

BETWS COMMUNITY COUNCIL

The monthly meeting of Betws Community Council was held as a Hybrid Meeting at **Betws RFC** and virtually on **Microsoft Teams** on Wednesday 11th September 2024 at 7.00pm.

The meeting was held on a remote basis in accordance with the provisions of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 and Local Government and Elections (Wales) Act 2021.

Any member of the public who wishes to attend the meeting as a spectator or who has questions to put to the Councillors should contact the Clerk for this to be able to take place and the correct procedure to be followed.

The meeting started at 19:10

PRESENT: Cllr Carwyn James (Chairperson), Cllrs Maureen Williams, Emyr Morgan, Dave Stacey, Jose Picouto, Karen McMinn-Davies, James Derrick, Dene Macbeth, Lynwen Phillips and Mike Jones.

County Councillor: Betsan Jones

Clerk: Miss Angela Brown

PCSO: Not present

1. Public Questions/Representations

None

2. Apologies

- a) Welcome to the new Councillor, reading out and signing of the Declaration of Acceptance of Office.
- b) Cllr Peter Comley (approved absence) and Paul Allchurch

3. Declaration by Members of Personal and Prejudicial Interests

Cllr Derrick point 13. b. iii)

4. County Councillor Report

1. Update given regarding the fly tipping of the Hot Tub near Maesquarre Hall that was reported by Cllr Williams in April. The County Councillor received a phone call from CCC this week and once the landowner has been confirmed, they will write to the landowner and suggest options for removal. It is the landowner's responsibility to remove items which get dumped on their land. After a period of time if the item remains then CCC could remove, and the landowner would be charged by them for doing this.
2. The grass verges have been cut. The brambles along Pentwyn Road are growing through the railings again. The clerk to contact the recreation ground contractor and ask to cut back.
3. Update regarding the double yellow lines on Pentwyn Road the County Councillor has been in contact with the highways department again and she is waiting for a date. She will chase again.

4. An update on the MYB wind farm grant which has been successful for £12,253.00 will be added to a previous Lottery Grant received for £2,363.00 plus any difference required will be made up from the Community Council funds to purchase the Inclusive Roundabout for Maesquarre Playground. The first forms have been signed and returned by the clerk and Councillor Phillips. The second form Stage 2 Project Procurement needs completing by 31 October 2024 will be completed by Councillor Phillips and County Councillor Jones who will work together on the form.
Councillor Phillips will inform the community via social media of the above.

County Councillor Betsan Jones left the meeting at 19:25

5. To confirm and Sign the Minutes of the Monthly Meeting held on 10th July 2024

Councillor Derrick proposed, and Councillor Morgan seconded and resolved that the minutes of the Council's monthly meeting held on 10th July 2024 be accepted as a true record and approved by all present.

Councillor Picouto proposed, and Councillor Derrick seconded and resolved that the minutes of the Council's extraordinary meeting held on 16 July 2024 be accepted as a true record and approved by all present.

6. Dyfed Powys Police Monthly Crime Figures for Betws

A total of 8 crimes for May 2024 in Betws.

Violence and Sexual Offences = 4, Criminal Damage and Arson = 2, Public Order = 1, All other Crimes = 1

A total of 9 crimes for June 2024 in Betws.

Shoplifting = 3, Criminal Damage and Arson = 2, Violence and Sexual Offences = 2, Other Theft = 1, All other Crimes = 2

A total of 13 crimes for July 2024 in Betws.

Violence and Sexual Offences = 5, Criminal Damage and Arson = 3, Other theft = 2, Drugs = 1, All other Crimes = 2

The clerk informed members that if they go onto the website and click onto the crime map, on the right-hand side of the screen adjacent to the map and below the crime figures is a box called "view crime definitions" which explains what types of crime make up each of the above categories/figures.

Councillor Picouto asked why the PCSO's no longer attended the monthly meetings, the clerk was asked to invite the PCSO to the next meeting in October.

The link for Betws ward below.

