

## **Cherwell District Council**

### **Council**

Minutes of a meeting of the Council held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 16 May 2012 at 6.30 pm

Present: Councillor Colin Clarke (Chairman)  
Councillor Lawrie Stratford (Vice-Chairman)

Councillor Ken Atack  
Councillor Andrew Beere  
Councillor Maurice Billington  
Councillor Fred Blackwell  
Councillor Norman Bolster  
Councillor Patrick Cartledge  
Councillor Margaret Cullip  
Councillor Mrs Diana Edwards  
Councillor Tim Emptage  
Councillor Andrew Fulljames  
Councillor Michael Gibbard  
Councillor Timothy Hallchurch MBE  
Councillor Alastair Milne Home  
Councillor Chris Heath  
Councillor David Hughes  
Councillor Russell Hurle  
Councillor Tony Ilott  
Councillor Mike Kerford-Byrnes  
Councillor James Macnamara  
Councillor Melanie Magee  
Councillor Kieron Mallon  
Councillor Nicholas Mawer  
Councillor Nigel Morris  
Councillor P A O'Sullivan  
Councillor George Parish  
Councillor D M Pickford  
Councillor Lynn Pratt  
Councillor Neil Prestidge  
Councillor G A Reynolds  
Councillor Alaric Rose  
Councillor Daniel Sames  
Councillor Leslie F Sibley  
Councillor Trevor Stevens  
Councillor Rose Stratford  
Councillor Lynda Thirzie Smart  
Councillor Douglas Webb  
Councillor Douglas Williamson  
Councillor Barry Wood

Apologies for Councillor Alyas Ahmed  
Councillor Ann Bonner

absence: Councillor John Donaldson  
Councillor Simon Holland  
Councillor Victoria Irvine  
Councillor Nicholas Turner

Officers: Sue Smith, Chief Executive  
Calvin Bell, Director of Development  
Ian Davies, Director of Community and Environment  
Martin Henry, Director of Resources / Section 151 Officer  
Kevin Lane, Head of Law and Governance / Monitoring Officer  
Natasha Clark, Team Leader, Democratic and Elections

1 **Declarations of Interest**

There were no declarations of interest.

2 **Urgent Business**

There were no items of urgent business.

3 **Minutes of Council**

The minutes of the meeting held on 27 February 2012 were agreed as a correct record and signed by the Chairman.

4 **Chairman's Announcements**

(The outgoing Chairman, Councillor Hallchurch, presided for the consideration of this matter.)

**District Elections 2012**

The Chairman extended the Council's thanks to former Councillors Atkinson, Mrs Fulljames, Tompson and Weir for their service to the district during their time as councillors.

On behalf of Council, the Chairman welcomed Councillors Dhesi, O'Neill, Randall and Woodcock to their first meeting and congratulated them and all other councillors who were returned at the recent election.

**Councillor Simon Holland**

The Chairman noted that Councillor Simon Holland was not at the meeting due to recent ill health. Members joined the Chairman in sending their best wishes to Councillor Holland and agreed that an attendance dispensation be granted with immediate effect to the next Council meeting on 16 July 2012.

**Local Government Chronicle (LGC) Award for Innovation**

The Chairman reported that Cherwell District Council won the LGC award for Innovation for the Miller Road Young Persons Scheme. The Council won the

award as the project demonstrated the leading role a local authority can play in providing young people, not in employment, education or training, with new opportunities and skills in delivering affordable housing.

The Chairman invited Martyn Swann, Strategic Housing Manager and Craig Knight, Strategic Housing Facilitator to the rostrum and explained that Helen Town, who was the project lead officer was unable to join the meeting. At the request of the Chairman the Strategic Housing Manager and Strategic Housing Facilitator provided an overview of the project to Council.

The Lead Member for Housing praised the Housing Team for their ongoing hard work and advised Council that the Team had also been highly commended at the Municipal Journal awards for the Miller Road project.

Members extended their congratulations to the Strategic Housing Team.

### **South Northamptonshire Council Local Government Chronicle (LGC) Award for Innovation**

South Northamptonshire Council had also won an LGC award for Finance Team of the Year. Members congratulated colleagues at South Northamptonshire Council for winning the award.

### **Former Cllr Mrs Catherine Fulljames**

The Chairman invited former Councillor Mrs Catherine Fulljames to the rostrum and presented her with flowers in recognition of 20 years of public service.

