



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 26th January 2015 – 7.30pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Pat Lowe (PL) (Chairman), Gill Scott (GS), Richard Jackson (RJ), Helen Butler (HB), Nick Harris(NH), Michael Burford(MB), Gill Chatfield (GC)

Also: Jayne Hawkins (Clerk)
Cllr. John Bennison (HDC, HCC)
Cllr. Jenny Radley (HDC)
Cllr. Simon Ambler (HDC)

01/15 Apologies for Absence

Apologies were received and accepted from Richard Newbiggin.

02/15 Approval of the minutes

Minutes of the Full Council Meetings on 24th November and the 15th December were received and approved as a true reflection of the meeting.

Minutes and recommendations of the following committee meetings were accepted.

Planning Committee Meetings - 24/11/15, 8/12/15, 12/01/15

Facilities Committee – 8/12/15, 15/12/15, 12/1/15

Policy and Finance – 19/01/15

03/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

04/15 Declaration of interest relating to items on the agenda

There were no declarations of interest on any items on the agenda.

05/15 To receive Chairman's announcements

- Following review by the Policy and Finance committee there were no changes to the policies for data protection & code of conduct
- Neighbourhood planning meeting 27th January 3pm Cllr Harris and Cllr Burford booked places.

06/15 Public Session

An opportunity for members of the public to bring matters to the attention of the Parish Council (3 minutes per person, 15 mins maximum)

A member of the public who had applied for the Parish Councillor vacancy introduced himself and gave an overview of why he wished to be considered for the vacancy.

07/15 Councillor Resignation – To receive the resignation of Councillor Annette Whibley and to decide whether to appoint a councillor to the following outside bodies - Alms Houses, MoD liaison and Housing

Cllr Harris said he would volunteer if there were no other volunteers

Cllr Jackson said he would consider volunteering for Policy and Finance Committee but would need to drop something else.



08/15

New Councillor – to receive application forms for new Councillors and to decide whether to appoint a new councillor to the existing vacancy

The Chairman reported that there was an application from Andrew Ballington which had been circulated.

It was resolved to co-opt Mr Andrew Ballington to the Parish Council for the Church Crookham East ward. This was proposed by Councillor Lowe and seconded by Cllr. Jackson and agreed by all. Mr Ballington signed a declaration of acceptance of office in the presence of the clerk.

09/15

CCTV Camera Tesco Roundabout

To decide whether to upgrade the CCTV camera at the Tesco roundabout.

Report Circulated.

It was **resolved** to upgrade the CCTV camera with a digital camera costing £3228. The clerk was asked to confirm whether the infrared camera costing an additional £429 would be necessary at the Crookham Crossroads as the area was fairly well lit. PL/HB, 7 in favour, 1 abstention.

Clerk

It was **agreed** to fund the camera from the £3K highways Ear Marked Reserve with any additional funding coming from general reserves.

10/15

Actuals vs Budget

To receive an update on the actuals vs budget figures at the end of the 3rd quarter and to decide whether to move any general reserves over 90K to an ear marked reserve.

Report circulated. Actuals vs budget accepted. It was **resolved** to move any general reserves over £90 at year end to the following ear marked reserves.

- Community Youth EMR £30K to allow the Skate Board project to progress.
- Any remainder to EMR for leisure projects at Peter Driver e.g. basketball net and outside gym equipment.

Clerk

11/15

Budget 2015 2016

To receive the budget as recommended by the Policy and Finance Committee and to decide whether to accept it or whether any final amendments are required before it is approved. Report circulated.

It was **resolved** to accept the budget which was signed by the Chairman. PL/MB all in favour.

12/15

Precept for 2015 2016

To receive a proposal from the Policy and Finance Committee to keep the precept at the same Band D level (£53.80) as in 2015 2016 and to submit a request to Hart District Council for £186,460.05

It was **resolved** to set the precept for 2015/2016 at £186,460.05 which will keep the household precept for a band D dwelling at £53.80 for the 6th year running.

The Parish will also receive a grant payment from Hart of £2,640.28.

The chairman, vice chairman signed the precept form witnessed by the clerk.

Clerk

13/15

Annual Parish Meeting

To decide whether to accept a proposal to hold the Annual Parish Meeting on the 23rd April 2015 in the Memorial Hall and to decide who to invite to be a guest speaker.

It was **resolved** to hold the Annual Parish Meeting on the 23rd April in the Memorial Hall. The meeting will also host the public art consultation including suggestions for other pieces of art at Crookham Park.

It was also agreed to invite Rund/Mildren/Brightspace to give a brief presentation and to also invite PC Webster to the meeting.

Clerk



- 14/15** To approve the payment of the national pay award for the office staff and the sports officer of 2.2% from 1st January 2014 and a non consolidated one-off payment for employees on SCP's 5 – 49 in December 2014 and employees on SCP's 26-49 in April 2015.
It was **resolved** to award the increase and one-off payments in-line with the national pay award. PL/RJ all in favour. Clerk
- 15/15** **Asset Register**
To decide whether to approve an updated asset register and receive verification of assets as recommended by the Policy and Finance Committee. Documents Circulated.
It was **resolved** to accept the asset register and sign it. PL/RJ all in favour.
- 16/15** **Risk Assessment**
To decide whether to approve an updated Risk assessment as recommended by the Policy and Finance Committee.
It was **resolved** to accept the risk assessment which was signed by the Chairman. PL/MB all in favour
- 17/15** **Treasury Policy**
To receive treasury policy and to decide whether to accept a proposal from Policy and Finance committee to accept the revised document.
It was **resolved** to accept the revised Treasury policy to include an amendment to the limits per bank account to be up to 25% or £400,000 whichever is the greater. NH/GC all in favour.
- 18/15** **Interim Audit Report**
To receive an interim audit report from the internal auditor and to agree what actions are required to address any issues raised. Document circulated.
It was **resolved** to implement the recommendations and actions on the interim audit report that had been circulated. NH/MB all in favour
- 19/15** **To review internal controls**
To conduct a review of internal controls and to decide if the processes and procedures that are in place are adequate - Financial Regulations, Standing orders, Risk Assessment.
Report Circulated.
The Parish Council **resolved** following review that they did have adequate controls in place. They carry out an annual risk assessments and asset register reviews and employ an internal auditor to audit the books and procedures. They also have RBS in each year end to finalise the year end books in Omega. Processes and procedures are regularly reviewed. PL/MB all in favour.
- 20/15** **Bus service – Church Crookham**
To receive a report on the bus service changes in Church Crookham and to decide if there is any action that the Parish Council would like to take.
Councillor Radley gave an update on the local buses and alternative services such as taxi share, Fleet Link and community care. She reported that there will be a follow up meetings with stagecoach in March and June.
It was **resolved** that Cllr Harris would draft a letter for the clerk to send to Hart District Council, Hampshire County Council and Stagecoach acknowledging that they had a difficult task to provide a cost effective service but to also raise the parish councils concern about the difficulty that some older/sick residents were having getting to hospital appointments and children getting to schools and also suggest that the buses were timetabled better to meet trains arriving at Fleet station. The letter should express the parish councils willingness to be involved in the discussions and to help with communicating any changes to the residents in the Parish. NH/Clerk



21/15 Fleet Link – to approve an extension of the Fleet Link service for a further two years and two months. From January 2015 to March 2017. Also to consider whether the Parish Council would in principle consider extending the service to cover Crookham Village.

- 2015/2016 - £4835
- 2015/2016 - £4835 plus CPI (1.5% last year)

It was **resolved** to approve an extension at the above rates for a further 2 years and it was agreed in principle to approve the extension of the Fleet Link Service to Crookham Village dependant on acceptable terms. The clerk was asked to ask questions about the extension in terms of the impact if any on the existing service to Church Crookham customers. PL/MB all in favour

Clerk

**22/15 Community Centre
To receive an update on the community centre project. Report circulated.**

It was reported that the project is on budget and a few days behind against plan. It was resolved to sign the contracts which were signed by Cllr Lowe and Cllr Jackson and witnessed by the clerk.

Brightspace will be providing ideas for internal finishes. Clerk has asked office companies to come up with designs for the office. Councillors need to select the kitchen.

**23/15 Community Centre quotes:
To consider approving the following items of additional expenditure for the Community Centre project.**

- LED lighting in main hall - £1188 (approved by Facilities)
- Sound board for wall in foyer - £559.87 (approved by Facilities)
- Design work resulting from ground investigation - £1800 (approved by Facilities)
- CCTV points if additional cost
- Additional door furniture if quotes available

It was resolved to include the LED lighting, the Sound board and the design work in the project as additional items.

**24/14 Community Centre hire rates
To consider a proposal to amend the proposed hire rates for the community centre based on additional financial information. Report circulated.**

The clerk explained that when the estimates of income and expenditure had been presented to the Council previously the income included vat, which will be paid to HMRC. This had inflated the Parish Council income against costs. In light of this new information the rates were reviewed and it was decided to set initial hire rates as follows:

- Main Hall, general public use - £15.00/hour inc. vat
- Main Hall, private parties - £25/hr inc. vat
- Nursery, preschool regular booking - £15/hr inc. vat
- Nursery, private parties - £20/hr inc. vat

RJ/NH 7 infavour 1 abstention

**25/15 Pre School tender pack
To decide whether to issue the circulated pre-school tender pack to Shelia Hornby – HCC.**

It was reported that the pre-school tender pack had been revised by Cllr. Butler and Cllr. Scott. It now included more location maps and more expectations.

It was **resolved** that it should include the following in the terms and conditions

- Hire rate should be £15.00 per hour inc. vat.



- Hire Rate to include utilities but pre-school pays for own telephone. Clerk to check if they need their own broadband
- Hire rate to include daily cleaning
- Deposit of £500
- Notice period 3 terms.
- To include some furniture
- May be opportunity for pre-school to apply for a grant.
PL/GS

26/15 Public Art

To receive a proposal to select a short list of 3 artists for the Public consultation.

A report was circulated

- Number of tenders returned - 7
- Scoring of submissions had been carried out by Cllr Lowe and Cllr Scott.
- They had selected three artists for the short list.
- Public consultation will be via newsletter, survey monkey, public meeting.

It was **resolved** to shortlist the following artists: Mr Sinclair, Jemma Pearson, Robert Hunt. GS/NH all in favour.

27/15 Public Art

To decide what is required from the shortlisted artists for presentation for the public consultation.

It was **resolved** to ask each short listed artist to provide the following with a budget of £680 each.

- An A3 posters for insertion in newsletter
- A Maquette of their design

PL/MH all in favour.

28/15 Skate Park

To receive an update on submissions for the skate park tender and to receive a proposal for the selection of one company to work with whose design will be reviewed and submitted for planning permission. Report circulated.

Cllr. Jackson and Cllr. Butler would like to propose to full council that they appoint **Maverick** as the contractor to carry out the Consultation, Design (inc Planning Application) and Construction of the Skate Park at Crookham Park with a total budget to include a pathway to the site of £95K. They would also like to propose that Maverick are asked to include an optional extension to the skate park with a budget of £15K when submitting planning permission that could be implemented should further funding become available.

It was **resolved** to accept the above proposal. RJ/PL all in favour.

29/15 Grant Request

To receive a grant request from FITC

Grant request reviewed by Policy and Finance Committee and it is recommended that the grant of £2505 is awarded to FITC in 2015 2016 budget. NH/GC all in favour.

30/15 Parish Lengthsman Scheme

To identify small highway projects for the Parish Lengthsman scheme.

- Grant received of £1000
- Plus £3K highways fund

Suggestions:

- Clean Highways signs
- Cut back the pyracanthus hedge and Laurel at Sian Close
- Contribute to planter on Gally Hill Road roundabout – see below.



- Clear ditch on Award Road up near Gally Hill Road. Blocked and causing flooding of gardens and footpath used by school children.
- Tidy up the conifer trees opposite the Verne that have recently been cut back, but some sharp branches have been left sticking out at low levels.
- Tidy up the plant growth on the pavement on Beacon Hill from Crookham Crossroads up to the Tweseldown.

