

Notice of Meeting



17 Queen Street, Pingelly
Western Australia 6308
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Dear Elected Member

A Special meeting of Council will be held on 27 June 2016 in the Council Chambers, 17 Queen Street, Pingelly commencing at 5pm.

The meeting has been called by the President.

The purpose of the meeting is to endorse:

- the Business Case for the BBP Aged Care Alliance
- a new overdraft facility

A handwritten signature in black ink, appearing to be 'G. Pollock'.

Gavin Pollock
Chief Executive Officer

24 June 2016

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Pingelly for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of Pingelly disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Pingelly during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Pingelly. The Shire of Pingelly warns that anyone who has an application lodged with the Shire of Pingelly must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Pingelly in respect of the application.

AGENDA

Shire of Pingelly
Special Council Meeting
27 June 2016

MISSION STATEMENT

To enhance the quality of life for the people of Pingelly through the provision of leadership, services and infrastructure.

DISCLAIMER

INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

PLEASE NOTE:

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Councils decision.

A handwritten signature in blue ink, appearing to be 'G. Pollock', written in a cursive style.

**GAVIN POLLOCK
CHIEF EXECUTIVE OFFICER**

COUNCIL MEETING INFORMATION NOTES

Your Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report to Council.

Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters. On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the Local Government Act 1995 to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the Chairman.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and response is included in the Minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the Chairman of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the Local Government Act 1995, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by staff. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Monday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available in the Shire of Pingelly Office, on the website and the Pingelly Library seventy-two (72) hours prior to the meeting and the public are invited to secure a copy.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 3).

Public Inspection of Unconfirmed Minutes (Reg 13)

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of Pingelly Office and the Shire of Pingelly website within ten (10) working days after the Meeting.

NOTE:

Unopposed Business

Upon a motion being moved and seconded, the person presiding may ask the meeting if any member opposes it.

If no member signifies opposition to the motion the person presiding may declare the motion in sub clause (1) carried without debate and without taking a vote on it.

A motion carried under sub clause (2) is to be recorded in the minutes as a unanimous decision of the Council or committee.

If a member signifies opposition to a motion the motion is to be dealt with according to this Part.

This clause does not apply to any motion or decision to revoke or change a decision which has been made at a Council or committee meeting.

Question Time

This Policy provides guidance to the Presiding Member (noting the provisions of the *Local Government (Administration) Regulation 7*).

Question time is for the asking of questions. General comments, issues for debate etc. are to be progressed through the normal procedure for submitting Agenda items for Council's consideration. Tabled correspondence will not be accepted.

Unless the person is known to all other persons in the Chamber, the Questioner is to state their name and address prior to asking the question.

The Questioner is to stand to address the Presiding Member, unless illness or a physical or other disability prevents him/her from doing so. All questions are to be addressed to the Presiding Member.

The question must be immediately put and may be followed by a brief statement related to the question.

The Presiding Member may respond to the question or may nominate a Councillor or an Officer to respond.

Debate between the Questioner or public and a Councillor or Officer is not permitted.

Questions may not be put by Councillors to the Questioner or other members of the public except for the purpose of clarification.

If the Presiding Member determines that a full and complete answer is unable to be given at that time, the question may be taken on notice. In that case, an answer will be given in writing to the Questioner within 7 days and the response tabled at the next Ordinary Council meeting.

A summary of the question and the response only is to be recorded in the minutes of the meeting.

QUESTION TIME FOR THE PUBLIC

(Please write clearly)

DATE: _____

NAME: _____

TELEPHONE : _____

ADDRESS: _____

QUESTIONS TO THE PRESIDENT:

GENERAL QUESTION / QUESTION RELATED TO THE AGENDA *(strike out which is not applicable)*

ITEM NO	PAGE NO	QUESTION

PLEASE PASS TO THE CHIEF EXECUTIVE OFFICER FOR REFERRAL TO THE PRESIDENT BY 11.00 AM AT THE MEETING, OR BY 10.45AM ON THE DAY OF THE MEETING AT THE SHIRE OF PINGELLY OFFICE, 17 QUEEN STREET, PINGELLY.