### **23 Pioneer Regiment RLC**

The Chairman advised Council of the sad news that Corporal Andrew Roberts and Private Ratu Silibaravi of the 23 Pioneer Regiment Royal Logistic Corp, which is based in Bicester, had recently lost their lives in Afghanistan. Council joined the Chairman in sending condolences to their families and colleagues.

### **Councillor Paul Farrow, South Northamptonshire Council**

The Chairman reported that he had received the sad news that Councillor Paul Farrow, Vice-Chairman of South Northamptonshire Council had passed away. Council joined the Chairman in sending condolences to her family and colleagues at South Northamptonshire Council.

The meeting held a one minutes silence in memory of Corporal Andrew Roberts, Private Ratu Silibarav and Councillor Paul Farrow of South Northamptonshire Council.

### **Resolved**

- (1) That Councillor Simon Holland be granted an attendance dispensation with immediate effect to the next Council meeting on 16 July 2012.

### **Chairman's Allowance**

(The outgoing Chairman, Councillor Hallchurch, presided for the consideration of this matter.)

The Head of Law and Governance submitted a report which sought consideration of a proposal to pay an allowance to the Chairman of Cherwell District Council.

**Resolved**

- (1) That consideration of the proposal to pay an allowance to the Chairman of the Council with effect from the municipal year 2012/13 be deferred to the July meeting of Council and that the Resources and Performance Scrutiny Board be requested to review the proposals and report back to Council.

**6 Election of Chairman for the Municipal Year 2012/2013**

(The outgoing Chairman, Councillor Hallchurch, presided for the consideration of this matter.)

It was moved by Councillor Wood and seconded by Councillor Reynolds, that Councillor Colin Clarke be elected as Chairman for 2012/13. There were no other nominations.

**Resolved**

- (1) That Councillor Colin Clarke be elected Chairman of the Council for 2012/13.

**7 Investiture of Chairman**

Councillor Clarke, having made and signed the required Declaration of Acceptance of Office was invested with the Chairman's Chain and took the Chair.

**8 Chairman's Address**

Councillor Clarke thanked Members for his appointment and addressed the Council. He indicated that he was keen to raise awareness of the role of the Chairman through visits to schools across the district.

**9 Vote of Thanks to Immediate Past Chairman**

The Chairman of the Council presented Councillor Hallchurch with his past Chairman's badge as a token of the Council's appreciation of his term of office.

Councillor Wood, Leader of the Conservative Group, Councillor Cartledge, Leader of the Labour Group, and Councillor Emptage, Leader of the Liberal Democrat Group, paid tribute to Councillor Hallchurch and thanked him for the dedication he had shown representing the Council, the services he had rendered to the District and gracious way he had presided over the deliberations of Council during his year of office.

Councillor Hallchurch then addressed the Council to report on his term of office. He paid particular thanks to Dr Jan Stokes-Carter, his consort for the year and Liz Matthews, the Chairman's PA and presented them with a token of his appreciation.

10 **Past Chairman's Response**

Councillor Hallchurch addressed Council to report on his term of office. He paid particular thanks to Dr Jan Stokes-Carter, his consort for the year and Liz Matthews, the Chairman's PA and presented them with a token of his appreciation.

11 **Election of Vice-Chairman for the Municipal Year 2012/2013**

It was moved by Councillor Wood and seconded by Councillor Reynolds, that Councillor Lawrie Stratford be elected as Vice-Chairman for 2012/13. There were no other nominations.

**Resolved**

- (1) That Councillor Lawrie Stratford be elected Vice-Chairman of the Council for 2012/13.

12 **Investiture of Vice-Chairman**

Councillor Lawrie Stratford, having made and signed the required Declaration of Acceptance of Office was invested with the Vice-Chairman's Chain and took the Vice-Chairman's seat.

13 **Annual Council Business Report**

The Chief Executive submitted a report which presented the results of the 3 May 2012 district elections, the constitution of Political Groups, the appointment of the Deputy Leader and Executive for the Municipal Year 2012/13 and sought agreement to the suggested constitution of Committees for the Municipal year 2012/2013. The report also sought nominations for representatives to the County Council Health Overview and Scrutiny Committee and Police and Crime Commissioner Scrutiny Panel.

