



SHIRE OF SANDSTONE
S E R V E T H E P E O P L E

MINUTES

Ordinary Council Meeting

Thursday 23 April 2020

Held in the Council Chambers, Hack St Sandstone

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**ORDINARY COUNCIL MEETING HELD ON
THURSDAY 23 APRIL 2020
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**ORDINARY COUNCIL MEETING HELD IN
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 23 APRIL 2020**

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) declared the Meeting open at 9.39am.

**2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER AND/OR COUNCILLORS
(without discussion unless otherwise determined)**

Nil

3 ATTENDANCE

3.1 Present

Elected Members

Cr B (Beth) Walton	Shire President (and Presiding member of this Meeting)
Cr C (Carol) Hodshon	Deputy Shire President
Cr F (Freda) May	
Cr D (David) Lefroy	
Cr K (Kerry) Key	
Cr V (Vicki) McQuie	

Staff Members

Mr Harry Hawkins	Chief Executive Officer
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3.2 Apologies

Nil

3.3 Approved Leave of Absence

Nil

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 DECLARATIONS OF INTEREST

6.1 Declarations of Financial Interest

6.2 Declarations of Proximity Interest

6.3 Declarations of Indirect Financial Interest

6.4 Declarations of Impartiality Interest

CEO declared an Interest in Item 14.2 CEO Performance Review.

Cr May declared an interest in item 10.1.3 as her daughter and son in law are business owners affected by COVID-19 tourism shutdown.

7 PUBLIC QUESTION TIME

Nil

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 The ordinary meeting held on the 26 March 2020

Resolution: 23/20

MOVED: Cr McQuie

SECONDED: Cr May

That the Minutes of the Ordinary Meeting of Council held on 26 March 2020 are confirmed as a true and accurate record of proceedings.

CARRIED (6/0)

9 PRESENTATIONS

9.1 Petitions

Nil

9.2 Presentations

Nil

9.3 Deputations

Nil

9.4 Delegates/Councillor's Reports

Cr Lefroy gave a detailed verbal report on the MRVC meeting held in Mt Magnet on 21 April.

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – April 2020

Agenda Reference:	CEO 04/20 - 01
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	17/4/2020
Previous References:	Various
Author:	Harry Hawkins CEO

Summary

The purpose of this report is to advise Council on the status of its decisions from previous Council meetings.

Attachments

Status Update April 2020

Background

It is important that the Council receives an update on the outcome of its resolutions on a regular basis.

Comment

Spreadsheet has been updated to include paving completed at bowling green and update on sale of Police House.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution: 24/20

MOVED: Cr McQuie

SECONDED: Cr Hodshon

That Council accepts the Status Update for April 2020

CARRIED (6/0)

Status Update April 2020

The Status Update is used to provide information to Elected Members regarding the Status of decisions made at Council Meetings:

Meeting Date	Item No	Resolution (Action Required)	Response (Update)	Officer	Timeframe
31/17	10.1.7	That the plaque recognising George Dent at Hack's mine is reinstated and his family is offered the opportunity for a plaque to be placed in the new Heritage Park.	03/05/2017 Letter sent to family of George Dent advising them of Council's decision 19/03/2018 Ceramic photo of George Dent received from his family for inclusion on plaque at Heritage Park		
85/17	10.1.4	That the right of way behind the power station between Rowe and Black Streets is closed	06/10/2017 letters sent to begin process and advertising as per LAA undertaken. 06/11/2017 letter received from Water Corporation with no objection. 10/07/2018 Submission received from Telstra and application for closure sent to Dept of Lands 23/11/2018 Details of new Council resolution and other information sought sent to Dept of Lands 13/06/2019 More information sought by DOL sent as requested		
20/18	10.1.5	Sale of properties for outstanding rates	04/04/2018 Legal process to allow sale has commenced 05/12/2018 Current debt collectors are going out of business and new provider once appointed will be contacted for updated advice 10/12/2019 Email to Development WA requesting they consider the taking back of the lots and for the cost of the outstanding rates.		