Public Question Time – Statutory Provisions – Local Government Act 1995

Time is to be allocated for questions to be raised by members of the public and responded to at every ordinary meeting of a council; and

Such other meetings of councils or committees as may be prescribed.

Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

9A. Question Time for the Public at Certain Meetings – s5.24 (1) (b) Local Government (Administration) Regulations 1996.

Reg 5 For the purpose of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are:

every special meeting of a council; and

every meeting of a committee to which the local government has delegated a power or duty.

Minimum Question Time for the Public – s5.24 (2)

Reg 6 (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is fifteen (15) minutes.

(2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

Procedures for Question Time for the Public – s5.24 (2)

Local Government (Administration) Regulations 1996

Reg 7 (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6 (1) are to be determined:

by the person presiding at the meeting; or

in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of members, having regard to the requirements of sub regulations (2) and (3).

The time allocated to the asking and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.

Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.

Nothing in sub regulation (3) requires:

A council to answer a question that does not relate to a matter affecting the local government;

A council at a special meeting to answer a question that does not relate to the purpose of the meeting;

or

A committee to answer a question that does not relate to a function of the committee.

SHIRE OF PINGELLY

DISCLOSURE OF INTERESTS

TO THE CHIEF EXECUTIVE OFFICER:

Under the Provisions of Division 6 of Part 5 of the Local Government Act 1995, I hereby disclose a Financial Interest/s in the matter/s listed on this form, which is/are scheduled for consideration at the meeting of Council to be held on:

27 June 2016

(Print Name)

(Signature)

(Date)

NOTE: Members of Council are asked to deliver this completed form to the Chief Executive Officer on the day of the Council Meeting as required by the Act. Where this is not practicable the Disclosure/s may be telephoned to the Council Office on 9887 1066 and/or the form subsequently passed to the Chief Executive Officer prior to the meeting.

ITEM NO	PAGE NO	TYPE	REASON

DISCLOSURE OF FINANCIAL INTEREST, PROXIMITY INTEREST AND/OR INTEREST AFFECTING IMPARTIALITY

Chief Executive Officer, Shire of Pingelly

In accordance with Section 5.60-5.65 of the *Local Government Act* and Regulation 34(B) and 34(C) of the *Local Government (Administration) Regulations* and Regulation 11 of the *Local Government (Rules of Conduct) Regulations*, I advise you that I declare a appropriate box):

financial interest (Section 5.60A)

A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

proximity interest (Section 5.60B)

A person has a proximity interest in a matter if the matter concerns a proposed —
(a) change to a planning scheme affecting land that adjoins the person's land;
(b) change to the zoning or use of land that adjoins the person's land; or
(c) development (as defined in section 5.63(5)) of land that adjoins the person's land.

interest affecting impartiality (Regulation 11). I disclose that I have an association with the applicant. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

An interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association but does not include a financial or proximity interest as referred to in section 5.60.

SHIRE OF PINGELLY

Agenda for the Special Meeting of Council to be held in the Council Chambers, 17 Queen Street, Pingelly on 27 June 2016 commencing at 5pm.

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman to declare the meeting open.

1.1 Acknowledgement of Country

I respectfully acknowledge the past and present traditional owners of this land on which we are meeting, the Noongar people. It is a privilege to be standing on Noongar country. I also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the security and wellbeing of all the people of this country where we live and that we share together - Australia

1.2 Reminder

Agreements:

- No talking over each other
- No “side bar” conversations
- Return from breaks punctually
- Mobile phones on silent / no vibrate

As a Councillor we are required to listen:

There are people who, instead of listening to what is being said to them, are already listening to what they are going to say themselves. **Albert Guinon (1863 - 1923)**