The Chief Executive reported that there were district elections in 16 seats and Councillors were returned as follows:

Adderbury – Councillor Nigel Randall  
Banbury Calthorpe – Councillor Alastair Milne Home  
Banbury Easington – Councillor Fred Blackwell  
Banbury Grimsbury and Castle – Councillor Ann Bonner  
Banbury Hardwick - Councillor John Donaldson  
Banbury Neithrop – Councillor Surinder Dhesi

Banbury Ruscote – Councillor Sean Woodcock  
Bicester East – Councillor Lawrie Stratford  
Bicester North – Councillor Nick Mawer  
Bicester South – Councillor Dan Sames  
Bicester Town – Councillor Debbie Pickford  
Bicester West – Councillor Russell Hurle  
Bloxham and Bodicote – Councillor Lynda Thirzie Smart  
Caversfield – Councillor Jon O’Neill  
Kidlington South – Councillor Maurice Billington  
Yarnton, Gosford and Water Eaton – Councillor Trevor Stevens

The Chief Executive reported that the constitution of the Council and political groups was now 41 Conservatives, 6 Labour and 3 Liberal Democrats.

The Group Leaders were: Councillor Barry Wood, Leader of the Conservative Group and Leader of the Council; Councillor Patrick Cartledge, Leader of the Labour Group and Leader of the Opposition and Councillor Tim Emptage, Leader of the Liberal Democrat Group.

The Leader of the Council reported that for the Municipal Year 2012/13 he had reappointed Councillor Reynolds as Deputy Leader of the Council. The Leader reported that Councillor Macnamara would be stepping down from the Executive in 2012/13 and thanked him for his hard work, dedication and excellent service as a member of the Executive.

For the Municipal Year 2012/13, the Executive would comprise:

Councillor Barry Wood – Leader of the Council  
Councillor George Reynolds – Deputy Leader of the Council  
Councillor Nigel Morris - Lead Member for Clean and Green  
Councillor Ken Atack - Lead Member for Financial Management  
Councillor Nigel Turner - Lead Member for Performance and Customers  
Councillor John Donaldson - Lead Member for Banbury Brighter Futures  
Councillor Tony Ilott - Lead Member for Public Protections  
Councillor Michael Gibbard – Lead Member for Planning  
Councillor Norman Bolster – Lead Member for Estates and the Economy  
Councillor Debbie Pickford – Lead Member for Housing

## **Resolved**

- (1) That the results of the District Elections held on 3 May 2012 be noted.
- (2) That the constitution of Political Groups and notification of Group Leaders: Conservative Group – Councillor Barry Wood; Labour Group – Councillor Patrick Cartledge; Liberal Democrat Group – Councillor Tim Emptage, be noted.
- (3) That the appointment of Councillor George Reynolds as Deputy Leader of the Council and the membership of the Executive and the Executive Portfolios for 2012/13 be noted.
- (4) That the allocation of seats on committees that were subject to the political balance requirements be agreed as set out below:

**Allocation of Seats to Proportional Committees**

	<b>TOTAL</b>	<b>CON</b>	<b>LAB</b>	<b>LD</b>
Overview & Scrutiny	<b>12</b>	<b>10</b>	<b>1</b>	<b>1</b>
Resources & Performance Scrutiny Board	<b>12</b>	<b>9*</b>	<b>2*</b>	<b>1</b>
Planning Committee	<b>18</b>	<b>15</b>	<b>2</b>	<b>1</b>
Personnel Committee	<b>12</b>	<b>10</b>	<b>1</b>	<b>1</b>
Licensing Committee	<b>12</b>	<b>10</b>	<b>1</b>	<b>1</b>
Appeals Panel	<b>10</b>	<b>8</b>	<b>1</b>	<b>1</b>
Accounts, Audit & Risk Committee	<b>8</b>	<b>7</b>	<b>1</b>	<b>0</b>
Joint Personnel Committee	<b>5</b>	<b>4</b>	<b>1</b>	<b>0</b>
Joint Appeals Panel	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>Proportional Total by Committee</b>	<b>92</b>	<b>76</b>	<b>10</b>	<b>6</b>
<b>Aggregate Entitlement</b>	<b>92</b>	<b>75</b>	<b>11</b>	<b>6</b>
<b>Adjustment Required</b>		<b>- 1</b>	<b>+ 1</b>	<b>-</b>

The Leader of the Conservative Group has indicated to the Chief Executive that the seat to be nominated to the Labour Group is on the Resources and Performance Scrutiny Board. The figures above marked by an asterisk take account of this adjustment.