[Betws | Police.uk \(www.police.uk\)](http://www.police.uk)

7. Payments/Donation Requests –

a. Clerk Salary and Allowances and Invoices to be paid (see document below)

| |
|------------------------------|
| Payments Made in August 2024 |
|------------------------------|

| MEETING/BACS REFERENCE | PAYEE | DETAILS | AMOUNT |
|------------------------|-----------------------------------|--|--|
| 11/9/2024 point 7a | Angela Brown | Clerks Salary/Allowances and office expenses. Section 112 Local Government Act 1972 (as amended) LG(FP)A 1963 s5 | (as per Clerk Salary and Payroll schedule) |
| 11/9/2024 point 7a | HMRC | Payroll payments. Section 112 Local Government Act 1972 (as amended) | (as per Clerk Salary and Payroll schedule) |
| 11/9/2024 point 7a | Nest Pension paid by Direct Debit | Payroll Pension payments. Section 112 Local Government Act 1972 (as amended) | (as per Clerk Salary and Payroll schedule) |
| 11/9/2024 point 7a | R A Computers | Printer software faults LG(FP)A 1963 s.5 and section 58 Local Government (Democracy) (Wales) Act 2013 | £45.00 VAT £ 9.00 Total £54.00 |

Payments Made in September 2024

| MEETING/BACS REFERENCE | PAYEE | DETAILS | AMOUNT |
|------------------------|--------------|--|--|
| 11/9/2024 point 7a | Angela Brown | Clerks Salary/Allowances and office expenses. Section 112 Local Government Act 1972 (as amended) LG(FP)A 1963 s5 | (as per Clerk Salary and Payroll schedule) |

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|--------------------|-----------------------------------|--|--|
| 11/9/2024 point 7a | HMRC | Payroll payments. Section 112 Local Government Act 1972 (as amended) | (as per Clerk Salary and Payroll schedule) |
| 11/9/2024 point 7a | Nest Pension paid by Direct Debit | Payroll Pension payments. Section 112 Local Government Act 1972 (as amended) | (as per Clerk Salary and Payroll schedule) |
| 11/9/2024 point 7a | Tree Consultants Wales | Bi-annual Tree Surveys in Betws Park, Measquarre Playground and Heol Y Felin Playground and Green Public Health Act 1875, s.164 | £1,023.75 VAT £ 204.75 Total £1,228.50 |

It was proposed by Councillor Stacey and seconded by Councillor Morgan and agreed by all present that the above payments are authorised, and it was **RESOLVED** that the above be paid.

- c) Donation Requests – None received
- d) Bank Account Balances and Reserves as of 30 June 2024 including a Finance update (payments made/received, bank account reconciliation and budget control sheet).

The above information was **NOTED** by members.

8. Planning Applications –

The following applications were received:

PL/08063 - Part demolition of existing building, provision of new office and storage within remainder of building (Resubmission of PL/07798) - Old Pit Head Baths, Pentwyn Road, Ammanford, SA18 2EY - Consultation date 26/7/2024 – 16/8/2024 (email sent to Cllrs 29/7/2024)

PL/08211 - Conversion of outbuilding, single storey side extension and external alterations to facilitate the change of use of the building to 4 short term holiday lets (Class C6) - Plough And Harrow, 52 Betws Road, Ammanford, SA18 2HE – Consultation date 4/9/2024 – 25/9/2024 (email sent to Cllrs 4/9/2024)

The Council had no objections to these applications. Clerk to inform CCC.

The following applications were granted/refused/withdrawn:

PL/07806 - Proposed erection of agricultural storage shed/workshop at Plas Maes Gwyn, Maerdy Road, Betws, Ammanford, SA18 2RD - Full planning permission granted 18/7/2024.

PL/07798 - Part demolition of existing building, provision of new office and storage within remainder of building at Old Pit Head Baths, Pentwyn Road, Ammanford, SA18 2EY – Full planning permission sought – Full Refusal 4/7/2024.

PL/06478 - Proposed minor amendments to the already approved application E/39616 being the erection of a 3 bedroomed dormer bungalow with associated amenity space, access and parking. Formation of access to Colonel Road and reduction of height of boundary wall to 0.9m.(approved under E/39616) - Land to the rear of 90 and 92 Colonel Road, Betws, Ammanford, SA18 2HP – Full granted 6/8/2024

The Council **NOTED** the above applications.