Make sure you have finished speaking before your audience has finished listening. **Dorothy Sarnoff**

2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. DISCLOSURES OF INTEREST

7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

8. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

9. REPORTS OF OFFICERS

9.1 OFFICE OF THE CEO

9.1.1 Beverley, Brookton & Pingelly (BBP) Aged Housing – Business Case

File Reference: 00106
Location: Shires of Beverley, Brookton and Pingelly
Applicant: Shire of Pingelly
Author: Gavin Pollock – Chief Executive Officer
Date: 23 June 2016
Disclosure of Interest: Nil
Attachments: Business Case, Appendices and Attachments Attachment 1 behind blue sheet in separate attachments book)
Previous Reference: 19 February 2014 - 11.3 Beverley, Brookton, Pingelly Aged Care Letter of Agreement 19 February 2014 and 4 September 2014 - 11.3.6 Cluster Housing Master Plan

Summary:

Council is requested to accept the business case prepared by the Wheatbelt Development Commission (WDC) and the Shires of Beverley, Brookton and Pingelly Aged Support and Care Solutions Alliance (BBP) for the construction of twenty seven (27) independent living units across the Shires of Beverley, Brookton and Pingelly. It is proposed that seven (7) of these units be constructed in Pingelly with three (3) in 2017-18 and four (4) in 2018-19.

Background:

11.3 Beverley, Brookton, Pingelly Aged Care Letter of Agreement

Recommendation:

11557 – Moved: Cr Mulroney Seconded: Cr Jetta
That Council approve the Shire President and Chief Executive Officer to sign the Shire of Beverley, Brookton and Pingelly Letter of Agreement to Progress Aged Support and Care Solutions.

Carried: 8:0

11.3.6 Cluster Housing Master Plan

11680 - Moved: Cr Morton Seconded: Cr Packer

Recommendation:

That Council endorse the proposed site and support the conceptual plans provided by the Wheatbelt Development Commission, Wheatbelt South.

Council Decision:

That Council endorse the proposed site and support the conceptual plans provided by the Wheatbelt Development Commission, Wheatbelt South. The location of the clustered housing to be within Lot 492 Brown Street and exact placement to be presented back to council for endorsement once funding is approved.

Note: Amended to add: The location of the clustered housing to be within Lot 492 Brown Street and exact placement to be presented back to council for endorsement once funding is approved.

Carried 8:0

Comment:

The Cluster Housing project is subject to funding and if successful it is proposed to construct seven (7) of these units in the Shire of Pingelly with three (3) in 2017-18 and four (4) in 2018-19 financial years.

The proposed site is located within Lot 492 Brown Street on the Pingelly sports ground adjoining and complementing the six (6) Southern Inland Health Indicatives (SIHI) units the Shire of Pingelly will be constructing in the 2016-17 financial year and completed before December 2017.

Both projects will see a total of thirteen (13) independent living units being constructed in the Shire of Pingelly over a three (3) year period.

Consultation:

Shirley Lange – Shire President, Gavin Pollock – Chief Executive Officer, Wheatbelt Development Commission – Wheatbelt South, Shire Councillors during Corporate Discussion Meetings, Pingelly Cottage Homes, Pingelly Somerset House and the Shire's of Beverley, Brookton and Pingelly Aged Support and Care Solutions Alliance (BBP).

Statutory Environment:

Local Government Act Section 3.1 (General Function)

Policy Implications:

The Shire Asset Management, Community Strategic Plan and long Term Financial Plans as part of the review process will need to have this project considered and factored in if deemed to proceed.

Financial Implications:

The project is estimated to cost \$11,921,975 for the construction of twenty seven (27) independent living units across the Shires of Beverley, Brookton and Pingelly.

The Business Case is seeking \$7,888,367 from Royalties for Regions and a contribution of \$4,033,603 from the Shires of Beverley, Brookton and Pingelly making up the \$11,921,975. Please see pages 28 to 31 of the Business Case for a more detailed breakdown of the allocations.