- (5) That the allocation of seats on committees not subject to political balance requirements be agreed as set out below:

**Allocation of Seats to Non-Proportional Committees**

	<b>TOTAL</b>	<b>CON</b>	<b>LAB</b>	<b>LD</b>
Standards Committee	<b>8</b>	<b>6</b>	<b>1</b>	<b>1</b>
Council and Employee Joint	<b>12</b>	<b>10</b>	<b>1</b>	<b>1</b>
Joint Arrangements Steering Group	<b>5</b>	<b>4</b>	<b>1</b>	<b>0</b>

- (6) That members (and where appropriate, substitute members) be appointed to serve on each of the committees and other bodies as set out below in accordance with the nominations to be made by political groups:

**Overview and Scrutiny Committee**

**Membership (12 members with 3 named substitutes from each group)**

**Conservative (10)**

Cllr Ann Bonner  
Cllr Colin Clarke  
Cllr Chris Heath  
Cllr Melanie Magee  
Cllr Kieron Mallon  
Cllr Alastair Milne Home  
Cllr Jon O'Neill  
Cllr Nigel Randall  
Cllr Dan Sames  
Cllr Lawrie Stratford

**Labour (1)**

Cllr Les Sibley

**Liberal Democrats (1)**

Cllr Tim Emptage

**Substitutes**

**Conservative (3)**

Cllr Tim Hallchurch  
Cllr Lynn Pratt  
Cllr Rose Stratford

**Labour (3)**

Cllr Andy Beere  
Cllr Patrick Cartledge  
Cllr Sean Woodcock

**Liberal Democrats (2)**

Cllr Alaric Rose  
Cllr Douglas Williamson

**Resources and Performance Scrutiny Board**

**Membership (12 members, 2 named substitutes from each group)**

**Conservative (9)**

Cllr Alyas Ahmed  
Cllr Maurice Billington  
Cllr Margaret Cullip  
Cllr Nick Mawer  
Cllr Jon O'Neill  
Cllr Neil Prestidge  
Cllr Nigel Randall  
Cllr Lawrie Stratford  
Cllr Douglas Webb

**Labour (2)**

Cllr Patrick Cartledge  
Cllr Sean Woodcock

**Liberal Democrats (1)**

Cllr Douglas Williamson

**Substitutes**

**Conservative (3)**

Cllr Diana Edwards  
Cllr David Hughes  
Cllr Rose Stratford

**Labour (2)**

Cllr Andy Beere  
Cllr Surinder Dhese

**Liberal Democrats (2)**

Councillor Tim Emptage  
Councillor Alaric Rose

**Planning Committee**

**Membership (18 members, 12 named substitutes)**

**Conservative (15)**

**Labour (2)**

**Liberal Democrats (1)**

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Cllr Ken Atack	Councillor George Parish	Councillor Tim Emptage
Cllr Fred Blackwell	Councillor Les Sibley	
Cllr Colin Clarke		
Cllr Michael Gibbard		
Cllr Chris Heath		
Cllr David Hughes		
Cllr Russell Hurle		
Cllr Mike Kerford-Byrnes		
Cllr James Macnamara		
Cllr Alastair Milne Home		
Cllr Debbie Pickford		
Cllr George Reynolds		
Cllr Trevor Stevens		
Cllr Lawrie Stratford		
Cllr Rose Stratford		

**Substitutes**

<b>Conservative (10)</b>	<b>Labour (1)</b>	<b>Liberal Democrats (1)</b>
Cllr Maurice Billington	Cllr Surinder Dhesi	Cllr Douglas Williamson
Cllr Diana Edwards		
Cllr Andrew Fulljames		
Cllr Melanie Magee		
Cllr Kieron Mallon		
Cllr Jon O'Neill		
Cllr Paul O'Sullivan		
Cllr Lynn Pratt		
Cllr Nigel Randall		
Cllr Barry Wood		

