



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

# **MINUTES**

Ordinary Council Meeting

Thursday 26 March 2020

Held in the Council Chambers, Hack St Sandstone

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**ORDINARY COUNCIL MEETING HELD ON  
THURSDAY 26 March 2020  
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**ORDINARY COUNCIL MEETING HELD IN  
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 26 March 2020**

**1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS**

The Presiding Member, Cr Bethel Walton (Shire President) declared the Meeting open at 12.30pm.

**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         |
| Mr David Holland | Works Supervisor (from 12.37pm) |

**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**

## **7 PUBLIC QUESTION TIME**

Nil

## **8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

- 8.1 The ordinary meeting held on the 27 February 2020**

### **Resolution 15/20**

**MOVED: Cr Key**

**SECONDED: Cr Lefroy**

That the Minutes of the Ordinary Meeting of Council held on 27 February 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 verbal report on the MRVC meeting held in person and by teleconference in Mt Magnet on the 25 March 2020 attended by Cr Hodshon and himself.

The Shire President gave a verbal report on the Regional Road Group Murchison sub-group meeting held by teleconference on the 19<sup>th</sup> March 2020.

The CEO gave a verbal report on the WALGA webinar held on the 20<sup>th</sup> March 2020 regarding COVID-19 and Local Governments role in mitigation.

## **10 OFFICERS REPORTS**

### **10.1 CHIEF EXECUTIVE OFFICER'S REPORTS**

#### **10.1.1 Status Report Update – March 2020**

**Agenda Reference:** CEO 03/20 - 01  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 19/03/2020  
**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 March 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 items from the February 2020 meeting.

#### **Consultation**

Nil

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Nil

### Voting Requirements

Simple majority

### Resolution 16/20

**MOVED:** Cr Lefroy

**SECONDED:** Cr McQuie

That Council accepts the Status Update for March 2020

**CARRIED (6/0)**

### Status Update March 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. | <b>03/05/2017</b> Letter sent to family of George Dent advising them of Council's decision <b>19/03/2018</b> 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  | <b>06/10/2017</b> letters sent to begin process and advertising as per LAA undertaken. <b>06/11/2017</b> letter received from Water Corporation with no objection. <b>10/07/2018</b> Submission received from Telstra and application for closure sent to Dept of Lands <b>23/11/2018</b> Details of new Council resolution and other information sought sent to Dept of Lands <b>13/06/2019</b> More information sought by DOL sent as requested |         |           |
| 20/18        | 10.1.5  | Sale of properties for outstanding rates   | <b>04/04/2018</b> Legal process to allow sale has commenced<br><b>05/12/2018</b> Current debt collectors are going out of business and new provider once appointed will be contacted for updated advice<br><b>10/12/2019</b> Email to Development WA requesting they consider the taking back of  |         |           |



|               |               |   |  |  |
|---------------|---------------|---|--|--|
|               |               |   | the lots and for the cost of the outstanding rates.  |  |
| <b>76/18</b>  | <b>10.1.2</b> | Transfer of management part of reserve 14178 – Caravan Park | Water Corporation advised. Awaiting the return of the CEO.<br><b>17/12/2018</b> Letter accepting part transfer of reserve sent to Water Corporation.<br><b>03/05/2019</b> installation date of early 2020 confirmed for Sandstone plant. |  |
| <b>112/19</b> |               | Stronger Communities Grant Upgrade Bowling Green            | <b>10/12/2019</b> Advised of successful application to pave and fence bowling green Grant \$10,000   |  |

### Legend

| Category    | Status |
|-------------|--------|
| Not Started |        |
| In Progress |        |
| Completed   |        |

### 10.1.2 Sale of Old Police House

**Agenda Reference:** CEO 03/20 – 02  
**Location/Address:** 18 Oroya Street Sandstone  
**Name of Applicant:** None  
**Disclosure of Interest:** None  
**Date of Report:** 17<sup>th</sup> March 2020  
**Author:** Harry Hawkins Chief Executive Officer

### Summary

Council resolved at the February 2020 meeting to sell the old police house at 18 Oroya Street by private treaty. The CEO seeks confirmation on if the sale should be handled by a licensed real estate agent which is the preferred option or if it is to be handled in house.