76/18	10.1.2	Transfer of management part of reserve 14178 – Caravan Park	Water Corporation advised. Awaiting the return of the CEO. 17/12/2018 Letter accepting part transfer of reserve sent to Water Corporation. 03/05/2019 installation date of early 2020 confirmed for Sandstone plant.	
112/19		Stronger Communities Grant Upgrade Bowling Green	10/12/2019 Advised of successful application to pave and fence bowling green Grant \$10,000. 31/03/2020 Brick paving around Bowling Green completed	
17/20	10.1.2	Sale of Police House	27/03/2020 Sale to be handled by Professionals Geraldton. Put on hold until after Corona Virus restrictions are lifted to limit visitors to town.	

Legend

Category	Status
Not Started	
In Progress	
Completed	

10.1.2 Freeze on Rates and Fees and Charges

Agenda Reference: CEO 04/20 – 02
Location/Address: None
Name of Applicant: None
Disclosure of Interest: None
Date of Report: 14th April 2020
Author: Harry Hawkins Chief Executive Officer

Summary

As a part of the economic stimulus provided to households due to the downturn caused by the restrictions in movements and gatherings due to the corona virus outbreak local governments have been asked by the Minister to impose a freeze on rates and fees and charges for the 2020-2021 financial year.

Attachments

None

Background

The current corona virus pandemic has resulted in the state and commonwealth governments declaring a state of emergency and introducing a number of restrictions on the movement and gathering of people to stop the spread of infection. As many businesses in the state have been affected by the shutdown and have had to stand down and lay off staff the economy at both state and commonwealth level have suffered as stimulus packages have been introduced to support people no longer able to work. It has been suggested that all 3 levels of government should contribute to help and local governments have been asked, among other things, as their contribution to put a freeze on rates and fees and charges.

Comment

Local Governments in Western Australia as the 3rd level of government have been asked to contribute to economic stimulus measures by supporting people doing it tough due to business downturn and forced closures by implementing a freeze on rates and fees and charges. In response WALGA in support of local governments has asked the state government to freeze the annual revaluation of UV rated properties and the revaluation of GRV properties for those areas due this year. Sandstone GRV properties were due to be revalued this year 2019-2020 for the new valuations to be used in 2020-2021 rating year. The state government agreed to consider a valuation freeze although no decision had been received at the date of writing this report. The revaluation would have the effect of reducing/raising rates even though the rate in the dollar had been frozen depending on whether valuations rose or fell.

A minimal 2% increase in rates would have raised an extra \$20,056 providing a freeze in valuations was granted.

Consultation

Shire President

Statutory Environment

Part 5 Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Financial Implications

Reduced Income from rates for 2020-2021 year by approximately \$20,056

Voting Requirements

Simple majority

Resolution: 25/20

MOVED: Cr Lefroy

SECONDED: Cr Hodshon

That Council agree to freeze rates and Fees and Charges for the financial year ended 30 June 2021.

CARRIED (6/0)

Agenda Reference:	CEO 04/20 – 03
Location/Address:	None
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	14 th April 2020
Author:	Harry Hawkins Chief Executive Officer

Summary

As a part of the economic stimulus provided to households due to the downturn caused by the restrictions in movements and gatherings due to the corona virus outbreak local governments have been asked by the Minister to support local business with a waiver of rates for the 2020-2021 financial year.

Attachments

None

Background

The current corona virus pandemic has resulted in the state and commonwealth governments declaring a state of emergency and introducing a number of restrictions on the movement and gathering of people to stop the spread of infection. As many businesses in the state have been affected by the shutdown and have had to stand down and lay off staff the economy at both state and commonwealth level have suffered as stimulus packages have been introduced to support people no longer able to work. It has been suggested that all 3 levels of government should contribute and local governments have been asked, among other things, as their contribution to waive rates on affected local businesses.

Comment

Local Governments in Western Australia as the 3rd level of government have been asked to contribute to economic stimulus measures by supporting people doing it tough due to business downturn and forced closures by implementing a waiver on rates for businesses reliant on tourist trade.

The Shire of Sandstone has 4 businesses that rely on tourist income being the National Hotel, Black Range Tearooms, Outback Accommodation and The Breakaway, a waiver of rates for these businesses will cost \$7,605.