**Personnel Committee**

**Membership (12 members, unnamed substitutes who shall not be members of the Appeals Panel)**

<b>Conservative (10)</b>	<b>Labour (1)</b>	<b>Liberal Democrats (1)</b>
Cllr Ken Atack	Cllr Surinder Dhesi	Cllr Alaric Rose
Cllr Norman Bolster		
Cllr Mike Kerford-Byrnes		
Cllr Melanie Magee		
Cllr Lynn Pratt		
Cllr George Reynolds		
Cllr Lynda Thirzie-Smart		
Cllr Lawrie Stratford		

Cllr Rose Stratford

Cllr Barry Wood

**Licensing Committee**

**Membership (12 seats and 5 substitutes based on proportional representation with each represented party having at least 1 substitute)**

**Conservative (10)**

Cllr Fred Blackwell

Cllr Diana Edwards

Cllr Michael Gibbard

Cllr Tim Hallchurch

Cllr Tony Illott

Cllr Kieron Mallon

Cllr Paul O'Sullivan

Cllr George Reynolds

Cllr Rose Stratford

Cllr Douglas Webb

**Labour (1)**

Cllr George Parish

**Liberal Democrats (1)**

Cllr Alaric Rose

**Substitutes**

**Conservative (3)**

Cllr Margaret Cullip

Cllr Debbie Pickford

Cllr Lynn Pratt

**Labour (1)**

Cllr Andy Beere

**Liberal Democrats (1)**

Cllr Tim Emptage

**Appeals Panel**

**Membership (10 members with no substitutes)**

**Conservative (8)**

Cllr Fred Blackwell

Cllr Colin Clarke

Cllr Diana Edwards

Cllr Tim Hallchurch

Cllr Simon Holland

Cllr Tony Illott

Cllr Paul O'Sullivan

Cllr Douglas Webb

**Labour (1)**

Cllr Sean Woodcock

**Liberal Democrats (1)**

Cllr Tim Emptage

**Accounts, Audit and Risk Committee**

**Membership (8 members with unnamed substitutes)**

**Conservative (7)**

Cllr Colin Clarke

Cllr Andrew Fulljames

Cllr Mike Kerford-Byrnes

**Labour (1)**

Cllr Andrew Beere

**Liberal Democrats (0)**

Cllr Trevor Stevens  
Cllr Lawrie Stratford  
Cllr Rose Stratford  
Cllr Barry Wood

**Joint Personnel Committee**

**Membership (5 members, 3 named substitutes)**

**Conservative (4)**                      **Labour (1)**                      **Liberal Democrats (0)**

Cllr Ken Atack                      Cllr Les Sibley

Cllr Lynn Pratt

Cllr George Reynolds

Cllr Barry Wood

**Substitutes**

**Conservative (2)**                      **Labour (1)**                      **Liberal Democrats (0)**

Cllr Norman Bolster                      Cllr George Parish

Cllr Lawrie Stratford

**Joint Appeals Panel**

**Membership (3 seats, 2 named substitutes)**

**Conservative (2)**                      **Labour (1)**                      **Liberal Democrats (0)**

Cllr Fred Blackwell                      Cllr Sean Woodcock

Cllr James Macnamara

**Substitutes**

**Conservative (1)**                      **Labour (1)**                      **Liberal Democrats (0)**

Cllr Colin Clarke                      Cllr Patrick Cartledge

**Standards Committee**

**Membership (8 members, up to 4 independent members, 2 parish council representatives; 8 substitute members)**

**Conservative (6)**                      **Labour (1)**                      **Liberal Democrats (1)**

Cllr Fred Blackwell                      Cllr Andrew Beere                      Cllr Douglas Williamson

Cllr Tim Hallchurch

Cllr Chris Heath

Cllr Russell Hurle

Cllr Paul O'Sullivan

Cllr Lawrie Stratford

**Substitutes**

**Conservative (6)**                      **Labour (1)**                      **Liberal Democrats (1)**

Cllr Ken Atack                      Cllr Patrick Cartledge                      Cllr Tim Emptage

Cllr Colin Clarke

Cllr Margaret Cullip

Cllr Diana Edwards

Cllr James Macnamara

Cllr Rose Stratford

**Council and Employee Joint Committee**

**Membership (12 seats)**

**Conservative (10)**

Cllr Colin Clarke  
Cllr Margaret Cullip  
Cllr Russell Hurle  
Cllr Tony Illott  
Cllr Melanie Magee  
Cllr Kieron Mallon  
Cllr Nick Mawer  
Cllr Lynn Pratt  
Cllr Nigel Randall  
Cllr Barry Wood