### Attachments

Copy of schedule of selling fees from the Professionals Geraldton.

## **Background**

At the Council meeting held on 27<sup>th</sup> February 2020 Council rescinded an earlier motion to sell the old police house by public tender and resolved to sell it by private treaty.

Private treaty is the process by which a majority of real estate in Western Australia is sold where a property is advertised for a particular price and offers are invited. Sales by private treaty are most often undertaken by licensed real estate agents but can be done privately by the vendor.

## **Comment**

Resolution 15/20 from the February 2020 meeting was as follows, *That Council authorise the CEO to dispose of the property known as the Old Police House situated 18 Oroya Street Sandstone with a sale price of \$65,000 or nearest offer by private treaty and ensure all requirements of the LGA 1995 Act section 3.58 – Disposing of Property are met.*

The Professionals Geraldton who handled the sale of the former MRAC houses were contacted to get an idea of the selling fees and their response is attached. These fees include marketing costs which include listing on online portals, print advertising in the local newspaper the Midwest Times which circulates throughout the district and a flyer in their office window.

At less than \$5,000 after the refund of the GST the additional exposure and help from a real estate agent would seem to be good value and could help to get a quicker sale. If there is no sale no fees are payable while if staff were to try and sell the house costs would be incurred whatever the outcome.

## **Consultation**

Shire President

## **Statutory Environment**

Section 3.58 of the Local Government Act 1995

## **Policy Implications**

Nil

## **Financial Implications**

May result in lower net income after fees

## **Voting Requirements**

Simple majority

## **Resolution 17/20**

**MOVED: Cr Key**

**SECONDED: Cr May**

That Council agree to the Chief Executive Officer engaging a real estate agent to assist in the sale of the Old Police House at 18 Oroya Street Sandstone at a fee no more than \$5,000 before GST.

**CARRIED (6/0)**

|               |   |
|---------------|---|
| <b>10.1.3</b> | <b>Caravan Park Operations – Corona Virus</b> |
|---------------|---|

**Agenda Reference:** CEO 03/20 – 03  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** None  
**Disclosure of Interest:** None  
**Date of Report:** 18<sup>th</sup> March 2020  
**Author:** Harry Hawkins Chief Executive Officer

**Summary**

Council to close down the Alice Atkinson Caravan Park for this tourist season to protect vulnerable staff and residents in the community from the risks posed by visitors from interstate/overseas bringing in the corona virus.

**Attachments**

Nil

**Background**

Due to risks associated with the spread of the corona virus COVID 19 Council is being asked to endorse the closing of the caravan park to visitors particularly from interstate until further notice.

The purpose of this closure is not to protect visitors but to protect vulnerable staff and community members.

**Comment**

The risks associated with COVID 19 are well known and the number of infections in WA and other states and territories are rising rapidly and are expected to continue to rise. Although there have been no confirmed cases of community transmission in Western Australia at the time of writing this report it is thought by many experts as only a matter of time before this happens.

WA Premier Mark McGowan on the 18<sup>th</sup> March 2020 advised residents not to travel interstate unless it was for work or other essential purposes and the “Do it in WA’ tourism campaign has been suspended.

Consideration will need to be given to other business’s in town including the Black Range Tea Rooms and the National Hotel who earn most of their income during the tourist season and will be affected by the reduction in tourists staying in town due to this decision.

**Consultation**

Shire President

**Statutory Environment**

None

## Policy Implications

None

## Financial Implications

There will be a cost to Council in the order of up to \$15,000 per month.

## Voting Requirements

Simple majority

## Resolution 18/20

**MOVED: Cr Lefroy**

**SECONDED: Cr McQuie**

That Council endorse the decision to close the Alice Atkinson Caravan Park and the Sandstone Visitor Centre/Museum due to COVID 19 (corona virus) for 3 months to the end of June 2020 when this decision will be reviewed.