Consultation

Shire President

Statutory Environment

Part 5 Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Financial Implications

Reduced Income from rates for 2020-2021 year by approximately \$7,605

Voting Requirements

Simple majority

Resolution: 26/20

MOVED: Cr Key

SECONDED: Cr Hodshon

That Council agree to waive 50% of rates for the National Hotel, Black Range Tearooms, Outback Accommodation and The Breakaway for the financial year ended 30 June 2021.

CARRIED (3/3)

On the casting vote of the President

10.1.4	Rate Relief Mining Exploration Tenements
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Agenda Reference:	CEO 04/20 – 04
Location/Address:	Shire of Sandstone
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	14 th April 2020
Author:	Harry Hawkins Chief Executive Officer

Summary

Association of Mining and Exploration Companies (AMEC) CEO Warren Pearce has written to the shire asking for relief from local government rates for the 2020-2021 rating year.

Attachments

Letter from AMEC CEO

Background

Like all other areas of the economy mining exploration companies are doing it tough and because their ability to raise capital to support operations in the next 12 months will be severely restricted, they are seeking temporary relief from rates on exploration tenements.

AMEC go on to say that without relief from cost pressures redundancies and company failures will occur and some mining companies may not be around to pay rates in future years.

Comment

The economic downturn due to COVID-19 and the restrictions on movements plus social distancing rules is having an affect on all types of businesses including mining and exploration companies who are seeking temporary relief from Local government rates for the 2020-2021 year. While exploration may still go on at this time it is the economic downturn and their inability to raise funds for the exploration work that is causing them concern.

As mining rates are the main source of income for the shire a rate waiver is out of the question however rate relief of 10% may be able to be absorbed into the budget if Council funded capital projects are wound back.

Consultation

Nil

Statutory Environment

None

Policy Implications

None

Financial Implications

There will be a cost of \$91,044 to the 2020-2021 budget if relief of 10% is given.

Voting Requirements

Simple majority

Resolution: 27/20

MOVED: Cr McQuie

SECONDED: Cr Hodshon

That Council offer a 5% reduction on mining rates for the 2020-2021 year only.

CARRIED (5/1)

10.2 FINANCIAL REPORTS

10.2.1 Financial Statements for the months of March 2020

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 15 April 2020
Author: Harry Hawkins Chief Executive Officer

SHIRE OF SANDSTONE

Summary

The Statement of Financial Activity report for the months ending 31 March are presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

Financial Statements for March 2020

Background

Summary of Funds – Shire of Sandstone as at: 31 March 2020

Municipal Cheque Account - On-line (BWA)	\$2,126,314.84
Municipal Investment Account – On-line (BWA)	\$1,271,657.63
Trust Fund (Bankwest)	\$7,200.00
Reserve Term Deposits (Bankwest)	\$4,337,635.71

Consultation

Finance Officer

Statutory Environment

Local Government (Financial Management) Regulations 1996 - Regulations 34 (1A) and 17.

The Regulations require a Local Government to prepare each month a statement of financial activity, accompanied by relevant documents and that this information must be presented to Council at an ordinary meeting within 2 months after the end of the month.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Resolution: 28/20

MOVED: Cr May

SECONDED: Cr Key

That Council accepts the financial statements for the periods ending 31 March 2020

CARRIED (6/0)

<p>10.2.2 ACCOUNTS UPDATE FOR THE MONTHS OF MARCH 2020 (Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)</p>

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 10 MARCH 2020
Author: Rhonda Miles – Finance Officer
Senior Officer: Harry Hawkins – Chief Executive Officer

Summary

Presented for Council's information is the list of accounts paid in the month from the Municipal Fund and Trust Fund in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*. Payments made through the corporate credit cards as well as income from the Caravan Park and Fuel Sales are included as attachments.

Attachments

10.2.2A to C: The list of accounts (EFT and cheque payments) is attached which will enable Council to see the payments made to the Shire's creditors.

10.2.2D to F: Payments via Credit Cards (CEO and Works Supervisor), Caravan Park Income and Fuel Sales Income.

