
MINUTES

THURSDAY 7 MARCH 2007

9.21AM

**Committee Room 1
Ground Floor, Council Offices
101 Wakefield Street
Wellington**

MEMBERS:

Mayor Prendergast (9.21 – 10.30am, 10.57 – 12.03pm, 2.23 – 2.56pm)
Councillor Armstrong (Chair)
Councillor Ahipene-Mercer (9.21 – 10.32am, 10.49 – 2.56pm)
Councillor Cook (9.21 – 12.56pm, 1.10 – 2.28pm)
Councillor Foster
Councillor Gill (9.21 – 1.50pm, 1.59 – 2.56pm)
Councillor Goulden (9.21 – 11.48am, 12.43 – 12.56pm, 1.02 – 1.50pm)
Councillor McKinnon (10.47 – 12.03pm, 12.41 – 2.56pm)
Councillor Morrison
Councillor Pepperell (9.21 – 10.30am, 10.50 – 2.56pm)
Councillor Ruben
Councillor Shaw (9.21 – 2.22pm, 2.29 – 2.56pm)
Councillor Wain
Councillor Wade-Brown

APOLOGIES:

Councillor Ritchie
Councillor McKinnon (lateness)
Councillor Cook (early departure)
Mayor Prendergast (part of meeting)

042/07P **APOLOGIES**
(1215/52/IM)

RESOLVED:

THAT the Strategy and Policy Committee:

1. *Accept apologies for absence from Councillor Ritchie.*
2. *Accept apologies for lateness from Councillor McKinnon.*
3. *Accept apologies for early departure from Councillor Cook and Mayor Prendergast for part of the meeting.*

043/07P **CONFLICT OF INTEREST DECLARATIONS**
(1215/52/IM)

NOTED:

1. Mayor Prendergast declared that she had a conflict of interest in regarding line item CX409, Central City Squares and Parks in Report 2 and would withdraw from discussion and voting on this issue.
2. Councillor Shaw declared that he had a conflict of interest regarding line item C659, Carter Observatory in Report 8 and would withdraw from discussion and voting on this issue.
3. Councillor McKinnon was absent when conflict of interests were called for, but indicated in 057/07P that he had a conflict of interest relating to line item C666, New Zealand Portrait Gallery and would withdraw from debate and voting on the matter.

044/07P **ORDER OF BUSINESS**
(1215/52/IM)

RESOLVED:

THAT the Strategy and Policy Committee:

1. *Agree to take Report 2 - "2007/08 Capex Programme" at the conclusion of Report 3 - "2007/08 Draft Annual Plan: New Initiatives".*

045/07P **PUBLIC PARTICIPATION**
(1215/52/IM)

NOTED:

1. Fraser Jackson speaking on behalf of Friends of the Tawa Bush Reserve addressed the Committee regarding Report 4 – “Ten Year Implementation Plan for the Open Space Access Plan”. Mr Jackson noted concern that under Option 3, implementation of the plan is outside the 10 year plan. He also noted that the plan does not allow enough funding for local community projects. He expressed support for Option 4 of the report.

046/07P **FUNDING AND ACTIVITY REVIEW WORKING PARTY REPORT BACK: ACTIVITY REVIEW FINDINGS**

Report of Councillor Shaw – Chair, Funding and Activity Review Working Party.

(1215/52/IM)

(REPORT 1A)

Moved Councillor Shaw, seconded Councillor Armstrong, the substantive motion.

Recommendations 1 and 2b were PUT and declared CARRIED on voices.

Recommendation 2a was PUT and DIVISION called.

Voting for: Mayor Prendergast, Councillors Ahipene-Mercer, Armstrong, Cook, Gill, Morrison, Shaw and Wain.

Voting against: Councillors Foster, Goulden, Pepperell, Ruben and Wade-Brown.

Majority vote: 8:5

Recommendation 2a was declared CARRIED.

RESOLVED:

THAT the Strategy and Policy Committee:

1. *Note the recommendations of each Activity Review in table 1 of the working party report..*
2. *Agree that the following changes be made for the 2007/08 Draft Annual Plan and future years include:*

- a. *Increase C145 External Relations funding by \$100,000 to allow greater emphasis on exploitation for business opportunities.*
- b. *Decrease C582 Creative workforce by \$75,000 to exit some parts of the underperforming celebrating success initiatives.*

047/07P **FUNDING AND ACTIVITY REVIEW WORKING PARTY REPORT BACK: ASSET MANAGEMENT PLANS**
 Report of Councillor Shaw – Chair, Funding and Activity Review Working Party.
 (1215/52/IM) (REPORT 1B)

Moved Councillor Shaw, seconded Councillor Wade-Brown, the substantive motion.

The substantive motion was PUT and declared CARRIED on voices.

RESOLVED:

THAT the Strategy and Policy Committee:

1. *Receive the information.*
2. *Note that the Funding and Activity Review Working Party have examined and accepted levels of service in all the Asset Management Plans.*
3. *Note that the financial implications of these plans have been used as the basis for the Draft Annual Plan processes undertaken by Council for 2007/08.*
4. *Approve the current levels of service in the Asset Management Plans.*

048/07P **FUNDING AND ACTIVITY REVIEW WORKING PARTY REPORT BACK: REVIEW OF REVENUE AND FINANCING POLICY**
 Report of Councillor Shaw – Chair, Funding and Activity Review Working Party.
 (1215/52/IM) (REPORT 1C)

Moved Councillor Shaw, seconded ~~Mayor Prendergast~~ Councillor Gill (for Mayor Prendergast who left the meeting at 12.03pm), the substantive motion.

Moved Councillor Morrison, seconded Councillor Wain the following amendment.

New 8:

- “8. Agree that Council costs associated with licensing, monitoring and enforcing sandwich boards, retail displays, trading in public and outdoor seating be recovered through:
- a. Sandwich boards, retail displays and trading in public places permissions at 50 percent user charges and 50 percent general rate, and
 - b. Outdoor seating at 65 percent user charges and 35 percent general rate.”

Noting that no charges are proposed in relation to the costs associated with Street Performance and Busking and Street Appeals and Charity Fundraising activities.

Moved Councillor Shaw, the procedural motion that the amendment be PUT.

The procedural motion FAILED for want of a seconder.

(Mayor Prendergast left the meeting at 10.30am.)

(The meeting adjourned at 10.32am for morning tea. When the meeting reconvened at 10.47am Mayor Prendergast and Councillors Ahipene-Mercer and Pepperell were not present.)

(Councillor McKinnon joined the meeting at 10.47am.)

(Councillor Ahipene-Mercer returned to the meeting at 10.49am)

(Councillor Pepperell returned to the meeting at 10.50am.)

(Mayor Prendergast returned to the meeting at 10.57am.)

(The meeting adjourned at 11.07am and reconvened at 11.13am.)

The amendment was PUT and a DIVISION called.

Voting for: Councillors Gill, Goulden, McKinnon, Morrison, Pepperell, Ruben and Wain.

Voting against: Mayor Prendergast, Councillors Ahipene-Mercer, Armstrong, Cook, Foster, Shaw and Wade-Brown.

Majority vote: 7:7

The amendment was declared LOST on the Chair's CASTING VOTE.

(Mayor Prendergast left the meeting at 12.03pm.)

(Councillor Goulden left the meeting at 11.48pm.)

Moved Councillor Cook, seconded Councillor Ahipene-Mercer the following amendment to Recommendation 3.

“Remove the Childs DVD charge of .50 cents from the schedule in Appendix 1.”

The amendment was PUT and a DIVISION called.

Voting for: Councillors Ahipene-Mercer, Cook, Pepperell, Ruben and Wade-Brown.

Voting against: Mayor Prendergast and Councillors Armstrong, Foster, Gill, McKinnon, Morrison, Shaw and Wain.

Majority vote: 5:8

The amendment was declared LOST.

(The meeting adjourned at 12.03pm for lunch and when the meeting reconvened at 12.37pm Councillors Ahipene-Mercer, Armstrong, Cook, Foster, Gill, Morrison, Pepperell, Ruben, Shaw, Wade-Brown and Wain were present.)

(Councillor McKinnon returned to the meeting at 12.41pm.)

(Councillor Goulden returned to the meeting at 12.43pm.)

Moved Councillor Foster, seconded Councillor Armstrong the following amendment.

“12. Agree to revise the Council’s rating policy to reflect an increase in the fixed charge component of residential water rates from \$100 (plus GST) to \$300 (plus GST), with a corresponding reduction in rate per dollar of capital value component.”

Moved Councillor Gill, seconded Councillor Wade-Brown the Procedural Motion that the amendment be PUT.

The Procedural Motion was PUT and declared LOST on voices.

(The meeting was adjourned at 12.56pm. The meeting reconvened at 1.01pm, Councillors Cook and Goulden were not present.)

(Councillor Goulden returned to the meeting at 1.02pm.)

The amendment was PUT and a DIVISION called.

Voting for: Councillors Armstrong, Foster, McKinnon, Morrison and Wain.

Voting against: Councillors Ahipene-Mercer, Gill, Goulden, Pepperell, Ruben, Shaw and Wade-Brown.

Majority vote: 5:7

The amendment was declared LOST.

Recommendations 1-10 of the substantive motion were PUT and declared CARRIED on voices.

Recommendation 11 of the substantive motion was PUT and a DIVISION called.

Voting for: Councillors Ahipene-Mercer, Armstrong, Foster, McKinnon, Morrison, Shaw, Wade-Brown and Wain.

Voting against: Councillors Gill, Goulden, Pepperell and Ruben.

Majority vote: 8:4

Recommendation 11 was declared CARRIED.

RESOLVED AND RECOMMENDED TO COUNCIL:

THAT the Strategy and Policy Committee:

1. *Receive the information.*
2. *Note that volume and price changes proposed as a result of this review result in a reduction in rates requirement of \$2.29 million from the "business as usual" position presented to the 13 December 2006 workshop.*
3. *Approve changes to fees and charges as detailed in Appendix 1 of this report.*
4. *Approve the amendment of the Revenue and Financing Policy, as contained in the 2006/07 LTCCP and request officers to prepare a Statement of Proposal to reflect the following:*
 - a. *Development Control and Facilitation – Amend User Charges funding target from 40% to 45%*

- b. *Public Health – Amend User Charges funding target from 50% to 45%*
 - c. *Promoting and Hosting Cultural Events – Amend User Charges funding target from 35% to 25%*
 - d. *Swimming Pools – Amend user charges funding target from 45% to 40%*
 - e. *Community Centres and Halls – Amend user charges funding target from 20% to 2%*
5. *Request officers to develop a proposal for compulsory water metering of all rating units within the commercial, industrial and business rating differential for consideration by the Strategy and Policy Committee with a view (if viable) to introduction for the 2008/09 rating year.*
 6. *Request officers to further consider alternative options for sewerage rating of commercial properties over during 2007/08 in conjunction with the development of the Council's Trade Waste Policy.*
 7. *Notes that the existing utility rating policy is appropriate to cope with the potential introduction of wind farm utility infrastructure onto the Council's rating database.*
 8. *Agree that the full Council costs associated with licensing, monitoring and enforcing outdoor seating, sandwich board and trading in public places pavement permissions and 50% of the cost of retail displays be recovered through user fees, noting that no charges are proposed in relation to the cost associated with Street Performance & Busking and Street Appeals & Charity Fundraising activities.*
 9. *Agree to revise within the Council's rating policy, the minimum value at which a rating unit with both a residential and non-residential use component must be 'divided' for rating purposes from \$500,000 to \$800,000.*
 10. *Agree to modify, within the Council's rating policy, the definition of the Downtown Area to "...the downtown area refers to the area designated as the "Central Area" under the Wellington City District Plan shown on map 32 as reprinted on 02/11/2005 and operative as at that date."*
 11. *Note that the Revenue and Financing Policy outlines a shift in the commercial and residential rating differential from 4.4 in 2006/07 to 3.8 in 2007/08.*

NOTED:

1. The resolution differs from the recommendations in the officer's report as follows:

The Committee added the text in **bold**.

049/07P **2007/08 DRAFT ANNUAL PLAN: NEW INITIATIVES**
 Report of Baz Kaufman – Corporate Planner.
 (1215/52/IM) (REPORT 3A)

Moved Councillor Armstrong, seconded Councillor Ruben the substantive motion with amendments accepted with the leave of the meeting.

(Councillor Cook returned to the meeting at 1.10pm.)

NOTED:

Under Standing Order 139, the Chair requested that disruptive behaviour by Councillor Goulden be noted in the minutes.

(Councillor Goulden left the meeting at 1.50pm.)

The substantive motion was PUT and declared CARRIED on voices.

(Councillor Gill left the meeting at 1.51pm.)

RESOLVED AND RECOMMENDED TO COUNCIL:

THAT the Strategy and Policy Committee:

1. *Receive the information.*
2. *Agree to the new initiatives at the level indicated in schedule 1 (attached to the officers report)*
 - a) *Inner city living demonstration project*
 - b) *Events development fund: additional funding*
 - c) *Museums Trust*
 - d) *Anti-graffiti flying squad*
 - e) *CPI increases for grants*
 - f) *Extension of eastern carpark at the Wellington Regional Aquatic Centre*
 - g) *Community centre operations*
 - h) *Community ICT contract adjustments*
 - i) *Sports **and active recreation** grants*

- j) *Tsunami warning system*
- k) **Provision of a wet hostel with the following conditions:**
 - a. **That Capital Coast District Health Board confirm their commitment of \$500,000 over two years.**
 - b. **That sufficient funding to complete the project is confirmed from other sources prior to the release of Council funding.**
 - c. **That no further Council funding is available at the end of the two year commitment.**
- l) *Khandallah hall concept plan*
- m) *Video conferencing*
- n) **Housing Development Plan**

NOTED:

The resolution differs from the recommendations in the officer's report as follows:

The Committee added the text in **bold**.

050/0P **RESOLUTION TO EXCLUDE THE PUBLIC**
(1215/52/IM)

Moved Councillor Armstrong, seconded Councillor Shaw, the motion to exclude the public.

The motion to exclude the public was PUT and declared CARRIED on voices.

RESOLVED:

THAT the Strategy and Policy Committee:

Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

Report 3B: New Initiatives

Grounds: Section 48(1)(a) Local Government Official Information and Meetings Act – that public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

Reason: Section 7(2)(b) protect information where the making available of the information would be likely to unreasonably prejudice the commercial position of Council.

Section 7(2)(i) to enable the Council to carry out negotiations without prejudice or disadvantage.

(The meeting went into public excluded session at 1.52pm.)

(For item 051/07, please see the public excluded minutes.)

(The meeting returned to open session at 1.59pm.)

052/07P **2007/08 CAPEX PROGRAMME**
Report of Helen Rogers - Financial Controller.
(1215/52/IM) (REPORT 2)

Moved Councillor Armstrong, seconded Councillor Cook, the substantive motion.

(Councillor Gill returned to the meeting at 1.59pm.)

The substantive motion was PUT and declared CARRIED on voices.

RESOLVED:

THAT the Strategy and Policy Committee:

- 1. Receive the information.*
- 2. Agree that the inflation adjusted CAPEX project and programmes, as detailed in appendix one of the officer's report, be included in the draft annual plan for 2007/08.*
- 3. Note that any approved amendments to the CAPEX projects and programmes will be incorporated into the final schedule of CAPEX projects and programmes to be presented to Council.*

053/07P **TEN YEAR IMPLEMENTATION PLAN FOR THE OPEN SPACE ACCESS PLAN**
Report of Joanna Gillanders - Open Space Planning Team Leader and Amber Bill - Planner, Ecology and Biodiversity.
(1215/52/IM) (REPORT 4)

Moved Councillor Armstrong, seconded Councillor Wade-Brown the substantive motion.

The substantive motion was PUT and declared CARRIED on voices.

RESOLVED AND RECOMMENDED TO COUNCIL:

THAT the Strategy and Policy Committee:

1. *Receive the information.*
2. *Agree to recommend to Council that it approve Scenario 3- Increase capital funding by \$200,000 from 2008/09 onwards to achieve the required upgrades over 10 years and the envisioned new track links over 20 years.*
3. *Agree to recommend to Council that it approve Scenario 3 consequential Opex funding of \$153,000 (excluding allocation costs) per year on average over ten years as a result of the increased capital expenditure as detailed in Section 5.3 of this Report.*

054/07P

STRATEGIC PRIORITISATION EXERCISE

Report of Wayne Maxwell - Director, Strategy & Partnerships.
(1215/52/IM)

(REPORT 5)

Moved Councillor Armstrong, seconded Councillor Shaw the substantive motion.

Recommendations 1, 2a and 2c were PUT and declared CARRIED on voices.

Recommendation 2b was PUT and declared LOST on voices.

RESOLVED:

THAT the Strategy and Policy Committee:

1. *Receive the information.*
2. *Agree to the following reductions:*

a.	A312	Wellington Waterfront	\$150,000
b.	C105	Positively Wellington Tourism	\$100,000
c.	P065	Heritage development	\$100,000
			\$250,000

NOTED:

The resolution differs from the recommendations in the officer's report as follows:

The Committee deleted the line indicated with ~~strikethrough~~.

055/07P **DRAFT ANNUAL PLAN 2007/08 MEASUREMENT FRAMEWORK (INCLUDING ACTIVITY PERFORMANCE MEASURES ALIGNED TO CLUSTERS)**
Report of Mehaka Rontree - Senior Performance Analyst.
(1215/52/IM) (REPORT 6)

Moved Councillor Armstrong, seconded Councillor McKinnon the substantive motion.

(Councillor Shaw left the meeting at 2.22pm.)
(Mayor Prendergast returned to the meeting at 2.23am.)
(Councillor Cook left the meeting at 2.28pm.)
(Councillor Shaw returned to the meeting at 2.29pm.)

Moved Councillor Wade-Brown the following amendment, which was accepted with the leave of the meeting.

“Add Annual performance measure of the percentage of primary school children walking to schools.”

Moved Councillor Foster and accepted with the leave of the meeting the following amendment.

LTCCP Reference 2.4.3 – At least 38% of WCC bus-stops will have an effective bus shelter.

The substantive motion was PUT and declared CARRIED.

RESOLVED:

THAT the Strategy and Policy Committee:

1. *Receive the information.*
2. *Note that a full review of the LTCCP (Annual Plan) measurement framework was carried-out in 2006.*
3. *Agree to the Draft Annual Plan 2007/08 activity performance measures and targets as outlined in appendix 1 in the officer's report, as amended.*

4. *Agree to the Draft Annual Plan 2007/08 Council outcome indicators as outlined in appendix 2 of the officer's report.*

NOTED:

The resolution differs from the recommendations in the officer's report as follows:

The Committee added the text in **bold**.

056/07P

**DEVELOPMENT CONTRIBUTIONS SUBCOMMITTEE REPORT
BACK – DEVELOPMENT CONTRIBUTIONS POLICY
AMENDMENTS**

Report of Councillor Foster, Chair Development Contributions Subcommittee.

(1215/52/IM)

(REPORT 7)

Moved Councillor Foster, seconded Mayor Prendergast the substantive motion.

The substantive motion was PUT and declared CARRIED.

RESOLVED AND RECOMMENDED TO COUNCIL:

THAT the Strategy and Policy Committee:

1. *Receive the information.*
2. *Recommend to the Council that development contributions be applied as a funding tool for growth related capital expenditure for the community infrastructure projects in the 2006/16 LTCCP being Keith Spry Pool and the Wellington Regional Aquatic Centre but note that the consultation material will include the other methodology options.*
3. *Recommend to the Council that the Development Contributions Policy be amended to include the Pipitea Precinct Roading Improvements.*
4. *Recommend to the Council that having considered each of the projects above, it finds that there is no demonstrable case supporting departure from the key funding principle in the existing Development Contributions Policy that development contributions fund 100% of growth related capital expenditure in respect of these projects.*
5. *Instruct officers to prepare amendments to the Development Contributions Policy to give effect to the recommendations for consideration by the Strategy and Policy Committee.*

6. *Note that the proposed changes to the Development Contributions Policy will require an amendment to the 2006/16 LTCCP which will be consulted on at the same time as the draft 2007/08 Annual Plan and that the Development Contributions Subcommittee will hear submissions on the proposed amendments to the Development Contributions Policy and report its deliberations and recommendations to the Strategy and Policy Committee.*
7. *Delegates authority to the Chief Executive Officer and the Chair of the Development Contributions Subcommittee to approve the final consultation material.*

057/07P

DRAFT 2007/08 ANNUAL PLAN RECOMMENDATIONS TO COUNCIL

Report of Brian Hannah – Team Leader, Planning and Research.
(1215/52/IM)

(REPORT 8)

NOTED:

Councillor McKinnon noted that he had a conflict of interest relating to line item C666, New Zealand Portrait Gallery and would withdraw from debate and voting on the matter. He asked that this item be taken separately.

Moved Councillor Armstrong, seconded Mayor Prendergast, the substantive motion as amended.

Recommendation 2, Appendix 1, line item A312 - Wellington Waterfront Operations was PUT and declared CARRIED.

(Councillors Pepperell and Ruben requested that their dissenting votes be recorded against A312 - Wellington Waterfront Operations.)

Recommendation 2, Appendix 1, line item C378 - Wellington Waterfront Project was PUT and declared CARRIED.

Recommendation 2, Appendix 1, line item C582 - Status as a Centre of Creativity and Innovation was PUT and declared CARRIED.

Recommendation 2, Appendix 1, line item C616 - “Creative Innovative Capital” vision communication was PUT and declared CARRIED.

Recommendation 2, Appendix 1, line item C145 - External Relations was PUT and declared CARRIED.

Recommendation 2, Appendix 1, line item C426 - Marine Education Centre was PUT and declared CARRIED.

(Councillors Pepperell and Ruben requested that their dissenting votes be recorded against C426 - Marine Education Centre.)

(Councillor McKinnon withdrew from the table for the vote on C666 – New Zealand Portrait Gallery.)

The substantive motion C666 – New Zealand Portrait Gallery was PUT and declared CARRIED.

(Councillor McKinnon returned to the table.)

(Councillor Shaw withdrew from the table for the vote on C659 – Carter Observatory.)

The substantive motion C659 – Carter Observatory was PUT and declared CARRIED.

(Councillor Shaw returned to the table.)

The substantive motion recommendation 1, the remainder of recommendation 2 and recommendation 3 – 9 as amended were PUT and declared CARRIED.

RESOLVED AND RECOMMENDED TO COUNCIL:

THAT the Strategy and Policy Committee:

1. *Receive the information.*
2. *Agree the inflation adjusted OPEX projects and programmes as detailed in appendix 1 of the officer's report.*
3. *Note:*
 - a) *the inflation adjusted CAPEX project and programmes as detailed in report 2 "2007/08 CAPEX Programme"*
 - b) *that the funding effects of the inflation adjusted OPEX and CAPEX projects and programmes are reflected in the Funding and Borrowing Statements in appendix 2 of the officer's report.*
4. *Agree that the inflation adjusted Funding and Borrowing Statements and Financial Statements as detailed in appendices 2 and 3 of the officer's report be included in the 2007/08 draft annual plan (noting that any changes arising as part of these deliberations will be incorporated into the final statements presented to Council).*
5. *Agree that having due regard to the requirements of section 100 of the Local Government Act 2002, the Council's forecasting assumptions*

and the Revenue and Financing Policy it is financially prudent not to set a level of operating revenue that meets the projected operating expenses of Council.

6. *Agree that for 2007/08 it is financially prudent to forecast a surplus of \$3.906m, comprising:*
 - *Unfunded depreciation on the following assets:*
 - (a) *Clearwater Sewerage Treatment plant (\$2.356m)*
 - (b) *Living Earth Joint Venture Plant (\$0.755m)*
 - (c) *Transport Assets (\$6.852m)*
 - *Revenue received for capital purposes:*
 - (a) *LTNZ capital subsidies (\$9.828m)*
 - (b) *Development contributions (\$1.220m)*
 - (c) *Targeted rates – Indoor Community Sports Stadium (\$1.132m)*
 - (d) *Bequests (\$0.45m)*
 - *Self Insurance Reserve (\$0.5m)*
 - *Unrealised fair value adjustment for loans and receivables (\$0.739m)*
7. *Recommend that officers prepare the Draft Annual Plan 2007/08 statement of proposal based on the deliberations and recommendations of this Strategy and Policy Committee meeting (of 7 March 2007).*
8. *Note that the statement of proposal and summary will form the basis of the special consultative procedure on the 2007/08 draft annual plan and that consultation will run from 16 April 2006 to 18 May 2007.*
9. *Note that the requirement to amend the 2006/07 – 15/16 long term council community plan is currently being considered in accordance with the Local Government Act 2002. Where amendments are required, a separate statement of proposal will be presented to Council for adoption.*

The meeting concluded at 2.56pm.

Confirmed: _____

Chair

/ /