

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 1 OCTOBER 2018 COMMENCING AT 7.30PM**

Present: Cllrs Hale (Chairman), Bell, Faulkner, Fellows, Harris, Robinson-Giannasi, Stewart and Worboys

In attendance: Mrs Weir (Executive Officer)

Also present: 8 members of the public; District Cllr Crookes

**FULL COUNCIL**

**138/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs David and Fleming. District Cllr Crookes gave apologies for District Cllrs Gorys and Kennett.

**139/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**140/18 PUBLIC SESSION**

A resident addressed the council regarding correspondence that he had sent to the Chairman and copied to all Cllrs and the Clerk on the Deer Park (Appendix 1).

*The Chairman thanked the resident for his address and advised that as the letter had been addressed to him, he had responded. He also advised the resident that the Decision Notice from Hart DC had been added to OPC's website. The resident was advised that the Executive Officer would draft a response to him for the council to approve at the next meeting. The Executive Officer confirmed that his address would be appended to the minutes.*

A resident addressed the council regarding parking in Palace Gate Farm road (Appendix 2).

*The Chairman advised the resident that OPC has no powers regarding parking and asked the Executive Officer to provide details for a contact at Hampshire Highways to the resident. The Chair of the Traffic and Transport Committee agreed to have an agenda item at a future meeting to allow the committee to consider the resident's suggestion that Palace Gate Farm road be designated as a no parking street. The Executive Officer advised that the pavement situation had been looked at by Highways previously who had advised that there isn't a problem, but if damage had been caused by the developer then they would contact them to rectify the problem.*

A resident addressed the council regarding management effectiveness, accountability and transparency (Appendix 3).

*The Chairman advised that following the resident's previous address he had made enquiries with an officer instructor at Shrivenham Defence College who had suggested that there was no set military approach to agendas and that while AOB/matters arising are often used on agendas they also lead to wasted time. This is in line with SLCC's guidance to OPC.*

*He noted that he had also taken time to research the charity which the speaker was associated with and had suggested that OPC could learn from. The Chairman noted that the charity did not seem to publish its meeting minutes including its AGM minutes so he was unable to explore the suggestion made at the previous meeting. He made it clear that this was not a criticism of the charity unless it is written into its governance. He also noted that the link to the code of practice appeared to be broken preventing him from learning from this.*

*It was confirmed that the council would be approving a response to the resident's earlier correspondence under agenda item 150/18.*

#### **141/18 APPROVAL OF THE FOLLOWING MINUTES**

Monday 3 September

119/18 - 137/18

The above minutes and appendix 21 (P&C) were approved by the majority vote as an accurate record of the meeting.

#### **142/18 RECEIVE AND NOTE THE FOLLOWING MINUTES**

Amenity 2 July	22/18 - 35/18
Amenity 6 August	36/18 - 51/18
Community 2 July	22/18 - 36/18
Community 6 August	37/18 - 45/18
Traffic and Transport 16 July	18/18 - 34/18
Planning 28 August	68/18 - 81/18

The above minutes were received and noted.

#### **143/18 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman wished to thank the RAF Station Commander for the recent community meeting about low flying which was well attended by residents.

The Chairman reminded all Cllrs about "The Council as an Employer" course that is being held on 14 November at 7.30pm. He asked all Cllrs to confirm their attendance to the Executive Officer.

The Chairman thanked Mark Kelly for building the Poppy website.

#### **144/18 EXECUTIVE OFFICER'S REPORT**

The Executive Officer wished to pass on the council's congratulations to Catherine Ryle, OPC's admin assistant on the completion of her CiLCA. Catherine started her CiLCA prior to starting work with OPC who will now benefit from the completion of it.

A magazine from CPRE was available for Cllrs to take away and read and then return to the office.

#### **145/18 APPROVAL OF THE SIGNING OF AUGUST'S BANK RECONCILIATION BY THE CHAIRMAN**

**It was resolved** to approve the signing of August's bank reconciliation, which was signed by the Chairman (Appendix 4).

#### **146/18 AUTHORISATION OF THE LIST OF PAYMENTS AND APPOINTMENT OF TWO CLLRS TO FINISH THE PAYMENT PROCESS**

**It was resolved** to authorise the list of payments circulated to all prior to the meeting (Appendix 5 P&C). Cllrs Hale and Stewart were appointed to finish the payment process.

#### **147/18 APPROVAL OF THE FORMS FOR SUBMISSION TO HART DC FOR ASSETS OF A COMMUNITY VALUE NOMINATION FOR THE BRIDEWELL AND THE BAKER HALL**

The Executive Officer had circulated an update on the nominations to be listed as Assets of a Community Value to all prior to the meeting and the forms to be approved for the Bridewell and Baker Hall (Appendix 6).

Hart DC have advised that the Cross Barn has been added to the Assets of a Community Value register. They have asked for further information as to any community use of the Deer Park as detailed in the circulated report. The application submitted for North Warnborough Village Hall has been confirmed as valid by Hart DC who are now considering the application.

It was agreed to approve the circulated forms for the Bridewell and Baker Hall to nominate them to Hart DC as Assets of a Community Value.

It was agreed to ask Hart DC to expand on the evidence requested for the Deer Park. Do they require a survey of users to be carried out and if so what exactly would they require to be included?

**148/18 APPROVAL AND ACCEPTANCE OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 BACK FROM THE EXTERNAL AUDITOR AND CONFIRMATION THAT THE REQUIRED NOTICE IS ON DISPLAY**

The Executive Officer had circulated the Annual Governance and Accountability Return (AGAR) 2017/18 back from the external auditor to all prior to the meeting and had added it to the website and noticeboard (Appendix 7).

The external auditor had confirmed that following their review of Sections 1 and 2 of the AGAR, in their opinion the information provided is in accordance with Proper Practices and no other matters came to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

It was agreed to approve and accept the AGAR back from the external auditor.

**149/18 RECEIVE THE DRAFT NOTES FROM THE NH PLAN MONITORING GROUP MEETING HELD ON 29 AUGUST 2018**

The draft notes from the NH Plan Monitoring Group meeting held on 29 August 2018 had been circulated to all prior to the meeting and were noted as received by the full council (Appendix 8).

**150/18 RECEIVE CORRESPONDENCE FROM A RESIDENT REGARDING PROCESS AND BEST PRACTICE AND AGREEMENT ON OPC'S RESPONSE**

The Executive Officer had circulated the correspondence from a resident regarding process and best practice to all prior to the meeting along with a draft response for consideration (Appendix 9).

It was agreed by the majority vote to approve the circulated draft response which would be sent to the resident.

**151/18 RECEIVE AND CONSIDERATION OF THE DRAFT NOTES FROM THE ANNUAL PARISH ASSEMBLY PRIOR TO ADDING THEM TO THE WEBSITE**

This item was deferred as the notes were not finished yet.

**152/18 RECEIVE THE REPORT FROM THE AFFORDABLE HOUSING CONSULTATION EVENT AND CONSIDERATION TO APPROVE THE SITE ADJACENT TO ROUGH'S COTTAGE, NORTH WARNBOROUGH AS SUITABLE FOR A RURAL EXCEPTION SCHEME**

The Executive Officer and Cllr Robinson-Giannasi had circulated details of the affordable housing consultation event to all prior to the meeting along with a proposed resolution for Cllrs to consider (Appendix 10).

Cllr Robinson-Giannasi advised that a planning application will be submitted in early January 2019 and a further consultation with residents has been booked for December. He advised that he will confirm if the draft report on the consultation event can be added to OPC's website.

**It was resolved** that OPC continues to support the work of HARAHA on providing a Rural Exception Scheme on land adjacent to Rough's Cottage, North Warnborough which is agreed to be a suitable site.

#### **153/18 CONSIDERATION OF THE IMPLICATIONS, IF ANY, OF THE RULING OF THE LEDBURY TOWN COUNCIL JUDICIAL REVIEW FOR ODIHAM**

The Executive Officer had circulated a report on the details of the Ledbury Town Council judicial review to all prior to the meeting (Appendix 11). Cllr Hale had also circulated a private and confidential report for this item and item 158/18 to all prior to the meeting (Appendix 12 P&C). Cllr Hale's report outlined that HALC have advised that there is no need to revisit decisions that were made prior to the Ledbury case and that they will be deliberating the issues that Ledbury has raised for parish councils and will provide an update for guidance.

Cllrs were advised that HALC have reviewed OPC's current Grievance and Disciplinary Procedure and have provided some feedback to the Executive Officer for consideration. The Executive Officer will be implementing the feedback into the policies ready for council approval. The only major change suggested is the reference to ACAS Code of Practice 2015 rather than 2009.

Cllr Fellows stated that NALC have advised that it is illegal to have a grievance policy and that all complaints about Cllrs will now be referred to the Monitoring Officer. He also stated that OPC's procedures do not comply with the law. It was noted that Hart DC's Monitoring Officer is thinking about what to do.

The Executive Officer advised that as an employer, the council has to have a grievance procedure for staff and that the statement from NALC dated June 2018 does not say that having a grievance policy is illegal.

#### **154/18 AGREEMENT TO WRITE TO HART DC TO ASK FOR AN EXPLANATION OF THE PROCESS AFTER THE WARD MEMBERS REQUEST FOR THE DEER PARK PLANNING APPLICATION TO GO TO COMMITTEE WAS TURNED DOWN**

Cllr Faulkner as Chair of OPC's Planning and Development Committee explained that they had become aware of a Ward Cllr asking for an application to be reviewed by the committee at Hart DC and it was, whereas another Ward Cllr had asked for the Deer Park application to be reviewed by the committee and it was determined by the Case Officer. The committee would like to know the justification required for applications to be referred to the committee.

It was agreed that Cllr Faulkner would draft a letter to Hart DC asking for an explanation on the process and circulate it to all Cllrs for consideration and approval via email.

#### **155/18 CONSIDERATION OF BUDGET PROPOSALS FOR THE GENERAL ACCOUNT**

The Executive Officer had circulated a draft budget proposal for the general account which included an explanation on the forecasted expenditure for 2018/19 and the draft budget proposal for 2019/20 (Appendix 13 P&C).

Cllr Fellows proposed that information signs for the Deer Park were budgeted for in the next financial year but was unsure which committee would be responsible for this. It was noted that permission would be required from the land owner and that this would possibly be a project for the Traffic and Transport or the Community Committee to consider once a full proposal including costs was available.

There were no further comments on the circulated budget proposal which would be looked at again at the next meeting.

*The full council meeting closed at 8.23pm and re-opened at 9.29pm for the following items. Cllrs Harris and Stewart were not present when the meeting re-opened.*

**156/18 PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS**

**It was resolved** to exclude the public and press from the meeting.

**157/18 NOTE THE ACCEPTANCE OF THE PROPOSED TITLE CHANGE FOR THE CLERK TO EXECUTIVE OFFICER AND RESOLUTION TO APPROVE THE UPDATES TO HER CONTRACT AND JOB DESCRIPTION**

It was noted that the Clerk accepted the role of Executive Officer on 4 September as per the agreement in Appendix 21 (P&C) from the meeting held on 3 September.

**It was resolved** by the majority vote to approve the updates to her contract and job description which had been circulated to all prior to the meeting (Appendix 29 P&C).

*The Executive Office left the room at 9.32pm. Cllr Faulkner took the minutes.*

**158/18 CONSIDERATION IF OPC SHOULD TAKE ANY ACTION REGARDING THE GRIEVANCE RAISED AGAINST A CLLR IN MAY 2017 FOLLOWING THE RESULT FROM THE RULING OF THE LEDBURY TOWN COUNCIL JUDICIAL REVIEW**

Cllr Hale had circulated a report on this item with item 153/18 (Appendix 12 P&C).

Each Cllr had an opportunity to explain their position on the agenda item.

The council voted not to take any action concluding that the advice given by HALC is appropriate and that the actions decided by OPC with respect to the grievance are appropriate and necessary to protect both the employees of the council and the operations of the office. The vote was determined by 5 votes to take no action and one against.

**There being no further business the meeting closed at 9.50pm.**

**Signed**.....

**Date**.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
COMMUNITY COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 1 OCTOBER 2018 COMMENCING AT 8.23PM**

Present: Cllrs Hale (Chair), Bell, Faulkner, Robinson-Giannasi and Worboys

In attendance: Mrs Weir (Executive Officer)

Also present: 6 members of the public; District Cllr Crookes

**56/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr David.

**57/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**58/18 PUBLIC SESSION**

None.

**59/18 APPROVAL OF THE FOLLOWING MINUTES**

3 September

46/18 - 55/18

The above minutes were approved as an accurate record of the meeting.

**60/18 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE**

It was agreed to approve the circulated ideas (Appendix 14) to be added to the Facebook Page and to also include a post on the 25<sup>th</sup> anniversary celebrations of the Twinning between OPC and Sourdeval.

**61/18 RECEIVE AN UPDATE ON THE PLANS TO COMMEMORATE THE 100<sup>TH</sup> ANNIVERSARY OF WW1 - "BATTLE'S OVER"**

The Chair had circulated a discussion paper over the weekend to the committee regarding the plans to commemorate the 100<sup>th</sup> anniversary of WW1 and the suggestion of creating a Peace Garden (Appendix 15).

The Chair advised that the first silhouette has been installed by the War Memorial and the first poppy garden is in place at Mayhill School. A resident has secured funding for the purchase of 12 silhouettes and the Mayhill poppy garden. The website to purchase the poppies is up and running and poppies are selling well.

There will be a service at the War Memorial and at All Saints Church and hopefully a candle light procession of children to the beacon.

The plans to light the beacon are underway, with help from the RAF. The insurance company have confirmed that this will be covered under the existing policy and have supplied a list of things to be noted in the risk assessment which it was confirmed will be provided shortly.

Banners to advertise the day will be in place shortly and Cllr Harris will be installing the poppy flags along the High Street. Cllr Harris will purchase on behalf of OPC new broom handles to install the flags on.

The circulated report included an extract from a public meeting held over 100 years ago when the idea that there should be a memorial for the fallen to be followed at some time by a peace memorial was agreed.

The idea to create a Peace Garden on land at Dunleys Hill was well received by the committee and would provide a home to the poppies and silhouettes after Remembrance Day. Cllr Hale would look into costs for information boards which would include recognising Odiham as the home of the "British Tommy". It was noted that an EGM may be needed to approve the final proposal.

#### **62/18 RECEIVE AN UPDATE ON THE SPOOKTACULA EVENT**

The Executive Officer reminded the committee that the council's insurance company have requested that a questionnaire be completed to allow them to confirm the cover for the fireworks evening.

The Chair advised that the next meeting is on Wednesday and that Mayhill School's PTA will be organising a pumpkin carving competition at the Spooktacula.

#### **63/18 APPROVAL OF THE DRAFT AUTUMN NEWSLETTER**

The draft autumn newsletter had been circulated to all Cllrs prior to the meeting (Appendix 16).

It was agreed that Cllrs would re-read the newsletter as some articles had been altered and provide any feedback to the Executive Officer by 10am on Wednesday to allow it to be updated and sent to the printer that day. The Chair agreed to try and write an article to fill the final box on the last page.

#### **64/18 RESOLUTION TO APPROVE THE RELEASE OF £765 FROM RESERVES FOR THE TWINNING ASSOCIATION FOR VARIOUS ITEMS OF EXPENDITURE**

The Executive Officer had circulated details of the expenditure for the celebrations over the weekend visit and advised Cllrs that the Twinning Association does not have a separate bank account (Appendix 17).

**It was resolved** to release the £765 from reserves for the Twinning Association for various items of expenditure to an individual on receipt of invoices.

#### **65/18 CONSIDERATION AND AGREEMENT ON THE ANNUAL GRANT TO RAF ODIHAM**

The Chair proposed that this year OPC do something more personal for the RAF service personnel that will be deployed over Christmas. He has contacted the Station Commander to see if they would be able to deliver a personal gift/hamper of local produce to the 90 personnel deployed in Mali.

It was agreed that the Chair would look into this proposal further and that OPC would still want to send the usual Christmas card to the families of deployed personnel.

#### **66/18 CONSIDERATION OF BUDGET PROPOSALS FOR THE COMMITTEE**

The Executive Officer had circulated a draft budget proposal for the Community Committee which included an explanation on the forecasted expenditure for 2018/19 and the draft budget proposal for 2019/20 (Appendix 18). She reminded the committee that they had added an event to celebrate Armed Forces Day in June 2019 and the Odiham Fire, Food and History Show in August 2019 to the business plan.

It was agreed to review the budget further at the next meeting.

**There being no further business the meeting closed at 8.40pm**

**Signed.....**

**Date.....**



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
AMENITY AREAS COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 1 OCTOBER 2018 COMMENCING AT 8.40PM**

Present: Cllrs Worboys (Chair), Bell, Faulkner, Fellows, Hale and Robinson-Giannasi

In attendance: Mrs Weir (Executive Officer)

Also present: 5 members of the public; District Cllr Crookes

**63/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr David.

**64/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**65/18 APPROVAL OF THE FOLLOWING MINUTES**

3 September 52/18 - 62/18  
The above minutes were approved as an accurate record of the meeting.

**66/18 PUBLIC SESSION**

The Chairman of the Mildmay Court Residents Association addressed the committee which included commenting on Cllr Worboys' report and proposed draft letters regarding the recently installed gate and fence on the boundary between Mildmay Court and the cemetery (Appendix 19).

**67/18 RECEIVE AN UPDATE ON WORKS CARRIED OUT BY THE LENGTHSMAN AND  
CONSIDERATION OF FURTHER IDEAS TO ADD TO THE LIST FOR THIS FINANCIAL  
YEAR**

The Executive Officer had circulated an update on works carried out so far by the Lengthsman to all prior to the meeting (Appendix 20). Recent works included the painting of the railings in North Warnborough opposite the Mill House.

The Executive Officer was asked to find out how much time OPC had left for works to be carried out by the Lengthsman, particularly on footpaths.

The footpaths officer was asked to consider ideas of works that were required on the footpaths that could be carried out by the Lengthsman.

**68/18 RECEIVE FEEDBACK FROM THE SOLICITOR REGARDING THE TENNIS CLUB'S  
COMMENTS ON THE LEASE AND AGREEMENT ON THE NEXT STEPS**

The Executive Officer had circulated the feedback from the solicitor regarding the tennis club's comments on the lease to all prior to the meeting (Appendix 21).

**It was resolved** to take on board the solicitor's comments and ask him to include them in the lease that would then be presented to the tennis club. Cllr Bell would provide the map of the courts and Cllr Worboys would take the required photos.

## **69/18 RECEIVE AN UPDATE ON THE TENDER FOR THE REFURBISHMENT OF KING STREET TOILETS**

The Chair advised that as previously agreed the tender had been circulated to all and feedback implemented.

Cllr Fellows expressed concern that OPC does not currently have the funds to carry out refurbishments to the toilets and queried if it was fair to ask contractors to spend time submitting quotes. It was commented that once costs have been received a funding strategy would have to be considered and that the NH Plan supported refurbishments to the toilets. It was noted that there may also be an opportunity to apply for grants for the project, once costs are known.

It was agreed by the majority vote to proceed with the tender which would be added to Contracts Finder.

