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Restrictions apply on capacity in the building for public seating.

25 August 2021

To: The Chairman and Members of the Property Management and General Purposes Committee

(copied to all parish councillors for information)

Dear Members,

I hereby summon you to attend a Meeting of the **Property Management and General Purposes Committee** to be held at **7.00 pm on Thursday, 2 September 2021** at **Park Hall, Whitwick Park, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

A handwritten signature in cursive script that reads 'Cathy Tibbles'.

Cathy Tibbles, PSLCC
Parish Manager

Members of the public are welcome to attend and observe the meeting. Questions may be asked under the appropriate item if matters fall within the remit of the Committee.

2590. APOLOGIES FOR ABSENCE

2591. DECLARATIONS OF INTEREST

To receive declarations of interests in respect of items on the agenda. Members are reminded that they must declare whether the interest is a 'disclosable pecuniary interest' (in which case you must leave the meeting while that item is under discussion) or a 'disclosable non-pecuniary interest' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct).

2592. PUBLIC QUESTION AND ANSWER SESSION

2593. MINUTES

To approve the minutes of the previous meeting held on 6 May 2021 and 1 July (see attached and to follow/to be deferred).

2594. DELEGATED DECISIONS BY THE PARISH MANAGER

Members to note the following decisions:

- a) for the electrician to replace the water boiler at Park Hall due to sudden failure of the existing Burco – a larger capacity was considered but not available for delivery; a kettle was made available for temporary use for a week but quick installation completed as soon as delivery arrived;
- b) to note that removal of low branches had been undertaken at Stinson Way;
- c) to note that a dead prunus tree had been removed at Ashford Way (with other trees requiring removal in the future);
- d) to note that installation costs for wiring to a new cooker point and overhead door heater were nearing completion, subject to visit by Western Power Distribution to look at increasing load capacity;
- e) emergency repair completed to leaking pipes under the sink at the Community Office;
- f) commissioned a company to undertake stress testing of brackets which were installed in 2017;
- g) requested JR Landscaping to undertake trimming of boundary shrubs at WPC.011 to reduce hazard to vehicles accessing driveway next to the junction;

Members' to note the information

2595. FINANCIAL REGULATIONS

Following increasing difficulty in obtaining comparative quotations for purchases and/or works to be undertaken, members to consider how to reduce the delays or resolve situations if getting three quotations proves impossible. Advice available from the Responsible Finance Officer.

Members' instructions are requested, with agreement on any matters to refer to Council.

2596. PARISH PROJECTS - WORKING PARTY/LINK COUNCILLOR REPORTS

To consider progress since the last report/meeting and/or any recommendations for approval and opportunities for discussion/questions from members (see information enclosed/to follow/to be tabled):

- a) Playground Working Party – to note the installation of the bin at Hilary Crescent in response to requests from playground users;
- b) consideration of future updating of more play equipment;
- c) Bowls Link Councillor
- d) Allotments Link Councillor – Thornborough Road
- e) Allotments Link Councillor – Walkers Flats

PROJECTS

1. The steps aside of Park Hall leading up to the grass area – provisional start date of 6 September (subject to staffing and materials);
2. New Signage for the Pavilion/Green/Parking/Tennis Courts –action still required by Parish Manager;