**CARRIED (6/0)**

### 10.1.4 Barrambie Titanium Mobile Crushing Facility - Invitation to Comment

**Agenda Reference:** CEO 03/20 – 04  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** None  
**Date of Report:** 18 March 2020  
**Author:** Harry Hawkins Chief Executive Officer

#### Summary

The Department of Water and Environmental Regulation has sent the shire the Works Approval application and supporting documents for the Barrambie Titanium project and invited the shire to comment before an approval decision is made.

#### Attachments

Works Approval Application  
Supporting Documents  
Invitation to Comment

#### Background

Australian Titanium, a wholly owned subsidiary of Neometals Limited, proposes to develop the Barrambie Vanadium and Titanium Project. The Project is located approximately 75 kilometres northwest of Sandstone adjacent to the Sandstone Meekatharra Road.

This project has been in planning for several years and the proponents in November 2018 met with the Shire President and CEO to discuss their current plans for the project and the benefits and affects on the Sandstone townsite.

## **Comment**

Australian Titanium under the name Neo Metals have been exploring the Barrambie site for several years and have found a sizable deposit of Titanium. Their plans were to find a buyer in China for the material and to truck it to Geraldton through Sandstone using the Meekatharra Sandstone and Sandstone Wiluna Roads to the Mount Magnet Sandstone Road. This was to initially be a 50,000 tonne trial and if the product was accepted by the buyer full scale mining would commence.

Given the location and work that is already being undertaken at the Barrambie site the only new environmental issue with this approval may be dust suppression and plans to deal with this is covered in the supporting documents to the application.

The other issue that will arise if they are crushing ore is the need for a road maintenance agreement to be entered into prior to trucks using shire roads to transport the product to port, however that is not covered by this application. In previous discussions with Australian Titanium it was agreed no formal road user agreement would be required for the trial which would provide us with an indication of the damage this operation would cause to the roads and form the basis of an agreement prior to full mining operations commencing.

No recent communication has been received from either Australian Titanium or Rivet Mining Services in regard to using our roads or the trial and mining at the site prior to this invitation.

## **Consultation**

Works Supervisor

## **Statutory Environment**

Section 54 of the Environment Protection Act 1986

## **Policy Implications**

Nil

## **Financial Implications**

Nil

## **Voting Requirements**

Simple Majority

## **Resolution 19/20**

**MOVED: Cr McQuie**

**SECONDED: Cr Lefroy**

That the shire advises the Department of Water and Environmental Regulation that Council has no comment or environmental conditions to add to this application.

**CARRIED (6/0)**

## 10.2 FINANCIAL REPORTS

### 10.2.1 Financial Statements for the months of January and February 2020

**Location:** Shire of Sandstone  
**Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 19 March 2020  
**Author:** Harry Hawkins Chief Executive Officer

#### Summary

The Statement of Financial Activity report for the months ending 31 January & 29 February are presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

#### Attachments

Financial Statements for January and February 2020

#### Background

#### Summary of Funds – Shire of Sandstone as at: 31 January 2020

|  |                |
|--|----------------|
| Municipal Cheque Account - On-line (BWA)     | \$163,384.40   |
| Municipal Investment Account – On-line (BWA) | \$471,425.75   |
| Trust Fund (Bankwest)                        | \$7,180.00     |
| Reserve Term Deposits (Bankwest)             | \$5,226,596.41 |

#### Summary of Funds – Shire of Sandstone as at: 29 February 2020

|  |                |
|--|----------------|
| Municipal Cheque Account - On-line (BWA)     | \$923,082.49   |
| Municipal Investment Account – On-line (BWA) | \$471,549.40   |
| Trust Fund (Bankwest)                        | \$7,200.00     |
| Reserve Term Deposits (Bankwest)             | \$4,327,793.37 |

#### 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 20/20**

**MOVED: Cr Lefroy**

**SECONDED: Cr Key**

That Council accepts the financial statements for the periods ending 31 January 2020 & 29 February 2020.