## **70/18 RECEIVE THE REPORT FROM THE LAND SURVEYOR APPOINTED TO INVESTIGATE WHOSE LAND THE RECENTLY INSTALLED GATE AND FENCE ARE ON AT THE BOUNDARY WITH MILD MAY COURT AND LAND AT THE CEMETERY AND AGREEMENT ON THE NEXT STEPS**

The Executive Officer had circulated a report to all prior to the meeting which included the report from the land surveyor appointed to investigate whose land the recently installed gate and fence are on at the boundary with Mildmay Court and land at the cemetery (Appendix 22).

The Chair had also circulated a report summarising the land surveyor's report and a suggestion to write to all of the residents at Mildmay Court and the Chairman of the Mildmay Court Residents Association informing them of the findings and giving them 21 days to carry out their own independent survey and to seek advice (Appendix 23).

The land surveyor has concluded, based on the survey work he has carried out and the documentation supplied, that the fence lies on OPC's property. He also advised that after inspecting the adjoining title plans, which are inconsistent with the council's, there may be some grounds upon which this view could be challenged.

The fractious relationship between the Chairman of the Mildmay Court Residents Association and OPC was noted. It was commented that a terrible mistake may have been made with regards to certain Mildmay Court properties having to access their rear gardens over OPC's land. The constant demands on the office's time by the Chairman of the association with his short deadlines was brought to the committee's attention. It was believed that the draft letters written by the Chair were not aggressive, OPC was carrying out due diligence to prevent neighbours from wrongfully claiming OPC's land.

*Cllr Hale entered into an exchange with the resident about his demanding emails giving aggressive targets to respond by, sometimes within 24 hours. The resident said that there would be trouble if Cllr Hale didn't substantiate that. Cllr Hale said that was his subjective interpretation and apologised which was accepted.*

It was agreed to approve and send the proposed circulated letters, but to change the response time to 28 days rather than 21 days and to correct any spelling errors.

## **71/18 APPROVAL OF THE QUOTES FOR WORKS AT THE VARIOUS PLAY AREAS FOLLOWING THE ANNUAL INSPECTION**

Details of the quotes for works at the various play areas following the annual inspection had been circulated to all prior to the meeting (Appendix 24).

It was agreed to accept the quote for £1687.00+VAT for works at Chapel Pond Drive, Chamberlain Gardens and Bufton Field play areas.

**72/18 CONSIDERATION AND AGREEMENT ON THE PROPOSAL TO REMOVE THE HEDGE AROUND THE RAF PART OF THE CEMETERY**

Details of the request from the RAF’s contractor to remove the hedge around the RAF part of the cemetery had been circulated to all prior to the meeting (Appendix 25).

It was agreed by all that the hedge around the RAF section in the cemetery provided a clear boundary and enhanced the setting. OPC would not wish to see it removed.

**73/18 RESOLUTION TO APPROVE THE EXPENDITURE OF £1800+VAT FOR THE WOODWORM TREATMENT TO THE NORTH AND SOUTH CHAPELS**

Details of the error in the previous report for woodworm treatment to the north and south chapels had been circulated to all prior to the meeting (Appendix 26).

**It was resolved** to approve the expenditure of £1800+VAT for woodworm treatment to the north and south chapels.

**74/18 RECEIVE THE REPORT FROM THE 18 MONTH REASSESSMENT OF VARIOUS TREES ON OPC’S LAND FROM THE ARBORICULTURAL CONSULTANT**

The Executive Officer had circulated the report on the 18 month reassessment of various trees on OPC’s land from the Arboricultural Consultant to all prior to the meeting (Appendix 27).

The report noted that the sites overall showed a good level of care and management in respect of trees and generally the 3 year reassessment recommendation, i.e. winter 2019 is sufficient.

**75/18 CONSIDERATION OF BUDGET PROPOSALS FOR THE COMMITTEE**

The Executive Officer had circulated a draft budget proposal for the amenity committee which included an explanation on the forecasted expenditure for 2018/19 and the draft budget proposal for 2019/20 (Appendix 28)

It was agreed to include a budget of £1000 for the replanting of trees and to consider the budget again at the next meeting.

**There being no further business the meeting closed at 9.28pm.**

Signed.....

Date.....