**Labour (1)**

Cllr Patrick Cartledge

**Liberal Democrats (1)**

Cllr Alaric Rose

**Joint Arrangements Steering Group**

**Membership (5 members, 3 substitutes)**

**Conservative (4)**

Cllr Ken Atack  
Cllr Nigel Morris  
Cllr Nicholas Turner  
Cllr Barry Wood

**Labour (1)**

Cllr Les Sibley

**Liberal Democrats (0)**

**Substitutes**

**Conservative (2)**

Cllr Norman Bolster  
Cllr Michael Gibbard

**Labour (1)**

Cllr Patrick Cartledge

**Liberal Democrats (0)**

- (7) That Councillor Rose Stratford be appointed as Cherwell District Council's representative to the County Council Health Overview and Scrutiny Committee.
- (8) That Councillor George Reynolds be appointed Cherwell District Council's representative to the Police and Crime Commissioner Scrutiny Panel.

**Recommendations from Standards Committee**

The Head of Law and Governance submitted a report which enabled Council to consider the recommendations of Standards Committee with regard to the code of conduct to be adopted, and the statutory arrangements to be introduced to investigate and decide on allegations of breach, pursuant to the Localism Act 2011.

**Resolved**

- (1) That the Oxfordshire Code of Conduct (set out in the annex to the minutes as set out in the minute book) with effect from 1 July 2012 or such other date as is legislatively required ("the effective date") and that it be endorsed for adoption by the Town and Parish Councils in Cherwell District be adopted.
- (2) That a free standing Standards Committee from the effective date comprising 8 elected members (7 from the Conservative Group and 1 from the Labour Group with Group Leaders to confirm appointed and substitute members to the Head of Law and Governance prior to the effective date), with the power to co-opt town/parish council members as it sees fit, for the purpose of hearing and determining complaints of Councillor misconduct with the terms of reference (set out in the annex to the minutes as set out in the minute book) be established and that such Committee replace the current Standards Committee.
- (3) That it be agreed that two independent persons be appointed by Council at a future date on the recommendation of a panel comprising two members of the new Committee plus the Head of Law and Governance and that authority to fix an initial allowance payment for such persons be delegated to the Head of Law and Governance in consultation with the Head of Finance and Procurement.
- (4) That authority be delegated to the Head of Law and Governance to take the necessary steps to establish a register of interests for District, Town and Parish Councillors and the required arrangements (including a complaints procedure and a hearing procedure) pending formal consideration by the new Committee in due course.
- (5) That it be agreed that the terms of appointment of Dr Sadie Reynolds and Derek Bacon as independent members of the current Standards Committee be extended until the effective date.

15

**Honorary Aldermen**

The Chief Executive submitted a report which enabled members to consider whether they wished to adopt a scheme for the appointment of Honorary Aldermen/ Alderwomen and Freeman/ Freewomen.

**Resolved**

- (1) That the procedure of appointment for Honorary Aldermen/Alderwomen and Honorary Freeman/Freewomen and their associated roles and privileges be adopted.

16 **A Joint Performance Service, A Joint JMT (Joint Management Team) Support Service**

The Director of Resources and Head of Transformation submitted a report which proposed that the principle of sharing performance, information management and consultation services with South Northamptonshire Council and the principle of a joint JMT (Joint Management Team) support service be adopted as part of the Cherwell District Council policy framework.

**Resolved**

- (1) That the principle of establishing a shared Performance Management team and JMT support team with South Northamptonshire Council as part of the Council's policy framework be adopted.

17 **Developments in Elections and Electoral Registration**

The Chief Executive (as Returning Officer and Electoral Registration Officer) submitted a report which informed Members of the programme of elections to 2015, changes in electoral registration and the annual canvass and to seek delegated power for the Returning Officer to amend the Elections Fees and Charges schedule as a required in light of these developments.

**Resolved**

- (1) That the growth in the electoral and electoral registration programme to 2015 be noted and that officers be requested to submit future reports to Council as appropriate.
- (2) That authority be delegated to the Returning Officer to amend the elections fees and charges schedule in order to address operational requirements as required.

The meeting ended at 7.40 pm

Chairman:

Date: