

**Morven Park Management & Development Association Inc.**  
**Minutes of General Meeting Wednesday September 12th 2018**

**Opened:** 1940hrs

**Present:** B Crosswell (Chair) Q von Stieglitz (Sec) J Hughes (Tres/ETC) S Hill (EFC) P Davey (EFC) P Johnstone (ECC) I Pease (ESP) N Evans (EVF) R Goss (NMC) D Houghton (ERC)

**Apologies:** S Frankcombe (ECC) B Chapman (EFC)

**Minutes of the previous meeting. Presented. Moved by B Crosswell that they be accepted as an accurate record, Seconded by I Pease. Passed.**

**Business Arising from the Previous Minutes:**

- Gas Bottles have now been certified by Manion Plumbing and compliance had now been reported to Supagas .
- Lawnmower and Whipper Snipper have now been purchased.

**Treasurers Report:** As Per Statement passed J Hughes 2<sup>nd</sup> I Pease

**Correspondence:**

Inward: Invoice for Container

Outward: Minutes Sent via Email

**User Groups:**

**EFC:**

- Oven door not sealing properly in Kitchen,
- Women's Toilets general wear and tear on seats ,
- Men's Toilets brackets are showing some corrosion,
- Ventilation Fans in Men's, Women's and Disabled Toilets are a concern,
- Spotlight (NW End) not working possible Faulty sensor.
- Building hand over to ECC @ end of month
- Stewart Stones accredited builder for Scoreboard work

**ECC:**

- Looking at Incorporating Center wicket into Master plan upgrade
- Working Bee Sunday week to fix nets 23<sup>rd</sup> is a tentative date set
- Club looking at super shield matting for wicket up grade
- Meeting on Sunday

**EPS,ETC,ELR: NIL**

**ERC:**

- Storage and Shed Costings and Supplier of power prices

**EVF:**

- Good Numbers so far and interesting entertainment for the fair in the park

**ESP:**

- Funding for works \$4400 with Jade from Tassie Artificial Turf (TAT) to undertake installation of equipment in the skate park precinct,
- Attended neighborhood watch meeting more signage requested around area in relation to traffic flow and management, with letters to be drafted in relation to offending parties.

**NMC:** Not much to report due to Cr. R Goss Hip injury,

- Lorraine Green to submit proposal for Council's application to the 2018 Community Sport Infrastructure Grant Program for funding to upgrade and expand the clubhouse, including the development of inclusive facilities for female sport participants; and upgrade the oval to address significant drainage and turf problems at the Morven Park Recreation Ground. LGAT elections are not far away with all councilors seeking re-election.

**General Business:**

- It has been requested by Anne Harvey (JAG) in conjunction with EPS and Rotary Club a coin box be left in the clubrooms for the fundraising of a water fountain for "Humans & Animals" which will cost \$3410. The MPMDA supports this and will donate \$500 towards this Passed J Hughes 2nd P Davey
- Purchase load of quality topsoil to spread near cricket pitch B Crosswell to enquire on prices for this.

Next Meeting: October 10<sup>th</sup> 2018

Meeting Closed 2100hrs

B Crosswell

(President)

# 1-4 EVANDALE COMMUNITY CENTRE AND MEMORIAL HALL MANAGEMENT COMMITTEE

Gov BE(ii)

Minutes of General Meeting Tuesday 9<sup>th</sup> October 2018

Chairperson: John Lewis.

Meeting opened: 1.00pm

1. Present: Jackie Divall, Geoffrey Divall, Laurie Wotherspoon, Barry Lawson, Maria Lawson, Heather Leggett, Chris Allison, Adrian Jobson, Gillian Atherton (Minutes).

2. Apologies: Sue Bedford, Judy Heazlewood, Peter Riley, Lois Wotherspoon, Chris Leggett, Ian Goninon.

3. Minutes of Previous Meeting: were taken as read and confirmed: Laurie Wotherspoon/Barry Lawson. Carried.

### 3.1 Business Arising

- Atrium – still waiting for plans from the Council. Money will still be available for work to commence after the tourist season.
- Grant application for solar panels for the hall has been accepted (RSL), to be decided December.

### 4. Correspondence:

Records of E-mail correspondence circulated.

- Community Care: request to use carpark.
- Public Works: Notice of lengthy road works, Evandale Road.

### 5. Community Hall Report:

- With a wedding booking at the hall soon, Geoff Divall requested that some china bowls be replaced, and a purchase of table covers be made.

Moved: 'that the above purchases be made', Adrian Jobson/Geoff Divall. Carried.

### 6. Financial Report:

#### TREASURER'S REPORT

September 2018

Income	September 2018	% Change	September 2017
General	\$730.75	-3%	\$715.25
Memorial Hall	\$80.00		\$0.00

Bank Balance	September 2018	Last Month
Commonwealth Bank-Cheque Account	\$5,364.84	\$1431.31
Bankwest- Business Telenet Saver	\$9178.12	\$9162.03

Council Grant of \$5257.00 was deposited into the Centre's Commonwealth Bank Account on the 19/09/2018 and the Bankwest account rose by \$16.09 to \$9178.12

The Income for the Centre is pretty much on par with last years sales and the Memorial Hall is still a little bit slow in picking up some business but hopefully that will change with the warmer weather.

Chris Allison  
Treasurer, 01 October 2018

Moved that the financial reports be accepted: Adrian Jobson/Geoff Divall. Carried.

#### 7. History report:

- Laurie Wotherspoon had conducted an Evandale Tour for a party from Devonport.
- Dealing with range of history searches.

#### 8. Gift Shop:

- Jackie has made some progress with obtaining the post card containing several Evandale scenes, and has calendars with aerial views of Tasmania for sale.

#### 9. Centre Management Report:

##### SEPTEMBER 2018

	Tourists	Other Users	Total	
SEPT 2018	257	314	571	
SEPT 2017	278	311	589	

- Cleaning of Centre: Chris Allison will continue cleaning the Centre and the Memorial Hall on a regular basis.
- New Volunteers: Have tried to contact three names that have filled 'Expression of Interest' forms. One may commence in October.
- Web Statistics: A Web Statistics program by Google is still under modification, so January's figures are not currently available.

Geoff Divall.

#### 10. Any Other Business:

- End-of-year Christmas Luncheon: Laurie Wotherspoon and John Lewis have been exploring ways of taking the luncheon outside the Centre, to save arrangements falling on just a few volunteers. The Riverside Hotel will provide a three course Christmas Lunch for \$60 per head. With the Centre and the History Society subsidy the cost to each volunteer would be \$10.00 per head. This proposal was accepted, and to be booked for 6<sup>th</sup> December, acceptance with \$10 by 13<sup>th</sup> November. To use either a car pool or own transport.
- More advertising required for Memorial Hall; stage needs up-grading; investigating Indoor Bowls.
- A gift of appreciation for Mr. Chris Hurford was discussed.
- Volunteers to notify the Secretary regarding availability over the holiday period.

- 'Community Care Tasmania' who offer local home care services will be using the carpark at the Centre to park their bus, so they can access clients in Evandale They will next be visiting on November 6<sup>th</sup> from 2.30 - 4.30pm.
- Responding to a query regarding regular advertising in the Country Courier, it was stated that they only advertised special activities or functions.
- Adrian Jobson queried the extra cost of solar panels at the hall relating to the existence of three-phase current and suggested another quotation be sought.
- Clarendon will be open at the end of October, and the new Manager has been in contact with the Centre.
- Members were urged to consider new ways of promoting the community and information aspects of the Centre to present to the next meeting.
- Future meetings to be held on the second Tuesday of the month in future, starting in November.

The meeting closed at 2.20 pm.

The next meeting: Tuesday 13<sup>th</sup> November at 1.00pm



### **Liffey Hall Management Committee.**

Meeting held on the 9<sup>th</sup> October 2018 the meeting commenced at 7.15pm.

#### **Present:**

Jilli Spencer, Sally Staubmann, Dennis Chilcott, Lindsay Jordan, Sammy Jordan, Maria Saldana, Dick Adams, Quenton Higgs.

#### **Appologies:**

Maree Chugg, Tim Brazendale, Jen Randell, Gavin Price.

#### **Minutes:**

The minutes were read from the previous meeting and were moved by Sally Staubmann and second by Lindsay Jordan to be a correct.

#### **Treasurer's report:**

The treasurer's report was read by Sally Staubmann stating income and expenses. The September market day raised \$398.05 making a total of income from 23/7/18-23/9/18 to \$510.05. The expenses were \$737.92 with the biggest expense \$285.00 was for the new notice board that has been placed on the wall in the main entrance area. The total funds at the time of the meeting were \$7,729.24. A treasurer's report of the full account of transactions is placed with the minutes for reading. The report was moved by Jillie Spence and second by Lindsay Jordan.

**General Business:**

1. Sally Staubmann has organized the next round of fire safety awareness for the Liffey residents. A meeting and information evening will be held at the hall on Tuesday the 16<sup>th</sup>. It is hoped that people will take advantage of the information that will be given by the fire service representative.
2. The treasurer has been in contact with several lawn mowing contractors in relation to obtaining prices to mow the tree avenue area and around the hall. The prices obtained are out of the reach of the committee we will be looking to get more support from the council in this matter in the way of some extra trips to this area instead of just the two a year trips as it is now.
3. Jilli Spencer will make up some signs to make people aware of the mice problem when cupboard doors are left open. The mice had been getting into left open cupboards and making a mess.
4. The D.V.A grant application is on track with several quote gained for the process with just a couple more prices to obtain then we are hoping to be able to do the application process on line.
5. The question was asked if the committee was in favour of the actual hall being used as an overnight stay area. Sally Staubmann is going to ring the council on the matter and get their view.
6. It has been pointed out that we need to take more care when filling out the hall hire applications. Relevant names and signatures must be in the right places.
7. Sally will update hall hire prices with insurance prices inclusive.

**Market Report:**

Quenton is going to run some newspaper ads on the upcoming market dates.

The tractor club will be attending the next market on the 13<sup>th</sup> Oct.

The market days are an excellent fund raiser for the hall and the more people that get behind this great day the better. The next market will be on the 10<sup>th</sup> November 2018.

**Next Meeting:**

The next Liffey Hall Management Committee meeting will be on the 11<sup>th</sup> December 2018 at 7.00 pm.

Meeting closed 8.30 pm.

Secretary Liffey Hall Management Committee,

Dennis Chilcott 23/10/18.



Gov 8(2)(iv)

## Minutes of Devon Hills Neighbourhood Watch and Residents Committee

14<sup>th</sup> October 2018

**Present:** Phill & Cheryl Canning, Margaret Webster, Alira Davis, Janet Lambert, Ian Goninon, Kelvin & Marilyn Page, Graeme Gliddon

**Apologies:** Ted Davis, James Buckby, Lisa Lucas, Lance Turner, Virginia Tempest, Jim Stewart

**Meeting Opened:** 3.30pm

**Previous Minutes:** Moved as correct: No. Virginia Tempest and Ian Goninon missed off Present List. To be corrected by Alira Davis.

Moved as Corrected: Cheryl Canning

Seconded: Margaret Webster

All in Favour: All

Business Arising From Previous Meeting

Council Correspondence from Phill Canning

- Keys for fire shed: Still in process of getting there.

- Painting of Bus Shelter: Still in process.

- Notice Board: Still in process.

1) Volunteer Induction Day: Wednesday 24<sup>th</sup> October at Campbell Town Town Hall 5:30pm

2) Road Development: Sound Testing/Noise Level Results have not been released. This to be followed up with Jeremy Rockliff

Ian Goninon and Janet Lambert to raise several issues of concern at Northern Midlands Council Meeting Monday 15<sup>th</sup> Oct 2018.

After discussing raised concerns it was put that a letter be written in support of Ian and Janet on the concerns.

**Motion:** Letter in support of Ian and Janet on raise concerns.

Dangerous Tree's over cycle track to be removed, drainage onto cycle path needs to be corrected before it washes path away, Perth on/off section of cycle track nonexistent, no connector between cyclist track and Breadalbane, Guide post hazard, No consultation with Tasmanian Cyclist Community or Devon Hills Community, Planting of tress/vegetation on Verge areas. Option to extend cyclist path through Devon Hills to link

NORTHERN MIDLANDS COUNCIL					
Location					
File No.					
Property					
Attachments					
REC'D 30 OCT 2018					
	I	A		I	A
GM			MYR		
P&DM			CBS		
CSM			PLAN		
E&DM			BLD		
WM			HLT		
			LC		

back to Perth or towards Evandale: 11

Moved: Phill Canning  
Seconded: Alira Davis  
For: All  
Against: Nil  
Motion Passes: Yes

- 3) Naming of "Old Highway": Haggerston Road was nominated on the 3<sup>rd</sup> Oct 2018. There is a 30 day appeal time for objections.
- 4) Market Day: 24<sup>th</sup> Nov 2018. Tidy up from 5pm and short meeting from 7pm to be held on Thursday 8<sup>th</sup> Nov to finalise Market Day Organisation.

Northern Midlands Council to mow the lawn area prior to 24<sup>th</sup> November.

- 5) Trailer Registration of \$59.00 has arrived. To be paid by Cheque

Treasurers Report: Tabled by Margaret Webster with current balanced of Devon Hills Residents Committee Account \$1,765.75cr  
Paid Northern Midlands Council GST \$93.68  
Paid Neighbourhood Watch Tasmania Inc Membership \$30.00

Devon Hills Neighbourhood Watch Account \$18.26cr  
Moved as Correct: Ian Goninon  
Seconded: Graeme Gliddon

#### General Business:

- 1) Crime Report by Phill Canning: 30<sup>th</sup> July – 1<sup>st</sup> October 2018  
No crimes to report
- 2) Ian Goninon questioned why Northern Midlands Council do not provide a Secretary for community meeting?  
This has previously been looked into and as we are a Committee of Management not a Committee of Council we were not entitled to this. Ian is going to ask the question to Council again.
- 3) Pigeon Club: New Agreement to be signed. Fee of \$50 per year plus one working bee day at Fire Shed.
- 4) Face book: Resident has requested that Crime Report be posted on

Face Book Page. This will happen as each report comes in.  
Next Meeting: Sunday 9<sup>th</sup> December 2018, 3:30pm

Meeting Closed: 4.25pm



Gov 8(2)(v)

MINUTES

MEETING OF THE CAMPBELL TOWN DISTRICT FORUM HELD IN THE UPSTAIRS MEETING ROOM AT THE TOWN HALL, CAMPBELL TOWN ON TUESDAY, 6 NOVEMBER 2018 COMMENCING AT 9:30AM

1 PRESENT

Mr Michael Roach (Chairperson), Mr Owen Diefenbach, Mr John Ashman, Ms Sally Hills, Mr Bevis Perkins ESM, Mr Ken Reid, Mrs Debbie Thomas

2 IN ATTENDANCE

Miss Lucie Copas (NMC)

3 APOLOGIES

Mrs Jill Davis (Vice Chair), Mrs Jill Clarke, Mrs Judith Lyne

4 DECLARATION OF ANY PECUNIARY INTEREST BY A MEMBER OF A SPECIAL COMMITTEE OF COUNCIL.

In accordance with the provisions of the *Local Government Act 1993*, a member of a Special Committee must not participate in any discussion or vote on any matter in respect to which the member:

- a) has an interest; or
- b) is aware or ought to be aware that a close associate has an interest.

A member has an interest in a matter if the matter was decided in a particular manner, receive or have an expectation of receiving or likely to receive a pecuniary benefit or pecuniary detriment.

Nil declared

5 CONFIRMATION OF MINUTES

**Mr Bevis Perkins/ Mr John Ashman**

The minutes of the meeting of the Campbell Town District Forum held on **Tuesday, 2 October 2018** be confirmed as a true and correct record of proceedings.

Carried unanimously

## **6 BUSINESS ARISING FROM THE MINUTES**

### **6.1 2019 Volunteer & Australia Day Nominations**

Each year the Northern Midlands Council recognises volunteers, outstanding citizens and events that have contributed to our municipality at its annual Australia Day Event on 26 January.

Nomination forms and further details are available on our website or can be posted if requested.

Nomination forms are due back to Council Friday 7 December, to date no nominations have been received.

**Action:**

*Miss Copas to include nomination forms with email.*

### **6.2 Plaques for replacement**

Miss Copas has forwarded the Forum's comments onto the appropriate Council Officer for further investigation.

Miss Copas to provide verbal update at meeting.

Council's Tourism officer is currently progressing when funding/ budget becomes available.

### **6.3 Pool Lifeguards**

Council has now filled all roles for Pool Lifeguards for the 2018/ 19 Season.

The Campbell Town Pool will be open from Saturday 1st December 2018.

General discussion was held, committee looking forward to upcoming Summer season. Mrs Thomas advised that only 2x morning session will be available.