Background

Council has delegated to the CEO the exercise of its power under Financial Management Regulation 12 to make payments from Municipal Fund and Trust Fund.

The *Financial Management Regulations (Regulation 13 (3))* requires a schedule of payments made through the Shire's bank accounts to be presented to Council.

The lists include details for each payment made incorporating the payee's name, amount of payment, date of payment and a brief transaction description.

Comment

Invoices supporting all payments are available for inspection. Queries regarding any payment should be made through the CEO to the staff member who handles the financial transactions prior to this meeting.

All invoices and vouchers presented to Council have been certified as to receipt of the goods or services and that the amounts shown were due for payment.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Financial Management (Local Government) Regulations 1996 – Regulation 12

Policy Implications

Payments have been made under Council delegation.

Financial Implications

None, funds were available to meet the expenditure.

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution: 29/20

MOVED: Cr May

SECONDED: Cr Hodshon

That Council endorses the March 2020 accounts paid as presented:

Municipal Fund March 2020

- Municipal Printed cheque numbers 105385 - 105394 totalling \$18,640.81
- EFT Payment Numbers 7465 – 7517 totalling \$223,691.83
- Superannuation \$8,230.96, \$7,379.76 & \$7,597.65 totalling \$23,208.47

Trust Fund March 2020

- Trust cheques NIL

Payroll EFT March 2020:

\$31,709.00, \$30,569.00 & \$30,427.00 totalling \$92,705.00

Credit Cards March 2020:

DD 4419.1 totalling \$1,469.01

CARRIED (6/0)

Location/Address:	Shire of Sandstone
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	16 th April 2020
Author:	Harry Hawkins Chief Executive Officer

Summary

Between January 1 and 31 March each financial year a local government is required to review its annual budget for that year.

Attachments

Amended budget statements for the 2019-2020 financial year

Background

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires a review of the annual budget to be undertaken and within 30 days of that review having been carried out it is to be submitted to Council for their consideration of the review and to determine by absolute majority whether to adopt the review, any parts of the review and any recommendations made in that review.

A review of the Shire of Sandstone budget as at the 31st March 2020 was undertaken during April 2020 and the amended budget statements as per that review are attached for Councils attention.

Comment

A summary of the changes made to the 2019 - 2020 annual budget is listed at note 5 on the attached statements for Councils attention. The budget review shows an improvement in the bottom line from a balanced budget to a projected surplus of \$897,562. The major cause is the correction to the opening surplus carried forward from last year of \$775,709 in the adopted budget. Other major changes include an increase of \$30,000 in mining rates, a \$50,000 reduction in interest earned on reserve funds, \$93,778 loss of income from the caravan park and visitor centre partly offset by reduced costs of \$30,260, maintenance at the rec centre and hall carried over from last year of \$50,568, Increase in employee costs administration of \$132,654 most of which relates to the acting CEO costs which will be partly offset by insurance reimbursement and a decrease in plant maintenance costs of \$90,982.

Other changes in the budget included non-cash items of depreciation adjustments and corrections to overheads, plant, and administration allocations.

On advice from Greenfields there may be some flood damage work completed this year and an amount of \$30,000 has been included in expenditure but no income as that is paid after the work is completed and is not expected to be received until next year.

There were also some changes to plant reserve transfers after the decision to purchase a new multi tyre roller that was not included in the original budget.

Once we get closer to the end of the financial year surplus funds will be transferred to the plant reserve which has been depleted by the purchases made this year so that there are funds available for future plant purchases.

Consultation

Works Supervisor

Admin Staff

Statutory Environment

None

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute majority

Resolution: 30/20

MOVED: Cr Key

SECONDED: Cr Lefroy

That Council adopts the 2019-2020 budget review as at 31st March 2020 as presented

CARRIED BY ABSOLUTE MAJORITY (6/0)

10.4 WORKS and SERVICES

10.4.1 WORKS SUPERVISOR'S REPORT April 2020

Agenda Reference: WS 04/20 – 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 16 April 2020
Previous References: Nil
Author: David Holland WS

Summary

1. Crew Movements

The crew have completed the Atley Station Rd and two culverts on the Paynes Find Rd these will be completed with head walls and more gravel in the coming weeks.

