



POLICY, FINANCE AND ADMINISTRATION COMMITTEE

PARKSIDE, STATION APPROACH, BURTON STREET, MELTON MOWBRAY

3 JULY 2012

PRESENT:-

Councillors J.B.Rhodes (Chairman),
G. Bush, P. Cumbers, A. Freer-Jones,
E. Hutchison, M. O'Callaghan,
P.M. Posnett, D.R. Wright,

Mary Wintershausen – SOCTIM
Alex Gibson – WSM Saunders

Chief Executive, Strategic Director (KA),
Head of Central Services, Head of Communications,
Place Manager, Chief Accountant, ICT Client Manager,
Committee Support Officer (LS).

P1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Barnes and Wyatt.

P2. MINUTES

The minutes of the meeting held on 17 April 2012 were confirmed and authorised to be signed by the Chairman.

P3. DECLARATIONS OF INTEREST

Councillors Posnett and Rhodes declared personal and non-prejudicial interests in any matters relating to Leicestershire County Council due to their role as County Councillors.

Councillor Rhodes declared a personal interest in Minute P4, Grantham Canal Dredging Project, as he is the County Council's representative on the Grantham Canal Partnership.

Councillor O'Callaghan declared personal and prejudicial interests in Minute P4, P9, and P18 for the following reasons:

Grantham Canal Dredging Partnership: by virtue of his interest in another request for funding on the agenda (British Pie Fest) and did not want to be seen to influence the discussion or voting thereon.

Broadband: by virtue of his interest in another request for funding on the agenda (British Pie Fest) and did not want to be seen to influence the discussion or voting thereon.

The British Pie Festival by virtue of his being a member of the Melton Mowbray Food Partnership.

[Councillor O'Callaghan left the meeting at 6.37.]

P4. RECOMMENDATIONS FROM OTHER COMMITTEES

Ad Hoc Community & Social Affairs Committee: 27 June 2012
Grantham Canal Dredging Project

Members had before them the minute from the CSA Committee which recommended that a contribution towards this project be made. Concern was raised that this represented about 20% of the cost of the project for a 1km stretch of the canal between Redmile and Harby, and the fact that this project and now been ongoing for some considerable time. The Chairman advised that the canal was full of silt and there were very few fish. This section of the canal had been designated a triple SSI and that the dredging work would bring back the plant life and fish and allow that section to be used by boats, although he pointed out that the obstacles to complete navigation were formidable with chances of getting a navigable connection to the Trent river remote. Given that the project would enable use of this stretch of the canal for recreational purposes, he indicated his support for the contribution. On the basis that the contribution would help to move this project forward, the recommendation was moved and seconded.

RESOLVED to approve a revenue contribution of £22,450 from the Corporate Priorities Reserve towards the Grantham Canal Dredging project.

[Councillor O'Callaghan returned to the meeting at 6.45pm]

P5. UPDATE ON DECISIONS

The Chief Executive submitted an update on decisions from previous meetings of the Committee.

RESOLVED that the Update on Decisions document be updated to reflect progress and work completed.

P6. IT STRATEGY

The Head of Central Services introduced Mary Wintershausen from SOCTIM. Members had previously been circulated with a detailed report on the ICT Strategy

which set out the context for the Council's use and development of ICT over the next three years, replacing the previous strategy approved in 2007.

Ms Wintershausen drew Members' attention to the Executive Summary, explaining that she had undertaken an extensive review with the ICT team and had found the Council's IT infrastructure to be exceptionally good for a small borough council. The Strategy represented a basis for moving forward into areas not so well developed such as enabling applications, but that movement to date had not happened to the extent SOCTIM had found in other councils. The 3 year Strategy provided an opportunity to build and implement different ways of working to allow customers access to self serve, officers to work more effectively and efficiently. The use of the CRM needed to be extended and embedded within the organisation. SOCITM had helped the Council to deliver a service level agreement which was at present aspirational but would be developed together with service users. As the Council moved towards enabling technologies, the service level agreements would become more important. In response to a question on what the strategy would do for the Council, Ms Winterhausen advised that it would ensure, for example, that the telephone systems were working and this was supported by a secure and stable infrastructure. By developing a shared approach this would enable the Council to meet its priorities of supporting vulnerable families; it represented a chance to move forward without having to worry about the adequacy of the ICT systems.