### **6.4 Southern Committees Christmas Function**

The Annual Christmas Function for Southern Committees will be held on Thursday 6 December at 6:30pm at Zeps, Campbell Town.

Committee noted information.

### **6.5 St Luke's Cemetery**

Miss Copas has passed comments onto Works Department. Awaiting confirmation.

Discussion was held regarding the future of burials and cemeteries within the Campbell Town region.

**Action:**

*Miss Copas to further investigate.*

## 6.6 Event Signs

Miss Copas forwarded comments onto Works Department. Awaiting confirmation.

### **Action:**

*Miss Copas to contact event organiser and ask for sign removal or update to reflect next years date.*

## 6.7 Cleaner/ Bins

Larger bins will be included within the new High Street upgrade and Councils Litter Collector currently works 7 days a week.

Councils Works Department has made the comment that extra bins are not required.

General discussion was held regarding the requirement or more bins and it was also raised that there have been several instances of rubbish dumping outside the Waste Transfer Station in recent months.

### **Action:**

*Miss Copas to forward comments to Works Department for investigation.*

## 6.8 General Cleaning

Miss Copas passed request onto General Manager for consideration.

General discussion was held regarding the responsibility of business owners to ensure footpaths and shop fronts are clean and neat.

## 6.9 Bond Street Trees

Miss Copas passed request onto General Manager and Council Works Department for future consideration.

No further action required.

## 7 NEW BUSINESS

### 7.1 Campbell Town Street Scape Meeting

Members of the Forum met with Council Staff on Wednesday 17 October to discuss the required removal and replacement of the Ash trees outside Valentine Park. The Forum members that attended supported in principle the removal and replacement but have requested that the same species of trees is used as replacement.

Thank you to the Forum members who were able to provide comment and feedback.

General discussion was held regarding the upcoming changes to the main street and the impacts that it will have on traffic. It was noted that the committee supports leaving

the Convict Brick Trail as it is and does not support removing them and placing them in shapes in the pavement as suggested.

## **7.2 Community Organisation Expo**

Council is currently inviting expressions of interest from local community groups and organisations based within the Northern Midlands to attend and take part in a Community Organisation Expo on Monday 12 November. The expo will take place at the Longford Sports centre in Burghley Street and will commence from 10am and conclude at 1pm.

Her Excellency Professor the Honourable Kate Warner AC, Governor of Tasmania will be in attendance during the expo.

Committee noted information.

## **7.3 Local Government Election 2018**

Results will soon be known from the 2018 Local Government Election. Councillor representative to be advised.

General discussion was held. Committee noted information.

## **7.4 Bridge Maintenance & Testing**

General discussion was held regarding the ongoing testing of the Red Bridge.

## **8 CLOSURE**

Chairperson closed meeting at **10:19am**.

Next meeting to be held on **4 December 2018** at the Town Hall, upstairs meeting room.



MINUTES

Gov 8(2)(vi)

THE MEETING OF THE ROSS LOCAL DISTRICT COMMITTEE HELD AT THE READING ROOM, ROSS ON TUESDAY, 6 NOVEMBER 2018 COMMENCING AT 11:15AM

1 PRESENT

Mr Arthur Thorpe (Chairperson) Mrs Helen Davies, Mr Tony Thorogood, Mr Allan Cameron, Mrs Candyce Hurren, Mr Herbert Johnson, Mr Ricky Hebbard, Mrs Jill Bennett

2 IN ATTENDANCE

Cr Janet Lambert, Mr Leigh McCullagh (NMC), Miss Lucie Copas (NMC), Mr Keith Jolly, Mr Marcus Rodrigues, Mr Steve Johnson

3 APOLOGIES

Mr Tim Johnson, Mrs Gai Bazen

4 DECLARATION OF ANY PECUNIARY INTEREST BY A MEMBER OF A SPECIAL COMMITTEE OF COUNCIL

In accordance with the provisions of the *Local Government Act 1993*, Part 5, S48A – S56, a member of a Special Committee must not participate in any discussion or vote on any matter in respect to which the member:

- a) has an interest; or
- b) is aware or ought to be aware that a close associate has an interest.

A member has an interest in a matter if the matter was decided in a particular manner, receive or have an expectation of receiving or likely to receive a pecuniary benefit or pecuniary detriment.