3. Installation of Benches by JR Landscaping at Loughborough Road & Perran Avenue (Hall Lane) has been completed; a resident has requested a bin be installed by the bench at Perran Avenue;
4. Repairs to the Old Station Building – builder has completed works and reports there is no longer water ingress from the roof or the chimney; Cllr Moulton to provide update on plasterwork staining by chimney/ceiling areas;
5. Installation of the Miners Memorial Seat in front of the Wheel is complete – Parish Manager still awaiting wording for memorial plaque;
6. Park Hall Heating installation – following acceptance of quotation at last meeting, the new air source heat pump and system is taking place next month; the Hall will be closed to daytime hirers for one week but one evening hirer can be accommodated without cancellation by the council;
7. Grit Bins – new bin installed outside the Community Office in readiness for the winter to help pedestrians using Skinners Lane;
8. Memorial Garden in Whitwick Park – as previously agreed, the miners war memorial bench was ordered after the last meeting; on 4 August a visit was made to the Community Office by a Royal British Legion representative, with details finally agreed on priority action points by both parties for the project; subsequently the Royal British Legion have confirmed the Branch wish to withdraw from the project; members to confirm the outline design for groundworks, in line with previous discussions; quotations to be considered for creation of new footpaths (information to follow when available); to agree date for site meeting and review of design;
9. Car Hill Rock – action still required by the Parish Manager to request quarry assistance with gabions;
10. Seasonal Lighting – as previously agreed, members to give clear instruction on the number and location of trees to businesses that supported the scheme during covid;

Members' instructions are requested, with agreement on any matters to refer to Council.

2597. LAND MATTERS – KING GEORGES FIELD

NB When acting as a charity trustee it must always put the interests of the charity before the interests of the Parish Council. As Trustees, members to note the action list is awaiting updating and also consider:

WHITWICK PARK

- a) vandalism to inclusive roundabout – broken arm was reconnected but created a new finger entrapment hazard so had to be removed again; JR Landscaping is awaiting advice from manufacturer;
- b) consideration of CCTV protection and/or installation of system; *no action taken on this item by the Parish Manager;*
- c) progress update by the Parish Manager on land matters previously agreed for action;

PARSONWOOD HILL (part)

- d) no other new matters for consideration;

2598. LAND MATTERS – EXCEPT KGV LAND

Members to note the action list is awaiting updating and also consider:

ALLOTMENTS

- a) members to the review of the 2016 management agreement for Thornborough Road Allotment Society which expires on 30 September 2021 (see attached); members to consider inviting representatives to meet and discuss current operations;
- b) to note the District Council had repaired the potholes on the access driveway from George Street; a request had been directly made for the side hedges to be cut as wider access was required to construct the new inclusive plots; work was progressing well on the project and future funding possibilities were being explored;
- c) any matters requiring attention/action by or for the management committees for Thornborough Road and Walkers Flats Allotments;

RECREATION/OPEN SPACES

- d) historical information was not available as requested by the council solicitor regarding enforcement action that the council was investigating;
- e) at the request of Cllr Woodward, to consider the next maintenance check on the Whitwick Wheel;
- f) at the request of the Chairman, to consider requesting transfer of ownership of land at Leicester Road to the Parish Council;
- g) to note that quotes for tree surveys on all parish open spaces had been invited from 13 companies, although unfortunately several contractors (including NWLDC) had quickly declined to quote as they did not have facility to undertake this work;
- h) to note that indications and advice would be requested as part of the survey for new tree planting suggestions on parish open spaces, (although the new Memorial Garden in Whitwick Park was already identified);
- i) to respond to the request for investigation of trees that were reportedly blocking satellite signals to properties at Weavers Close;
- j) to note that the report from the tree specialist on a mature oak tree in Whitwick Park had been forwarded to the resident and the owner of neighbouring property;
- k) to note that a request had been received from a neighbouring property for canopy reduction of a mature oak tree in Whitwick Park;
- l) to consider quotations for construction of a new pathway from Green Lane to Hermitage play equipment, with appropriate passing places to allow mobility scooters to use this route;
- m) to note that £120 of bulbs may be purchased (crocus, narcissi), supplemented by existing daffodil bulbs, to enable Meadow Barn View to plant these in partnership with members on parish land (details to be confirmed and liaised by Cllr Moul/Ms Colledge);
- n) to consider setting a date to test together new equipment that the council had purchased – potentially using space at Park Hall when closed to hirers;
- o) to consider flooding problem at WPC.011, with report awaited on potential collapsed storm drain identified by the County Council (information to follow when available or site meeting to be arranged);

- p) progress update by the Parish Manager on land matters previously agreed for action, ordering of supplies;

Members' instructions are requested.

2599. BUILDINGS' MANAGEMENT

Members to note the action list is awaiting updating and also consider:

PARK HALL:

- a) review of covid risk assessment on 30 June when the 2 week trial of (cautiously) increased capacity at Park Hall went from 1/4 to 1/3 capacity i.e. from 15 to 20 persons (or to 10 people for exercise mat work). Do members wish to now increase to 50% capacity – 30 persons (or 15 people for exercise mat work)?
- b) update on regular hire at Park Hall;
- c) several enquiries received from groups wanting to use Park Hall, with a new booking made by an art group for every Friday afternoon;
- d) review of building repairs and maintenance issues;
- e) review of external areas;
- f) members to consider information on what possibilities there are for internet provision at Park Hall and what future needs the council (and hirers) may have to fulfil for hybrid events (information to follow).

COMMUNITY OFFICE:

- g) to note a new screen had been purchased for use by the Parish Manager; the former workstation (not supported) would be utilised whilst still operable; the new tablet had successfully been unlocked by Supreme IT support and was now in operation; the new caretakers phone had been issued to staff – the number for specific enquiries to the duty caretaker will be displayed on noticeboards and given in leaflets to all hirers;
- h) to note the Parish Manager is seeking an additional locking cupboard for the office for storage, with a filing cabinet potentially being relocated in the office at Park Hall;
- i) review of building repairs and maintenance issues;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- j) the works to the Pavilion electrics are now complete;
- k) the works to the toilets are underway (having been deferred by the Parish Manager to prioritise the repairs at Park Hall);
- l) review of building repairs and maintenance issues;

Members' instructions are requested.

2600. BUDGET RECOMMENDATIONS

In accordance with Standing Order 4.5.2, the Committee are invited to consider and submit their written estimate of expenditure for 2022/23 to the Proper Officer. A request that this be undertaken earlier in the budget cycle this year, with advice available from the Responsible Finance Officer, as required. NB Nominal Ledger printouts will be available to give latest information.

Members' instructions are requested.

2601. OTHER MATTERS FOR FUTURE AGENDA

Members to suggest other land matters for consideration at the next meeting.

Members' instructions are requested.

Date of next physical meeting: Thursday 7 October 2021 at 7 pm

N.B. THIS IS A PUBLIC MEETING AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.

Standing Order 5.8 states: Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

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MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held VIRTUALLY ONLINE (via Zoom) on 6 May 2021 at 7.00 pm under Local Authorities (Coronavirus) Flexibility of Local Authority Meetings (England) Regulation effective 04.04.2020

Present: Councillor A Barker (Chairman)

Cllrs P Moulton, J Straw and R Woodward

Mrs. A Barker, Ms S Colledge

In Attendance:

Mrs. C Tibbles PSLCC, Parish Manager/Responsible Finance Officer (RFO)

Members of the public: None.

The Chairman welcomed everyone to the meeting, which was being held virtually due to the coronavirus pandemic. This was a public meeting and there was a statutory right for anyone to record it (as detailed on the agenda with other important information). For the benefit of the attendance register, members verbally confirmed their attendance and the Parish Manager signed the register on their behalf.

Before the meeting started, the Chairman sadly reported that Mr Andy Dyke has died the previous day. Mr. Dyke had been a keen supporter of the work of the parish council and worked tirelessly since the Community Speedwatch project to campaign to the County Council for the Vehicle Activated Signs now in operation by the parish council. A moment of silence was observed and a collection would be arranged for any donations by councillors/staff to a charity of the family's choice.

2514. ELECTION OF CHAIRMAN

Resolved that Cllr Barker be elected as Committee Chairman for the Civic Year 2021-2022. The Parish Manager thanked Cllr Barker for his helpful support over the past year, particularly being 'onsite' when she had to work remotely from home.

2515. APOLOGIES FOR ABSENCE

None.

2516. DECLARATIONS OF INTEREST

Cllr A Barker declared a disclosable non-pecuniary interest in Whitwick Historical Group as a member and a non-pecuniary interest in Walkers Flats Allotment Society as a signatory on some transactions.

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Cllr J Straw declared a pecuniary interest in Agenda Item 2522f [Parish Manager's note: renumbered in these minutes to Item 2522m] and would leave the meeting for that decision; a disclosable non-pecuniary interest in matters affecting the Green Wedge as a member of Whitwick Action Group; a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Ms S Colledge declared a non-pecuniary interest in matters connected to Whitwick Historical Group as a member, to Whitwick Action Group as a member and Woodstock in Whitwick as a member; there were no planning issues so no other interests declared regarding the old Hermitage Leisure Centre site or the Green Wedge

Mrs A Barker declared a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Cllr P Moulton declared a disclosable non-pecuniary interest in matters affecting Belton and Whitwick Royal British Legion as the Link Councillor and a member; a non-pecuniary interest in matters affecting Whitwick Historical Group as the Link Councillor and a member; a non-pecuniary interest in matters regarding the Bowls Club as a member and Link Councillor; a non-pecuniary interest as Link Councillor for Thornborough Road Allotment Society and a non-pecuniary interest as a representative member of Leisure Centre Steering Group.

2517. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2518. MINUTES

Resolved that the minutes of the meeting held on 1 April 2021 be approved and would be signed as a correct record when a date could be arranged at the Office.

2519. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

Resolved: That the following **actions be taken/noted:**

- a) **Playground Working Party:** following consideration of the research and site reviews of the working party, quotations for new play equipment at Hilary Crescent were now complete and carefully considered. **Resolved to accept the quote from Company B – Play and Leisure – for £25,000 plus VAT which was chosen for the amount of equipment provided and the design of inclusive items which gave better provision when compared to Company C, £25,000 and Company D £24,995;** the Parish Manager would provisionally order the equipment from Play and Leisure to secure an installation date, subject to any improvements that might be suggested during a further 3-week consultation period inviting residents views (signs on site, parish noticeboard, design display on office window and website); companies C & D to be thanked for their quotations and Company A had declined to quote;

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- b) Bowls Link Councillor:** Cllr Moulton reported the season had started with social distancing restrictions still in place; the Green was playing very well and directly linked to the maintenance that the Club commended the contractors for their work and continued endeavours to improve; although some members had retired due to precautionary restrictions there were new members joining the club and recruitment was going well;
- c) Allotments Link Councillor – Thornborough Road:** Cllr Moulton reported there were plans to submit a grant funding application;
- d) Allotments Link Councillor – Walkers Flats:** no report received;

PROJECTS

1. Whitwick Park Entrance improvements – **the Chairman undertook to email and inform the contractor that a deadline had been given for completion by end of May (as no reply received to recent requests by the Parish Manager);**
2. Park Hall Fire Exit disabled access improvement: **Park Hall improvements still to be scheduled by the contractor;**
3. New Signage for the Pavilion/Green/Parking/Tennis Courts – no progress by the Parish Manager;
4. Installation of Benches throughout the Village – the long awaited licence had been received from the County Council, and when signed/returned it would be possible to arrange installation dates for 3 locations rescheduled after the latest delay; **resolved to accept donation of memorial plaque to go on the new bench opposite Swannymote Road in tribute to Andy Dyke;** a request to be made if possible for the bench to be installed by the Park Ranger before he left working for JR Landscaping; a collection would be taken for a leaving gift;
5. Repairs to the Old Station Building – Cllr Moulton reported a slight leak was still coming from the chimney and photos would be taken before/after the forecast heavy rain at the weekend for further assessment;
6. Installation of the Miners Memorial Seat in front of the Wheel – **JR Landscaping would now be asked to install this bench; Cllr Moulton to provide wording for the plaque and the narrative for the Wheel to the Parish Manager by 14 May;**
7. Park Hall Heating – deferred as more information awaited;
8. Grit Bins – update awaited on whether the County Council had installed the promised grit bin at Clarke Close; **the Chairman and Cllr Woodward to visit Thornborough ward; the Parish Manager to check the title deeds for the Community Office to potentially site a grit bin there (under CCTV) for use on Skinners Lane;**
9. Memorial Garden in Whitwick Park – members noted an offer to donate a memorial Tommy figure and the person would be asked to contact the Branch of the Royal British Legion; **Cllr Moulton had attended a Branch meeting the previous evening and again asked for details of their plans; no confirmation had yet been provided to the parish council of their ideas and contribution to the project;** the Branch