The construction of seven (7) independent living units requires the Shire of Pingelly to contribute up to \$1,534,962 plus \$1,524,003 coming from Royalties for Regions totalling \$3,058,965. The Shire contribution is made up of in kind and financial support. It is estimated that the in kind support will be \$1,110,000 (non cash) and financial support \$424,962 (cash) totalling \$1,534,962.

The Shire's contribution of in kind would be made up of the land being estimated at \$210,000. The remaining \$900,000 of in kind would be made up from accessing newly installed infrastructure such as electrical, sewage, water and telecommunication that will be installed for the new Recreation and Cultural Centre and six (6) Southern Inland Health Indicatives (SIHI) units.

The financial and in kind contributions from the Shire would be split equally over 2017-18 and 2018-19 financial years.

Strategic Implications:

Shire of Pingelly Strategic Plan

Outcome 4.4: A financially sustainable Shire

Strategy 4.4.1: Explore resource sharing opportunities with neighbouring Shires through the Region.

Outcome 1.6: Quality of life for the aged and disabled

Strategy 1.6.1: Support and advocate for services and facilities that meet the needs of the aged and disabled;

Strategy 1.6.2: Support the provision of active ageing activities for seniors;

Strategy 1.6.3: Advocate for an improved Senior Citizens Centre;

Strategy 1.6.4: Assist the expansion of Pingelly Cottage Homes with more independent living units;

Strategy 1.6.5: Support independent life-style choices and advocate for improved ageing in place services.

Voting Requirements:

Absolute Simple Majority

Recommendation:

That Council:

- 1. Supports the Business Case (2015-16) for the Beverley, Brookton and Pingelly Aged Housing Project.**
- 2. Supports the Wheatbelt Development Commission in its application for funding for the Beverley, Brookton and Pingelly Aged Housing Project.**
- 3. Will only progress once the identified leveraged funding in the Business Case is secured by the Wheatbelt Development Commission for the Beverley, Brookton and Pingelly Aged Housing Project.**

Moved: _____

Seconded: _____

9.2 DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES

9.2.1 New Overdraft Facility

File Reference:	00121
Location:	N/A
Applicant:	Grace French, Director Corporate & Community Services
Author:	Grace French, Director Corporate & Community Services
Date:	23 June 2016
Disclosure of Interest:	Nil
Attachments:	Temporary Overdraft Application form – Bendigo Bank (Attachment 2 behind green sheet in separate attachments book)
Previous Reference:	N/A

Summary

Council is required to endorse Management's actions in establishing a temporary Bank Overdraft Facility for \$300,000.00 for the Shire and to authorise the establishment of this facility for the coming years with a limit of \$500,000.00.

Background:

In early April 2016, it became apparent to management that, due to several large grant-funded projects being undertaken in the lead up to the end of the financial year, the Shire's cash flow would likely be effected to the extent that a formal overdraft facility would be required.

Comments:

Given that the first rates income for the new financial year is not usually received until late August, and that nearly all other budget income for 2015/2016 has already been received, cash projections show that an overdraft of \$300,000.00 will be sufficient to assist over the end of financial year period, including the early months of 2016/2017.

Information was sought from Bendigo Bank, the Shire banker, in relation to the required overdraft facility.

It should be noted that purpose of the proposed facility is to assist with the management of the Shire's cash flow – it is not a result of budget variations – and any drawings under the new \$300,000.00 limit are of a temporary nature only and to be repaid as soon as possible.

Consultation:

Bendigo Bank Manager - Martin Nievelstein
Chief Executive Officer – Gavin Pollock

Statutory Environment:

A temporary overdraft application is attached and an item is now required to go to Council under section 6.20(2) of the Local Government Act 1995.

Local Government Act 1995

Part 6 – Financial Management
Division 5 – Financial Local Government Activities

Subdivision 3 – Borrowings

6.20 Power to borrow

- (1) Subject to this Act, a local government may –
- (a) borrow or re-borrow money; or
 - (b) obtain credit; or
 - (c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit,

To enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.