**CARRIED (6/0)**

|  |
|--|
| <b>10.2.2 ACCOUNTS UPDATE FOR THE MONTHS OF JANUARY &amp; FEBRUARY 2020<br/>(Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)</b> |
|--|

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Sandstone                      |
| <b>Applicant:</b>              | Shire of Sandstone                      |
| <b>Disclosure of Interest:</b> | Nil                                     |
| <b>Date of Report:</b>         | 10 MARCH 2020                           |
| <b>Author:</b>                 | Rhonda Miles – Finance Officer          |
| <b>Senior Officer:</b>         | 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 21/20**

**MOVED: Cr McQuie**

**SECONDED: Cr Lefroy**

That Council endorses the January 2020 accounts paid as presented:

### Municipal Fund January 2020

- Municipal Printed cheque numbers 105368 - 105377 totalling \$21,436.71
- EFT Payment Numbers 7384 – 7418 totalling \$211,084.20
- Superannuation \$7,343.80 & \$8,300.61 totalling \$15,644.41

### Trust Fund January 2020

- Trust cheques NIL

### Payroll EFT January 2020:

\$34,034.00 & \$33,645.00 totalling \$67,679.00

### Credit Cards January 2020:

DD 4351.1 totalling \$1,468.98

.....  
That Council endorses the February 2020 accounts paid as presented:

### Municipal Fund February 2020

- Municipal Printed cheque numbers 105378 - 105384 totalling \$18,937.24
- EFT Payment Numbers 7419 – 7464 totalling \$527,019.24
- Superannuation \$8,667.14 & \$9,147.43 totalling \$17,814.57

### Trust Fund February 2020

- Trust cheques NIL

### Payroll EFT February 2020:

\$32,282.00 & \$34,104.00 totalling \$66,386.00

### Credit Cards February 2020:

DD 4384.1 totalling \$1,332.62

**CARRIED (6/0)**

## 10.4 WORKS and SERVICES

### 10.4.1 WORKS SUPERVISOR'S REPORT March 2020

**Agenda Reference:** WS 03/20 – 01  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** None  
**Date of Report:** 19 March 2020  
**Previous References:** Nil  
**Author:** David Holland WS

#### Summary

##### 1. Crew Movements

The crew are now on the Paynes Find Rd and Atley Station Rd completing programmed works.

##### 2. Maintenance Grader

The operator has completed Menzies Rd after the flooding over Jan, and is now on the Yeelirrie Rd.

##### 3. Contract Maintenance Grader

This contract grader has started 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.

##### 4. Employees

Being short of two employees I have put on one person on as a contracted employee for 6 months to start and will look at this over time. With the other position left open after one of the truck drivers left, we will have to readvertise and start looking at contractors coming in to take up the slack for the larger projects only.

##### 5. Plant

The new Grader to arrive and be fitted out by Westrac this should happen at the end of March and we should take delivery soon, this will complete the plant purchases.

I have purchased the new ride on mower for the caravan park and our oval as discussed at Council in the February meeting, I have purchased a new Toro ride on with the same extras on it as we have now.

##### 6. Council Discussion

I would ask Council to consider what roads they would like to complete next year so I can complete estimates for the works to be added to the Budget.

Roads that will be completed due to RRG works will be Paynes Find Rd approximately 5.89km from SLK 216.50 to 222.39.

As our total amount was adjusted down the CEO received a email from the Federal Government asking for projects that were ready to be completed so we have put the rest of the works asked for through the RRG on Paynes Find Rd plus an extra 3km to be started on the 1<sup>st</sup> July 2020, this will complete the graveling to the boundary.

## **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 22/20**

### **Moved Cr Key**

### **Seconded Cr Lefroy**

- (1) 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**

### **14.2 Public Reading of Resolutions to be made Public**

## **TIME and DATE of NEXT MEETING**

The next scheduled Ordinary Council Meeting will be held on Thursday 23 April 2020.

**15 CLOSURE OF MEETING**

There being no further business, the Shire President closed the meeting at 2.00pm.

**CERTIFICATION**

I, Bethel Walton, certify that the Minutes of the Meetings held on 27 February 2020, as shown, were confirmed as a true and accurate record at the Meeting held on 26 March 2020.

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**(Presiding Member)**