Carried/Lost:/

13 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)

15 CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at _____pm.