A discussion followed during which concerns were raised again about the improvements that were needed to the website as this was the most important interface with the public. In responding to a question on a Cloud based solution, Ms Wintershausen advised that this would need to be covered by a risk assessment with secure suppliers being used for any financial transactions. In recognising and supporting the need to move forward with new technologies, approval of the ICT Strategy was moved and seconded. Following a vote, it was

RESOLVED that the ICT Strategy for 2012-15 and the supporting aspirational SLA be approved.

P7. DEVELOPMENT PLAN

Members had before them a report prepared by the Strategic Director (KA) (copies of which had previously been circulated) which asked the Committee to consider the Strategic Business Case for a Transformational Change Programme as well as other individual projects all arising from the Council's ICT Strategy, and to seek approval to move forward.

In presenting his report, the Strategic Director drew Members' attention to a pagination error for which he apologised. Recommendations 2.2 to 2.6 in the report covered routine ICT work whilst the business case for the Transformational Change programme referred to a number of enabling projects to focus on different ways of working to improve the service to the customer whilst achieving efficiency savings.

Clarification was sought and given by the Head of Central Services and ICT Client Manager on the Parkside Shared Services project and the funding of the laptop replacement project. An amendment was proposed to the wording of the

recommendation for the latter project to make clear that funds would be effectively vired from the repair and renewal fund to fund the replacement programme due to the number of laptops that needed replacing. Subject to this clarification, recommendations 2.2 to 2.6 were moved and seconded and carried following a vote.

The Strategic Director then presented the business case for the Transformational Change programme; he explained that it brought together a vision on how to make the best use of ICT. The Council's website was at the heart of the transformation on how services were delivered at less cost. The business case identified the scope of the work, the key projects and the linkages between those projects.

Circulated at the meeting was a timeline for key tasks associated with the website. The Strategic Director outlined the issues surrounding the website and the potential to join with the County Council in their procurement of a new Content Management System (CMS). The main issue for Melton Borough's website was the loss of support for the existing website from November 2012 and Members were advised on the options available to address this. The Strategic Director explained that if the Council wanted to get more transactions on line, navigation through the website needed to be made easier for customers. In seeking a steer from the Committee on the preferred option on the way forward for the CMS, he advised that his preference was for option 1 to pursue joint procurement with the County Council acknowledging the risk this posed with the support for the existing system being withdrawn in November. Questions were put to the Strategic Director on the extent of the vulnerability following the withdrawal of support, and the funding allocated. The Strategic Director clarified that £60,000 for the website had already been allocated, to be released subject to the approval of the business case. A second sum of £60,000 was proposed for allocation against the programme to use to bring other projects up to a business case standard in order to keep the momentum of the programme.

Discussion ensued around the inadequacies of the existing website and the present limited staff resources devoted to improving it for the customer. The Strategic Director was asked about the timescale for improving the website and the contingency should the joint procurement with the County Council not work. He replied that a material difference could be made to the website and undertake some of the transformation change required within the existing CMS between now and the end of the year. He outlined the long term vision for a joint CMS and advised that if the partnership with the County did not work then the Council would still be able to make the changes to the website. Members indicated that they were minded to guide officers at this stage to option 1 for the website and CMS and the approval of the business case for the Transformational Change Programme with recommended funding was so moved, seconded, and carried following a vote.

RESOLVED that

- (1) The Strategic business case for a Transformational Change Programme at Appendix A to the report be approved with an initial capital funding allocation of £60,000 for the programme to be funded from capital receipts. Officers to be guided towards option1 at this stage for the website and the CMS;

- (2) The project mandates attached at Appendices C and D and the business case at Appendix E be approved;
- (3) A supplementary estimate from the Corporate Priorities Reserve be approved to fund temporary resource to aid the ICT Systems Documentation project at a cost of £3,000;
- (4) A withdrawal from the ICT Repairs and Renewals fund be approved to fund the replacement of network equipment at The Cove at a cost of £5,000;
- (5) A withdrawal from the ICT Repairs and Renewals fund be approved to supplement the IT budget in order to fund the Windows 7 and Laptop Replacement project of £36,000.

[The ICT Client Manager and Mary Wintershausen left the meeting at 7.43pm]

P8. SERVICE PLAN 2012-13

Members had before them a covering report prepared by the Head of Communities & Neighbourhoods appended to which were the 2012/13 Service Plans for Central Services and Communications Services, being services which were most closely associated with the work of this Committee.