9. Correspondence/Matters for Information/Action (emails sent out to members)

- a) Request for information regarding Rice Road Football Fields (email sent 16/7/2024)
- b) Theory v Practice of being a Local Councillor: RESEARCH (OVW) (email sent 19/7/2024)
- c) Hywel Dda UHB supporting HOPE4U (email sent 19/7/2024)
- d) DWFN - 16th July 1pm to 3pm – Ammanford dementia group people living with dementia and carers welcome (email sent 19/7/2024)
- e) Carmarthenshire New Engagement platform – Local Places For Nature – link to share (OVW) (email sent 19/7/2024)
- f) Have your say on the future of regional transport in South West Wales includes Carmarthenshire – (email sent 19/7/2024)
- g) Retailers in your area - Carmarthenshire County Council (Welsh government survey) (email sent 19/7/2024)
- h) Innovative Practice Conference 2024 Report (OVW)(email sent 26/7/2024)
- i) Guide to the 2026 Review - The Democracy and Boundary Commission Cymru (OVW) (email sent 26/7/2024)
- j) JACS (UK) Ltd - Village Gateways (email sent 26/7/2024)
- k) Announcement: Launch of the Digital User Community for Community and Town Councils (OVW) (email sent 26/7/2024)
- l) Presentation by Audit Wales to Larger Councils Committee (OVW) (email sent 26/7/2024)
- m) Community Food and Nutrition Skills Level 2 - Training Availability (email sent 26/7/2024)
- n) TRAINING DATES - JULY, AUGUST & SEPTEMBER (OVW) (email sent 26/7/2024)
- o) Llandeilo Town Council - Pump track Opening event 2nd August 12:00 (email sent 26/7/2024)
- p) Save the Date - National Conference 16 October (OVW) (email sent 26/7/2024)
- q) Evaluation of Local Places for Nature (OVW) (email sent 26/7/2024)
- r) National Heritage Lottery Fund – Survey (email sent 26/7/2024)
- s) Keep Wales Tidy - Free garden packages (OVW) (email sent 29/7/2024)
- t) Hapus Community Event (CCC) (email sent 29/7/2024)
- u) New Biodiversity Resource Documents - Guidance documents requested (email sent 29/7/2024)
- v) New Biodiversity Resources OVW FW: Feedback Needed (email sent 29/7/2024)
- w) Police & Crime Commissioner Bulletin (OVW) (email sent 2/8/2024)

- x) Carmarthenshire Revised Local Development Plan (2018 – 2033) - Examination into the soundness of the Carmarthenshire Revised Local Development Plan (2018 – 2033) - Inspectors appointed by the Ministers of the Welsh Government to conduct the independent examination (CCC) (emails sent 2/8/2024)
- y) Calling for: community led green space projects – nominations for the 2025 CLAS awards (OVW) (emails sent 2/8/2024)
- z) Town & Community Councils Update – Play Sufficiency Assessment (CCC) (emails sent 2/8/2024)
- aa) Protect Your Council: Must-Attend Cybersecurity & Insurance Webinar (OVW) (email sent 2/8/2024)
- bb) One Voice Wales National Conference 16 October 2024 at Montgomery Pavilion in the Royal Welsh Showground (email sent 2/8/2024)
- cc) Supporting Dyfed-Powys Neighbourhood Watch - Stronger Communities, Safer Neighbourhoods (email sent 9/8/2024)
- dd) Draft Minutes, Carmarthenshire Area Committee (OVW) (email sent 9/8/2024)
- ee) Hedgehog Fact Sheet (OVW) (email sent 9/8/2024)
- ff) One Voice Wales - News Bulletin (email sent 9/8/2024)
- gg) Attendance by Members – the 6 Month Rule (OVW) (email sent 27/8/2024)
- hh) How can we support you - Tenovus Cancer Care (OVW) (email sent 27/8/2024)
- ii) Information from Save a Life Cymru (OVW) (email sent 27/8/2024)
- jj) Launching 'My Health, My Choice' Primary Care and Community Services engagement (OVW) (email sent 27/8/2024)
- kk) VE DAY 80 - 'A SHARED MOMENT OF CELEBRATION' - 8TH MAY 2025 (OVW) (email sent 27/8/2024)
- ll) Plan International UK Tackling Gender Based Violence Young People Survey (CCC) (email sent 27/8/2024)
- mm) Introduction to Eden Project Community Action Online Course (OVW) (email sent 30/8/2024)
- nn) Information from Save a Life Cymru (OVW) (email sent 30/8/2024)
- oo) Free resources to help tackle fly-tipping in your communities (OVW) (email sent 30/8/2024)
- pp) Powers and Policies – Guidance for Community Councils (OVW) (email sent 30/8/2024)
- qq) News from the Cost-of-Living Crisis Support Team (OVW) (email sent 30/8/2024)
- rr) The Digital Community of Practice Update (OVW) (email sent 30/8/2024)
- ss) Cyber Resilience Centre for Wales - August 2024 newsletter (OVW) email sent 30/8/2024)
- tt) Live Music Opportunities (email sent 30/8/2024)
- uu) National Grid – Informal Consultation – Commons Act 2006 section 38 ref Proposed works at CL34 Betws Mountain Common, Betws, Ammanford – new underground cable which is to be installed adjacent to the current cables running to the mast (letter received 28/8/2024)
- vv) Councils Connect: Youth Engagement & Cost of Living Initiatives (OVW) (email sent 3/9/2024)
- ww) Mayors and Chairs Networking (Llandeilo TC) (email sent 3/9/2024)
- xx) DPSC-227 Recruitment of New Community Council Member of Standards Committee (CCC) (email sent 6/9/2024)
- yy) One Voice Wales National Conference 16 October (OVW) (email sent 6/9/2024)
- zz) Reminder - Councils Connect: Youth Engagement & Cost of Living Initiatives (OVW) (email sent 6/9/2024)
- aaa) Your First Aid Guidance On PAcT Kits (email sent 6/9/2024)
- bbb) Urgent: Register Now for Dyfed-Powys Police and Crime Commissioner Engagement Events – Limited Spaces Available (DPP) (email sent 6/9/2024)