*\*It should be noted that any person declaring an interest is required to notify the General Manager, in writing, of the details of any interest declared within 7 days of the declaration.*

Nil declared

5 CONFIRMATION OF MINUTES

***Mrs Candyce Hurren/ Mr Ricky Hebbard***

*That the minutes of the meeting of the Ross Local District Committee held on Tuesday, 2 October 2018 be confirmed as a true and correct record of proceedings.*

*Carried unanimously*

6 BUSINESS ARISING FROM THE MINUTES6.1 2019 Volunteer & Australia Day Nominations

Each year the Northern Midlands Council recognises volunteers, outstanding citizens and

events that have contributed to our municipality at its annual Australia Day Event on 26 January.

Nomination forms and further details are available on our website or can be posted if requested.

Nomination forms are due back to Council Friday 7 December, to date no nominations have been received.

Committee to consider further nominations.

## 6.2 Pool Lifeguards

Council has now filled all roles for Pool Lifeguards for the 2018/ 19 Season.

The Ross Pool will be open from Saturday 8th December 2018.

Committee pleased with outcome.

## 6.3 Southern Committees Christmas Function

The Annual Christmas Function for Southern Committees will be held on Thursday 6 December at 6:30pm at Zeps, Campbell Town.

RSVP's to Miss Copas at earliest convenience.

## 6.4 Wellington Street Mowing Schedule

Miss Copas provided feedback to Works Department. Feedback noted.

Discussion was held regarding the mowing schedule, Mr McCullagh provided comment and advised that Council Staff will consider mowing at different times of the year.

## 6.5 Dangerous Trees

Council at it's 15 October Council Meeting resolved the following:

### **DECISION**

#### **Cr Knowles/Cr Lambert**

The Ross Local District Committee request as custodians, the Northern Midlands Council take measures to remove those overhanging tree limbs that present a risk to ensure public safety on Tooms Lake Road (C305).

Carried unanimously

Committee to note information.

Discussion was held regarding Council's responsibility. Mr McCullagh advised that an independent arborist has been engaged to provide a report on the trees and advised that no further action on Council's behalf is required.

## 6.6 Defibrillators

Council at its 15 October Council Meeting resolved the following:

### **DECISION**

#### **Cr Lambert/Cr Gordon**

That Council consider relocating the defibrillator located inside the Ross Town hall to the most suitable exterior location.

Carried unanimously

Committee to note information.

Committee pleased with Council decision. Further fundraising to take place.

## **7. NEW BUSINESS**

### **7.1 Community Organisation Expo**

Council is currently inviting expressions of interest from local community groups and organisations based within the Northern Midlands to attend and take part in a Community Organisation Expo on Monday 12 November. The expo will take place at the Longford Sports centre in Burghley Street and will commence from 10am and conclude at 1pm.

Her Excellency Professor the Honourable Kate Warner AC, Governor of Tasmania will be in attendance during the expo.

Discussion was held regarding the upcoming expo.

### **7.2 Local Government Election 2018**

Results will soon be known from the 2018 Local Government Election. Councillor representative to be advised.

General discussion was held regarding the results and incoming Council committee representative – to be advised once decided by Council.

### **7.3 Thank you**

Thank you to the Works Department for their quick action and prompt service.

### **7.4 Heritage Signs**

Miss Copas to follow up with Council's Engineering Officer.

### **7.5 Bridge Maintenance**

General discussion was held regarding Council's authority over the maintenance and repair of the Ross Bridge and the stairwell. Mr McCullagh advised that he has been in discussions with Department of State Growth previously.

**7.6 Police Matters**

General discussion was held regarding a recent vehicle crash that occurred on the corner of Badajos Street and Bond Street. Mr McCullagh advised that Council is limited with what it can do because of traffic rules and regulations.

**7.7 Light on War Memorial**

It was raised that the light on the War Memorial requires realigning. Mr McCullagh advised that this was meant to have been fixed. Mr McCullagh to follow up.

**7.8 Declared Dog Areas**

It was raised that on various occasions, visitors and tourists to Ross have allowed their dogs on the old Ross School oval. Miss Copas confirmed that dogs are not allowed on the school oval and will forward comment onto Council's Animal Control Officer for action.

**8 NEXT MEETING/CLOSURE**

The Chair closed the meeting at 12:06pm.

Next meeting to be held **4 December 2018 at 11:15am.**