RESOLVED that the Service Plans 2012/13 for Central Services and Communications be approved.

[The Head of Communications left the meeting at 7.44pm]

[Councillor O'Callaghan had previously declared a personal and prejudicial interest in the following item and left the meeting at 7.44pm]

P9. BROADBAND

The Chief Executive presented her report (copies of which had previously been circulated to Members) which sought approval for £360,000 as a contribution to a countywide scheme to enable Broadband access across the Borough. Leicestershire County Council had a vision to deliver superfast Broadband to all premises in Leicestershire by 2017 with 90% being delivered by 2015. £4m had been allocated by the County Council to match the Government's £3m allocation for Leicestershire, and a further £300m had been allocated to provide better Broadband service in the most remote areas. The Chief Executive explained that the formal analysis was still awaited from the County but current indications were that £360K was the contribution being sought; other Leicestershire authorities would also contribute.

The Chairman advised that he was no longer the County Council's lead member for this issue and was therefore able to comment. He supported this contribution as the Broadband service in villages was very poor. After explaining how the funding streams would be brought together he responded to a question on how the amount was calculated explaining that it was based on the number of connections in this area. The contribution was moved and seconded, and following a vote it was

RESOLVED that a contribution of £360,000 from Capital Receipts be approved to enable Melton to participate in a countrywide scheme to enable Broadband access across the Borough.

[Councillor O'Callaghan returned to the meeting at 7.55pm]

P10. LOCALISING SUPPORT FOR COUNCIL TAX

The Place Manager presented the report of the Head of Communities & Neighbourhoods previously circulated with the agenda which sought approval for a draft Council Tax Support Scheme to enable the Council to undertake the required consultation for a final scheme to be adopted. The Place Manager outlined how the current Council Tax benefit system operated. The Welfare Reform Act 2012 contained authority for the abolition of this national scheme to be replaced by a local scheme. All local authorities would be required to implement a local scheme of Council Tax support by 31 January 2013, failure to do would result in a default scheme being imposed. Members were advised that before a local scheme was adopted the Council must consult major preceptors, publish a draft scheme, and undertake public consultation. The public consultation would be over a 12 week period commencing in mid July which would still be challenging for the Council's billing and budget setting process.

The Place Manager went on to refer to the implications for the ICT systems and the impact of the Government's 10% reduction in funding. All Leicestershire authorities and Rutland County Council were looking to come up with a broadly similar scheme subject to some local adjustments. The options for the proposed scheme to make the savings required were appended to the report for Members to consider before being made available for wider public consultation. Option 1 consisted of a number of measures designed to exceed the required saving of £261K, to allow the removal of some elements considered undesirable or unacceptable following consultation, a contingency for increased caseload, increased recovery costs/arrears and funding for discretionary schemes. Option 2 was the default scheme, Option 3 was to adopt the current national scheme, and Option 4 concerned the adoption of a scheme that reduced the reduction to Council Tax payers.

The Chairman opened the debate by referring to the enormous complexity of the system but that the Council was faced with introducing a scheme with 90% of the previous funding. Concern was expressed that the Government's proposals to reduce the welfare budget was effectively 'passing the buck' onto local authorities and how this would impact on the Council. The Member also indicated his opposition to the adoption of Option 1 stating that this Council was in a better position than some to absorb the reduction. The Head of Central Services advised that officers were liaising with the major preceptors who would be analysing key data supplied by consultants commissioned for this purpose to see how various groups would be affected. This data should allow the Council to refine Option 1 and look at other mitigating factors which could be taken into account to soften the blow on other public services. She stressed it was key at this stage to work with partners to see where this data could inform the local scheme. A point was made that the Council should look at this as part of the overall system of benefits and

asked if there were any other benefits which were being reduced which would compound the impact of the new Council Tax support system for certain groups.

It was proposed that at this stage all 4 options be noted and included within the consultation pending further information on the impact in the wider context of the overall benefit system. The Chief Executive advised that the recommendation in the report had been phrased in order to give maximum flexibility later in the year; this Council should ensure it complied with the consultation requirements and gave every opportunity to the public to become aware of the implications of these changes and comment. As part of the consultation, the Council was required to indicate the type of scheme it proposed to put in place. The Head of Central Services added that Option 1 covered a number of 'pick and mix' type elements that could be included or left out of a scheme and it was hoped that a county wide agreement could be reached based on Option 1. A seconder was found for the motion. An amendment was proposed to accept the recommendations in the report subject to the removal of the word 'preferred' before 'basket of options'. The amendment was seconded and, following a vote was carried, becoming the substantive motion. The substantive motion was voted upon and subsequently carried.

RESOLVED that

- (1) To note the basket of options (Option1, Appendix A), subject to any adjustments made through a County-wide scheme, to enable further consultation to be carried out prior to the adoption of a final scheme;
- (2) Officers investigate further the possibility of reducing the impact on the reduction in Government funding through consultation with major preceptors.

P11. **REVENUE BUDGET 2011/12 – PROVISIONSAL YEAR END POSITION**

The Head of Central Services submitted a report (copies of which had previously been circulated to Members) which provided Members with information on the provisional year end position subject to external audit approval for 2012/13, together with the implications for the Council's balances and reserves. Support was indicated for the recommendations contained in the report and accordingly it was

RESOLVED that

- (1) The provisional year end position, variations to the 2011/12 estimated year end position and the resultant effect on the Council's balances and reserves as set out in the attached papers be noted, and
- (2) Supplementary estimates be approved for those services which are overspent against the approved budget.

P12. **STATEMENT OF ACCOUNTS 2011/12**

The Head of Central Services submitted a report (copies of which had previously been circulated to Members) appended to which was the Statement of Accounts for 2011/12 prepared in accordance with the Audit Commission Act 1998 and the

Accounts and Audit (England) Regulations 2011. The report covered key issues within the accounts.

RESOLVED that the Statement of Accounts for 2011/12 be approved and signed by the Chairman.

P13. **ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES**

Members had before them a report prepared by the Head of Central Services previously circulated with the agenda which set out requests for approval under Financial Procedure Rules and provided information on amounts approved under delegated powers and the impact of these on the Council's reserves and balances.

RESOLVED that

- (1) The virement approved under delegated powers in the sum of £28,500 in order to create expenditure and income budgets on the waste management service for funding received for the Valpak Project be noted; and
- (2) A new post of Senior Housing Maintenance Officer be recruited as a permanent addition to the establishment at a cost of £37K to be funded from the Housing Revenue Account working balance.

[The Chief Accountant left the meeting at 8.35pm]

P14. **LOCALISATION OF BUSINESS RATES RETENTION SCHEME**

The Head of Central Services presented her report to update Members on the issues arising from the Government's Business Rates Retention Scheme which would be introduced from April 2013, subject to the passage of the Local Government Finance Bill currently before Parliament. Details of the proposed scheme were set out in the report and Members were advised that this was not about local setting of business rates as central control would be retained but a change in the way that the income was allocated. A significant late change to the proposals was the move to localise only 50% of the business rates collected. Councils were able to group together to pool their business rates and collaborate on promoting growth in their area. To that end, the Leicestershire Treasurer's Association were submitting an expression of interest on behalf of all Districts, Fire, Leicester City and Leicestershire County Council. Members noted the financial and resource implications set out in the report following the recommendations were so moved and seconded.

RESOLVED

- (1) To note the issues arising from the Government's Business Rates Retentions Scheme;
- (2) To support an expression of interest from the Leicestershire Treasurer's Association on behalf of all Districts, Fire, City and County, regarding the pooling of Business Rates by 27 July 2012.

[The Corporate Property Officer and Mr Alex Gibson entered the meeting at 8.37pm]

[The Place Manager left the meeting at 8.39pm]

P15. ASSET MANAGEMENT PLAN AND CAPITAL STRATEGY 2012/13 – 2014/15

Members had before them a report jointly prepared by the Head of Central Services and the Corporate Property Officer which presented the Asset Management Plan and Capital Strategy 2012-15 for endorsement and approval. After the Corporate Property Officer had confirmed, in response to a question, that Council owned garage sites would be an area for review in the future, it was proposed and seconded to agree the recommendations contained in the paper.

RESOLVED

- (1) to note the progress made on the Asset Management Plan 2009-11;
- (2) To approve the new Asset Management Plan for the period 2012-15 and the delivery of the Action Plan for its implementation;
- (3) To approve the adoption of the Code for Leasing Business Premises described in Section 4.6 of the Asset Management Plan and developed by the Joint Working Group on Commercial Leases in 2007.

P16. CORPORATE ISSUES

The Chief Executive submitted a report which had previously been circulated to advise Members on a number of corporate issues to meet the challenges presented by the next stage of the transformation programme arising from the New Ways of Working, the development of the Council's economic development approach, and the new arrangements for the Housing Revenue Account. Authority was also sought to make consequential changes to the Appraisal process for the Corporate Management Team. Members indicated their agreement to the recommendations proposed, and it was

RESOLVED

- (1) To note the report;
- (2) The annual and six monthly appraisal of the Corporate Management Team (the Chief Executive and the two Strategic Directors) be carried out in the presence of the Leader of the Council, the Deputy Leader and the Leader of the largest Opposition Group.

P17. TROUBLED FAMILIES

The Chief Executive submitted a report which had previously been circulated to seek approval to the Council's continued involvement with the Leicestershire County Council Troubled Families programme to allocate resources for the Melton project. She explained that this was a national scheme which had been brought to

the local county level. Melton had actively been involved for some time now in supporting families, particularly those with complex needs, and had been one of the few districts within the region and country to develop a Family Intervention Project (FIP). This council's FIP workers would be properly assimilated in this programme and the integrated approach at Melton would be accepted as meeting and fitting within the Countywide model helping to add capacity to the Council's work.

A Member expressed his dislike of the term 'troubled' families and suggested that the term 'challenged families' be used instead. The Chief Executive advised that this term was part of the national scheme but she would make this suggestion to the Council's county colleagues.

RESOLVED that

- (1) A sum of £30,000 be allocated from the Corporate Priorities Reserve to the Countywide pooled budget to support the Troubled families Programme, and a similar sum be included in the relevant budget for financial years 2013/14 and 2014/15;
- (2) In kind contributions be made available to the Troubled Families Programme to cover accommodation in Parkside and locality relevant management.

[Councillor O'Callaghan left the meeting at 8.44pm before consideration of the following item having declared a personal and prejudicial interest at the start of the meeting.]

The Chairman, in exercising his statutory powers, agreed that the following item be considered as a matter of urgency due to the issue being raised following despatch of the agenda

P18. **THE BRITISH PIE FESTIVAL 'PIE FEST 18 – 19 AUGUST 2012'**

On behalf of the Head of Communities & Neighbourhood, the Chief Executive submitted a report circulated at the meeting which sought approval for £5,000 towards the shortfall for the Pie Fest organised by the Melton Mowbray Food Partnership. The aim of the festival would be to bring in visitors during the day, to boost the evening economy, and to encourage overnight stays. The Chief executive pointed out that the recommended contribution did not cover the entire shortfall and suggested that a more detailed business case be presented before considering any further funding. Members concurred with this suggestion.

RESOLVED that

- (1) £5,000 from the Corporate Priorities Reserve be approved towards the shortfall of the Pie Fest organised by the Melton Mowbray Food Partnership;
- (2) Further funding up to a maximum total of £10,000 be looked upon favourably subject to consideration of an adequate business case.

[Councillor O'Callaghan returned to the meeting at 8.47pm]

P19. BURTON STREET CAR PARK IMPROVEMENT OPTIONS

The Corporate Property Officer submitted a report which presented design options and budget costs for Burton Street car park improvements and for Members to decide the next steps. Mr Alex Gibson, representing WSM Saunders, the consultants appointed to undertake a design and feasibility appraisal for the Burton Street improvement scheme, was introduced to the Committee.

The Corporate Property Officer reported upon the outcome of the public consultation exercise following which 89% of respondents wanted the site to remain as a car park and improved. Accordingly WSM Saunders had been asked to prepare options for improving the car park and surrounding area. Representations received from the Melton Mowbray Town Estate and the Civic Society had been considered. A view was expressed that the site could be used for other purposes and that the use as a car park now did not preclude better strategic use in the long term.

The Chairman directed Members to paragraph 7.2 within the public consultation feedback document concerning options for screening the car park and Town Estate Park. 44% of respondents had indicated that they preferred to leave it as an open view with no barriers. The Corporate Property Officer confirmed that 83 people in total had responded to this aspect of the consultation. The Chairman considered that this did not represent a substantial opinion on this option and proposed that, apart from cleaning up the area, no further action be taken until the Council received a demonstrably clear steer of what people wanted.