While this is happening, they will be on the Paynes Find Rd in a different location due to the situation at the present time, the location of re-sheeting is SLK105 and they will have 4km to complete.

The programmed works that was to be completed will be completed in the next financial year.

2. Maintenance Grader

The operator is now on Sandstone Meekatharra Rd.

3. Contract Maintenance Grader

This contract grader is on the Paynes Find Rd from the bitumen at Sandstone, he will also complete a grade down the Station Access roads in that area and will complete all roads we have asked him to do as part of his tender, he is making very good progress compared to the previous years.

4. Employees

We have been able to get a second truck driver his name is Brett Reeves he has had experience in local government and should fit into the community well coming from Coolgardie.

5. Plant

The new Grader has arrived and is now out working, this completes the plant purchases for this year.

6. Council Discussion/ Information

I have completed costings for next years budget and works program that include;

- Paynes Find Rd SLK 216.50 to 222.39 (RRG)
- Paynes Find Rd SLK 188.70 to 207.80 Council Funding
- Meeka Rd SLK 11.50 to 17.20 Council Funding
- Lake Barley Rd two locations 3.80 to 6.40 and 7.30 to 8.10 R2R
- Various locations for grids and floodways.

The council funded locations can be moved around and shortened as required but with the other funding projects I would leave as is.

I would like to thank the shire for the opportunity to work in Sandstone and hope I have completed some of the out standing works that have been in the process of being done, I may not have been liked and will be the brunt of things that I have completed and may be in some peoples eyes wrong but I do not make any apologies for this, these were tasks I was given and I only did the best for this shire.

As I have said it was with a heavy heart that I had to leave and may be back to do some prospecting in the future, most people have been very helpful and appreciative of what I have done and I thank you all.

From Myself and my Dad thank you all and we may return in the future when this situation ends.

Consultation

Harry Hawkins – CEO

Arthur Wainwright – Leading Hand grader driver

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution: 31/20

MOVED: Cr McQuie

SECONDED: Cr Key

That Council receive the Works Supervisor's Report.

CARRIED (6/0)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

14 MEETING ITEMS CLOSED TO THE PUBLIC

14.1 Meeting Closed to the Public

CONFIDENTIAL ITEMS

Resolution: 32/20

MOVED: Cr Hodshon

SECONDED: Cr McQuie

As the following item relates to a staff matter the meeting should go behind closed doors

CARRIED (6/0)

14.2 CEO ANNUAL PERFORMANCE REVIEW

Agenda Reference: 04/20 – 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: CEO Declares an interest in this item
Date of Report: 15th April 2020
Author: Harry Hawkins – Chief Executive Officer

Summary

Council are to consider the performance review of the CEO.

Attachments

CEO annual performance review form (Provided earlier by email)

Background

Council pursuant to Section 5.38 of the Local Government Act 1995 is required to undertake an annual performance review for the Chief Executive Officer.

Comment

The purpose of the performance review is for the Council to consider the general and key performance areas that the Council have set and to give the CEO direction for the following year.

An assessment form has been circulated to all Councillors by email and should be returned to the Shire President at the meeting on the 23rd April. This assessment should form the basis of discussions during the performance review process.

The Council need to determine whether the objectives within the performance criteria have been met.

Consultation

Shire President

Statutory Environment

Section 5.38 of the Local Government Act 1995.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution: 33/20

Moved Cr McQuie

Seconded Cr Key

That Council acknowledge the satisfactory performance of the CEO against key performance areas and objectives.

CARRIED (6/0)

Resolution: 34/20

Moved Cr Hodshon

Seconded Cr Key

That the Council come from behind closed doors

CARRIED (6/0)

14.2 Public Reading of Resolution

TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 28 May 2020.

15 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at 12.15pm.

CERTIFICATION

I, _____, certify that the Minutes of the Meetings held on 26 March 2020, as shown, were confirmed as a true and accurate record at the Meeting held on 23 April 2020.

(Presiding Member)