- (2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (“**power to borrow**”) and details of that proposal have not been included in the annual budget for that financial year –

- (a) Unless the proposal is of a prescribed kind, the local government must give one month’s local public notice of the proposal; and
- (b) The resolution to exercise that power is to be by absolute majority.

- (3) Where a local government has exercised a power to borrow a –

- (a) It does not wish to proceed with the performance of the function or the exercise of the power for which the power to borrow was exercised; or
- (b) After having completed the performance of the function or the exercise of the power for which the power to borrow was exercised, any part of the money borrowed, credit obtained or financial accommodation arranged has not been expended or utilized,

the local government may resolve(*) to expend the money or utilize the credit or financial accommodation for another purpose if one month’s local public notice is given of the proposed change of purpose.

**Absolute majority required*

- (4) A local government is not required to give local public notice under subsection (3) –

- (a) where the change of purpose has been disclosed in the annual budget of the local government for the relevant financial year; or
- (b) in such other circumstances as are prescribed

- (5) A change of purpose referred to in subsection (3) is to be disclosed in the annual financial report for the year in which the change occurs.

Local Government (Financial Management) Regulations 1996

20. When local public notice not required for exercise of power to borrow (Act s. 6.20 (2)(a))

- (1) A local government is not required to give local public notice of a proposal to exercise a power to borrow when the power is to be exercised to re-finance a loan or to continue other financial accommodation (whether with the same or another bank or financial institution) except where the re-financing or continuation is a major variation.

(2) In this regulation –

major variation means a variation in the terms of a loan or other financial accommodation which is --

(a) A capitalisation of interest accruals; or

(b) An increase in the term of the loan or other financial accommodation;

re-finance in relation to a loan or other financial accommodation (the **existing loan**), means to borrow an amount (the **new loan**) which is, at the date of the new loan --

(a) Equal to the principal amount owing on the existing loan; or

(b) Not more than \$5 000 more or less than the principal amount owing on the existing loan,

for the principal purpose of paying out the existing loan or preserving the credit originally provided by the existing loan.

21. When a local public notice not required for change of use of borrowed money (Act s. 6.20 (4)(b))

A local government is not required to give local public notice of a proposed change of use of money borrowed where the amount to be used for a purpose other than the purpose for which it was borrowed --

(a) Does not exceed \$5 000 in a financial year; or

(b) Where the money proposed to be borrowed by the local government is to be used to meet expenditure authorised by the mayor or president under section 6.8(1)(c).

Policy Implications:

There are no known significant policy implications.

Financial Implications:

Establishing a permanent overdraft facility will ensure that any future similar cash flow issues will be able to be addressed in an efficient manner.

Establishment fee: Nil

Line fine (*): Nil

Current interest rate applicable to any drawings under this facility is 12.8%.

**Line Fee Frequency*

Strategic Implications:

There are no known significant strategic implications.

Voting Requirements:

Absolute Majority

Recommendation:

That Council, pursuant to section 6.20 of the *Local Government Act 1995*:

- 1. Endorse the Chief Executive Officer in establishing an interim Bank Overdraft Facility with a limit of \$300,000.00 for the Shire of Pingelly;**
- 2. Authorise the establishment of a permanent Bank Overdraft Facility with a limit of \$500,000.00;**
- 3. In 12 months' time review this requirement and the need for a continued Bank Overdraft Facility beyond the 2017/2018 financial year;**
- 4. Advertise its intent to establish a permanent Bank Overdraft Facility in local papers and on the Shire noticeboards for a period of no less than one month prior to the establishment of this facility.**

Moved: _____ Seconded: _____

9.3 DIRECTORATE OF TECHNICAL SERVICES

Nil

10. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

12. CLOSURE OF MEETING

The Chairman to declare the meeting closed