Discussion ensued during which a view was expressed for keeping an open view of the park, with information boards to direct visitors to the town centre and to explain the history of the site between the car park and the Town Estate land. An alternative point was made that the view from the park was not so pleasant because of the concrete hard standing where the fair was accommodated which marred the view of the church. If the hard standing was removed, then a green hedge treatment was preferred in order to enhance the whole area. Another suggestion was for a boundary treatment consisting of a brick arch with railings inside the arches. The Chairman sought the Committee's views on moving forward with the car park improvements but leaving any boundary treatment pending further discussions with the Town Estate and other neighbours. If a feasible option could be agreed, then this proposal could be consulted upon. Members indicated their agreement to the Chairman's proposal subject to including local historians in the discussions.

Following consideration of the options for the 'gap' into Burton Street, Members' preference was to leave it as it is for the time being. The consultants' feasibility report on the redevelopment works for the car park was appended to the report and contained 3 main options for the site. The Corporate Property Officer advised that comments were awaited from the Environment Agency which may impact on these options. Members indicated their preference for option 2 (lower specification/shorter life construction) subject to the advice from the Environment Agency. The Corporate Property Officer then sought Members' views on other aspects of the improvements works: granite kerbing would cost an additional £25K

over concrete kerbing; the budget option for the shoring to the rear of Hancocks' would involve painting the joists. The Chief Executive confirmed following seeking the views of the Corporate Property Officer that this treatment would meet the Council's legal liabilities.

RESOLVED

- (1) To note the public consultation summary report on the finding from the consultation and to approve the improvement works to the car park but that the options for screening be put on hold to enable discussions with the Town Estate, Civic Society and other interested parties on the treatment of the boundary between the car park and the park;
- (2) To note the feasibility report on Burton Street car park prepared by WSM Saunders and that officers be instructed to pursue option 2 (medium specification) subject to advice from the Environment Agency. The work to include provision for concrete kerbing and the budget option for the shoring to the rear of Hancocks;
- (3) To approve the business case and project mandate for the improvement works attached at Appendix C to the report;
- (4) To note the update on car parking at Ankle Hill and surrounding areas.

EXCLUSION OF THE PUBLIC

RESOLVED that the Public be excluded during the consideration of the following 3 items of business in accordance with Part 1 of Schedule 12A of the Local Government Act 1972 (Access to Information: Exempt Information) under Paragraph 3.

P20. **BURTON STREET CAR PARK IMPROVEMENT – CAPITAL COSTS**

Members had before them costings for the capital works for the Burton Street improvement scheme prepared by WSM Saunders. Mr Gibson responded to Members questions after which it was

RESOLVED

- (1) To approve a budget for the capital works necessary for the Burton Street improvement scheme to be included in the capital programme and funded through capital receipts as detailed in the exempt Appendix D;
- (2) That designs for the development of a gateway feature be brought back to the Committee;
- (3) A contingency be provided for permeable paving subject to Environment Agency advice.

[Mr Alex Gibson left the meeting at 9.15pm]

P21. **IT SERVICE DELIVERY**

The Head of Central Services submitted a report (copies of which had previously been circulated to Members) which contained proposals on the next stage in

determining the future operations and strategic delivery of IT services to the Council. Members indicated their agreement to the proposed course of action and the funding thereof.

RESOLVED that the course of action proposed in the report be approved.

P22. **PARTNER ORGANISATION OCCUPATION UPDATE**

Members had before them a report jointly prepared by the Strategic Director (CAM), Corporate Property Officer, and the Change Manager which gave an update on progress with occupation of Parkside by a Partner Organisation and the existing occupation by the Citizens Advice Bureau.

Officers responded to questions by Members on various aspects of the report following which it was

RESOLVED

- (1) To approve recommendations 2.1 to 2.4 contained within the report and that officers arrange a meeting involving cross party Members of this Committee and representatives of the Partner Organisation;
- (2) To approve a continuation for six months of the Citizens Advice Bureau licence to utilise the customer areas of Parkside for appointments.

The meeting which commenced at 6.30 p.m., closed at 9.32 p.m.

Chairman