- ccc) Allotment and Community Growing Survey Report (CCC) (email sent 10/9/2024)
- ddd) 20-11-2024 JOINT OVW/SLCC EVENT (OVW) (email sent 10/9/2024)
- eee) Capital Grant Funding Programme (OVW) (email sent 10/9/2024)
- fff) Emergency road closure C2210 Ammanford (One.Network: 140292503) (CCC) (email sent 11/9/2024) on C2210 – C2137 Wern Ddu Road – C2192 Pontaman Road

The points above are all **NOTED** by members unless otherwise stated.

10. To discuss and update the Councillor Training Plan to be uploaded onto the website as per Section 67 of the 2021 Local Government and Elections (Wales) Act to meet the Council's statutory obligation – Cllr Stacey

Councillor Stacey informed members that the information needed a bit more work as he had put it all into one form. The clerk had sent him some training information that needed updating. It is the collective knowledge of the Council that is required which will show the gaps in knowledge where further training may be required. Councillor Stacey to forward the document to all Councillors over the next week and Councillors to read and check the document and provide feedback prior to the document being sent to the clerk for uploading onto the community council website.

The Chair informed members that he had attended a function of the conferment of the Honorary Freedom of the Town upon Ammanford Royal British Legion at Dinefwr Indoor Bowls Centre, Manor Road, Ammanford on Thursday 5th September 2024 which was carried out by the Mayor of Ammanford Town Council, Cllr Heulwen Howells.

11. To consider a motion to exclude the public and members of the press with regards to matters in point 12 due to the confidential nature under Public Bodies (Admission to Meetings) 1960, s.1 (2) and Local Government Act 1972, s. 100 (2)

12. Exempt Matters –

- a) **Betws RFC and Land issue at Heol Y Felin (if any correspondence received) – no documents received from Land Registry to date.** – No correspondence received to date.

13. Feedback from Committees/Working Group/Outside Bodies (all minutes of the Committee Meetings can be viewed on the Community Council Website where the Full Council Meeting minutes are also available as per 26ZA (1) (2) of Schedule 12 of the Local Government Act 1972 and section 55 (c) of Local Government (Democracy) (Wales) Act 2013):

- a) **Recreation Ground Committee –** Feedback from the meeting about items from the July meeting at 13 a), 13 b) i), iii) and iv) that were moved to be discussed in the meeting which was to be held on 16 July 2024.

Cllr Stacey to forward the minutes to the clerk as not received from the last meeting which was held on 16 July 2024. Cllr Stacey informed members that the focus of the meeting was on the Annual Safety Inspection Reports which have been gone through in detail.

i) To discuss and form a Rota for checking the 3 recreation areas to ensure that they are being managed and to check that the contractors are meeting their obligations, for H&S (including after any stormy/windy weather for tree damage) and any repairs/maintenance required for the fixtures and hard landscaping/fencing etc – Cllr James (email sent with checklist and other documents 7/8/2024)

Discussion ensued with Cllr Stacey checking Maesquarre Playground and Heol Y Felin Playground once per week and Cllr James checking Betws Park once per week (plus after a named storm).

This will be reviewed in a couple of months.

Cllr Stacey will share the Google form he set up previously for checking the Recreation Grounds as it automatically sends to the clerk for action/council records of checks when the email address is entered.

It was also discussed that any Councillors who visits the recreation grounds can complete an ad-hoc google form should they wish to and send to the clerk.

Betws Park –

i) Update – Cllr Phillips/Stacey – see points below.

Correspondence received

a) Duck Race – Saturday 17 August (email sent 19/7/2024)

b) Formal Flower Beds in Betws Park (emails sent 6/8/24, 8/8/24)

Discussion regarding a suggestion to remove the Formal Flower beds and replace with flowering shrubs ensued. It was proposed by Councillor Phillips and seconded by Councillor Jones and agreed by all present that the flower beds remain as the park is known locally as “Betws Flower Park”, and that the contractor will change the design in consultation with the Council annually.

c) Public/memorial seating – local company in Ystradgynlais (email sent 9/8/2024)

d) FOI request (email sent 9/8/2024)

e) Various emails from Volunteer group regarding Betws Park

Discussion regarding a request for the Council to purchase its own ride on lawn mower and a shipping container to keep it in ensued. It was proposed by Councillor Phillips and seconded by Councillor Jones and agreed by all present that this suggestion would not be taken forward as Council are tendering for contractors who will carry out the task of mowing the park and who will have their own storage and maintenance schedules for their equipment and waste carriers’ licence for the removal of any arisings.

Discussion regarding a request for re-invigoration of the Memorial Gardens which are looking tired ensued. Cllr Stacey to contact one of the Volunteers who had suggested this to obtain the vision they had. Councillor Jones and the Volunteer to make a drawing of the vision and seek advice from the current contractor who is a qualified horticulturalist to ensure appropriate planting/plants are placed “right plant, right place” for the ground in that area and that nothing invasive is introduced to the park.

f) Bi-Annual Tree Survey report received – action required (email sent 27/8/2024)

Discussion ensued regarding the recent tree survey where 9 trees need action taking with one tree needing action within 3 months and the remainder within 12 months. The clerk had obtained quotes from the arboriculturist for the work required and he had given 2 options. The options were discussed, and Councillor Morgan proposed that Council go for the cheaper option with all the work to be carried out in one go this was seconded by Councillor Jones and agreed by all present.

g) OVW Showcase Event - Senedd Cymru – Rachel Carter – action required (email sent 27/8/2024)

Councillors Derrick and Stacey will be attending the event on 27 November 2024 along with some of the volunteers from the Betws Park Nature Project – ongoing work with preparation of photographs and a video for display on the day will be done by them.

h) Exciting news – FREE top-up garden packages! (OVW) (email sent 27/8/2024)

The points above are all **NOTED** by members unless otherwise stated.

ii) Betws Park railings – Cllr Comley if any changes – Cllr Jones informed members that where the railings have previously been rubbed down by the Probation Service but has not yet been painted that they are rusting. Clerk to chase Probation service and if they are not returning to do the work then a local painter is to be sought to quote for the work required.

Cllr Williams informed members that some of the railings have been removed, Cllr Comley had previously informed members that he would be welding new railings to replace. He was not at the meeting to give an update on this.

b) Maesqarre and Heol Y Felin Playground – update –

Correspondence received

i) Annual Playground Inspection Reports – Cllrs Comely and Derrick to update – covered in the Recreation Ground Committee meeting held on 16 July 2024.

Councillor Picouto asked about the new signage that was going to be placed around the 3 recreation grounds. Councillor Stacey informed members that 2 new “No Fouling” dog signs had been placed in Betws Park but to date the audit of all the areas was on the “to do” list. Councillor Phillips suggested checking the new signs at a school field in Ammanford which ask members of the public to keep dogs on the lead.

ii) **New cradle swings? Installed** – Cllr Derrick to replace the parts he removed to enable the contractor to install the new cradle seats.

iii) Feedback from Cllrs Comely and Derrick regarding the Castle/Tema unit repairs and costs received from Proludic as per email of 16/4/2024 and point 1. in Correspondence in May’s meeting.

Discussion ensued regarding refurbishment costs versus removal and obtaining a grant for new large piece of equipment. It would be significantly cheaper to refurbish the unit with the potential in the future to extend should funds allow. It was proposed by Councillor Jones and seconded by Councillor Williams and agreed by all (with 1 abstention) that Councillor Derrick will check the parts that

are required for the refurbishment of the unit against the list acquired in July 2024 to ensure no other parts are needed. He will inform the clerk who will contact the company and order the parts which are to be delivered to Councillor Derrick.

Councillor Derrick informed members that he would charge the same labour as he does for Llandybie Community Council when he carries out inspections and work for them.

iv) Cllr Derrick to inform Council of his proposal regarding playground inspections – discussed at the last meeting and at the Recreation Ground Committee meeting previously on this matter. Parks and Play are currently still in contract to conduct the fortnightly checks until 31/3/2025 Cllrs Comley and Derrick to take over after the contract ends. Both Councillors are waiting for their certificates from their operational training conducted in April. (see point (vi) below)

v) MYB grant for Maesquarre Phase 2 – see point 4. 4 in the County Councillor report above.

vi) Rynat Certificates update ref training for 2 Councillors in April 2024 (email sent 30/8/2024)

The clerk informed members that due to the unexpected death of the trainer on 11 May 2024 these still had not been obtained. She has been liaising with the clerk for Llandybie who was also at the training. The company has been closed by the family. The clerk has been in contact with the training firm that worked alongside Rynat and they are looking into the matter and obtaining advice from RPII. An update will be given at the next meeting in October.

- c) Finance and Staffing Committee** – staffing committee meeting – exempt matters – Cllr James (email 2/9/2024) – correspondence received, this item was moved to the end of the meeting and would be discussed after the clerk leaves the meeting.
- d) Community Engagement and Events Committee** – feedback from the meeting held on 4th September 2024 – regarding the Christmas Lighting Event – date set for Wednesday 4th December 2024, Christmas Tree and lights to be erected in the last week of November – Clerk to instruct the contractor to purchase the tree and erect and to get a price for a 10ft rooted Christmas Tree to be planted in March 2025. Cllr Williams to inform Betws Primary School.

Remembrance Service – Councillor Allchurch to purchase items for the event and school children may be writing their own poem about the animals who served in the wars as they are painting some wreaths purple so that they can be placed in the memorial gardens at the Remembrance Service on Monday 11th November 2024. Councillor Picouto will inform the clerk of the title of the poem within the next 3 weeks so that it may be included in the order of service and emailed out to the attendees.

- e) i) Toolkit working group** - Good Councillor Guide to Employment 2023 to adopt? As only noted in 14 June 2023 meeting at point 9a. – work in progress - to be re-visited once the new contracts and recreation ground management plan has been completed as per F and G below.
- f) New Contracts for 1 April 2024 working group** – update – ref playground and grounds maintenance contracts - Cllr Phillips/Jones/Stacey

Councillor Jones proposed that the current contractor is asked to extend his contract to 31st March 2025. With the expectation to let the new contract in February 2025 for a start on the 1st April 2025, this was seconded by Councillor McMinn-Davies and agreed by all present. Clerk to ask the current contractor to extend his contract to 31st March 2025.

- g) Draft documents** for the new contracts to be approved– Cllr Jones/Stacey
Councillor Stacey informed members that there are 3 things that he needs to check with Councillor Jones prior to emailing the documents relating to F and G to all Councillors to read and check within 7 days and send any comments/suggestions for change on the document to Councillor Stacey. This will be discussed again in the October meeting for approval.

h) Expressions of interest received from regarding F and G above

The clerk informed members that she had received 3 expressions of interest for the new Recreation Ground Contracts.

Next meeting is Wednesday 9th October 2024.

Cllr Emyr Morgan informed members that Chris Morgan will be attending the meeting next month to give a report on Betws RFC (Clerk to place item on the agenda) he would also open the club for the meeting as Cllr Morgan was sending his apologies in advance of the next meeting.

The clerk left the meeting at 21:20 for members to discuss item c) above.

The meeting Closed at 21:25.