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had arranged a wreath laying in Whitwick on 7 July to commemorate their 100th anniversary and events at the Clock Tower in Coalville on 11 July; councillors were concerned to hear that publicity had been issued by the Legion for the opening of the Memorial Garden at 3 pm on 11 July; **the Parish Manager had serious concerns that no written proposals had been received for the suggested designs and reminded members that formal arrangements would be need to be planned and assessed by her, once approved by the Committee.** She stressed that greater understanding was required by the Legion for managing work in a public park - volunteers could not just turn up and start work without due measures being put in place with risk assessments, method statements, safety and signage, written access consent, proof of liability insurance, notification to our contractors and scheduling of work between other ground works that were already committed to;

10. Car Hill Rock – no progress by the Parish Manager on the gabion request nor on seeking signage advice from the insurers; the bin had been ordered by JR Landscaping but delivery was still awaited;

2520. LAND MATTERS – KING GEORGES V FIELD

It was noted the action list is awaiting updating. As trustee of the Whitwick Park (King Georges Field) Charity, members **resolved** that the following **actions be taken/noted**:

WHITWICK PARK

- a) that the Parish Manager had contacted the organiser of an outdoor fitness activity being independently arranged for Whitwick Park and has promptly received the requested documents – future plans were not yet clear and no further update;
- b) a new invitation has been extended by the Parish Manager to the Rural Community Council for the return of the Coffee Connect team to the parish and a reply was awaited;
- c) update by the Parish Manager on two new benches being prepared for installation in the parish;

PARSONWOOD HILL (part)

- d) no other new matters for consideration.

2521. LAND MATTERS – EXCEPT KGV LAND

It was noted the action list is awaiting updating. **Resolved: That the following actions be taken/noted**:

ALLOTMENTS

- a) that the insurance claim for the theft of the fencing at Walkers Flats Allotment Society had been cancelled by the Parish Manager as it was not to be replaced; the Parish Manager advised that the remaining stumps should be removed as they could be a hazard;
- b) despite the District Council erroneously denying ownership of the drive

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from George Street, the Parish Manager had again urged that the potholes be repaired;

- c) no other matters requiring attention/action from the management committees for Thornborough Road and Walkers Flats Allotments;

RECREATION/OPEN SPACES;

- d) the Parish Manager would contact the council's solicitor regarding progress on the enforcement action for reinstatement to the grass open space;
- e) further to previous discussions the flower tub at the Swannymote Road Whitwick sign had not been reinstated as a larger clip was on order; flowering bulbs had unfortunately been mowed over by the contractor and members were asked to clarify locations of planting (either by map or photos) at Car Hill Rock, Hilary Crescent and Hermitage Road.
- f) the new bin at Holly Hayes play area was agreed and **to protect the environment at Car Hill Rock a litter bin would be installed by the entrance to help visitors act responsibly;**
- g) routine matters were progressing but other actions were still outstanding.

2522. BUILDINGS MANAGEMENT

It was noted the action list is awaiting updating. **Resolved: That the following actions be taken/noted:**

- a) that the Parish Manager chase a quotation from Navas Associates for asbestos surveys for all buildings to identify locations affected;
- b) that the buildings had been successfully re-opened under easing of lockdown restrictions (although Park Hall was closed on the day of the royal funeral);
- c) **lockdown restrictions were due to be reviewed nationally on 21 June and members would consider whether to increase the capacity to 50% (e.g. 30 people at Park Hall) at the next meeting on 3 July 2021;**

PARK HALL:

- d) **the booking from a new hire organisation was welcomed for 2 regular days per week, increasing to 3 days at a later stage;** members felt there were exciting opportunities for partnership working that had potential to benefit park visitors and the wider parish; **to review the arrangements in 12 months and assess availability for other hirers; in addition to staff, Cllr Moulton was happy to liaise with the hirer on parish projects and Ms Colledge would be a reserve contact on this topic;**
- e) further repair to another toilet seat undertaken at Park Hall;
- f) **the cost of business rates had been amended, after the end of the covid relief to zero, from 1 July it had increased to £1110.28;** previous charges were £259 in 19/20, £121 (due to a credit of £990 for

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covid relief) in 20/21 and the current budget was £1221.

g) no further building repairs or maintenance issues;

COMMUNITY OFFICE:

h) equipment had been returned to the Community Office by a member of the VAS working party who had been unable to continue using the software to produce the printouts – the Chairman and Cllr Moulton would seek help from Ms Mabey to establish new procedures;

i) members noted the difficulty in sourcing additional IT equipment under the current system as the provider would not supply without payment in advance by process of pro-forma invoices (contrary to recommended proper practices); a third company had not responded to a request to quote but Supreme Systems had the expertise and, importantly, experience and understanding of parish/town council; **in consideration of the potential risk currently faced with failing equipment, members resolved to accept the 'No Frills' quote from Supreme Systems for IT support for £20 per month, per workstation; additionally delegated for the Parish Manager to source information and equipment through their procurement system which would give comparative quotes/options;** it was anticipated that the enhanced service would reduce the time spent by staff in sourcing and managing technical/communication equipment; members endorsed the benefit and savings by knowing that faults would be identified and fixed before systems failed to improve business continuity;

j) following lockdown guidance, the Parish Manager would aim to reduce working from home to facilitate the Community Office re-opening from 17 May for essential personal visits (potentially with time restrictions) and PPE shields worn by staff if visitors needed to enter;

k) no new building repairs and maintenance issues but **the cost of business rates had been amended, and the current charge was £1447, with a discount of £718 leaving a bill of £729 but no budget had been set after no previous charge** (in 19/20 and no charge nor budget set in 20/21).

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

l) the repair/replacement cistern for the gent's toilet in the pavilion had not yet been done and JR Landscaping had been asked to pursue this urgently with the plumber;

[Cllr. J Straw left the meeting at 9.18 pm.]

m) the full re-wire of the Station electrics had uncovered a number of unexpected problems and members realised that with an old building it was not always clear what conditions would be discovered when work commenced; therefore the delay with the anticipated completion date was wholly accepted because the Council priority was to have a thorough and safe installation; the value of the extra work undertaken (with just a £50 charge agreed for an improved PIR security light) would ensure

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the council and the Whitwick Historical Group had a safer future ahead of them when finished; the investment by the council was justified when a fire risk had been discovered with burnt computer cabling located in the power cable trunking; this had been notified to the Group who would be responsible for rectification; the Parish Manager had asked for the handover meeting to take place when she returned from annual leave; the Committee placed their thanks on record to Whitwick Electrical for the extra work and commitment to the job; thanks from Whitwick Historical Group were placed on record to Cllr J Straw for voluntarily cleaning the building in a very thorough manner; requesting a quote for schematics was discussed, although the new system was more straightforward to understand and potentially adapt in the future;

[Cllr. J Straw re-joined the meeting at 9.23 pm.]

n) there were no new building repairs and maintenance issues but members recalled the planning permission for 4 houses near to this site which would have works taking place at some stage;

2523. OTHER MATTERS FOR FUTURE AGENDA

Election of Vice-Chairman for the Committee.

Full signature of Chairman: Date:

[Cllr. J Straw left the meeting at 9.18 pm.]

[Cllr. J Straw re-joined the meeting at 9.23 pm.]

The meeting terminated at 9.35 pm.

Date of the next **physical** meeting: Thursday 1 July 2021 at 7 pm