It was **resolved** to get quotes for all of the above but the ownership of the land on Award Road needs to be clarified before any work could be carried out on this piece of land. Clerk to contact John Elson.

Clerk/Admin

Clerk will also check if the Community Pay back team would be interested in cutting back the undergrowth on the pavement along Beacon Hill.

31/15

Planter Gally Hill Road

To receive a request to contribute £100 towards the cost of plants for a planter to be placed on the roundabout at the junction of Gally Hill Road and Brandon Road.

It was reported that Crookham Village Parish Council are looking at tidying up the roundabout and Hart have agreed to supply a planter. Crookham Village have asked if Church Crookham would contribute towards the cost of the plants which is estimated to be £200.

It was **resolved** to award Crookham Village Parish Council with £100 for plants in the planter. RJ/PL all in favour.

Clerk

32/15

Street Names

To receive a request to include Bijay Kumar Rawat the first Gurkha to command a battalion in the British Army in the list of street names for Crookham Park.

Letter received from his son and circulated.

It was **resolved** to accept this request in principal but the clerk was asked to verify the details supplied in the letter by contacting Major (Retd) N D Wylie Carrick MBE. What would be an appropriate part of the name to use for a road name.

Clerk

33/15

Consultations:

- Pension scheme LGPS pension scheme
- Parish Poll – Draft response from Cllr. Harris circulated
- LCR opinion request – NALC questions regarding precept

Links circulated.

It was **resolved** to respond as follows:

- 1) Pension scheme consultation – no response RJ/PL all in favour
- 2) Parish Poll – submit response circulated by Cllr. Harris. NH/GC all in favour
- 3) LCR opinion – Repond to questions as follows. 1 – No, 2 – Maybe, 3- No PL/NH all in favour

Clerk

34/15

To receive a finance report for community centre project and approve payments.

It was **resolved** to approve the community centre finance report and the following payments. PL/MB all in favour.

- £ 95,760 inc vat to Mildren Construction.
- £3,600 inc vat to Rund

Clerk/RFO



35/15

To approve payment of accounts and to review any quotations received

Clerk/RFO

The accounts for November and December and payments for December and January were approved by all and signed by the Chairman. PL/NH all in favour.

December:

Financial Year ending 31/3/15	Closing balance per October Statement	Income - Credits received at bank in November	Expenditure - Cheques presented in November	Inter account transfers	Closing balance per November statement (cash at bank and in hand)
HSBC Current A/C	£ 39,391.64	£ 3,500.00	£ 11.02	-£ 11,904.41	£ 30,976.21
Unity Bank Current A/c	£ 46,774.42		£ 12,316.76	£ 24,293.37	£ 58,751.03
HSBC Deposit account	£ 247,875.09	£ 10.28	£ 8.00	-£ 12,388.96	£ 235,488.41
HSBC S106 Deposit A/c	£ 6,407.06	£ 0.32			£ 6,407.38
Unity Bank S106 Deposit A/c	£ -				£ -
Alto prepaid card	£ 402.01		£ 98.39		£ 303.62
Santander 12 month Business bond	£ 138,952.00				£ 138,952.00
Unity Bank Allotments Deposits A/c	£ 5,051.58	£ 150.00			£ 5,201.58
Barclays Community Centre Current A/c	£ 82,190.00		£ 27,540.00	£ 44,570.00	£ 99,220.00
Barclays Community Centre Contribution Deposit A/c	£ 586,228.60			-£ 99,220.00	£ 487,008.60
Lloyds Community Centre Contribution Current A/c	£ -				£ -
Lloyds Community Centre Contribution Deposit A/c	£ 301,005.70	£ 4.95			£ 301,010.65
Lloyds Community Centre Contribution 3 Month Short - Term Deposit A/c	£ 400,000.00				£ 400,000.00
Grand Total	£ 1,854,278.10	£ 3,665.55	£ 39,974.17	-£ 54,650.00	£ 1,763,319.48

NB the inter account transfers total is not zero this month as the transfers were made by cheque over the end of October beginning of November, the balance was shown on last month's report.

Payments December

Payee name	Invoice reference	Transaction detail	Payment date	Net amount	VAT	Total amount	Cheque number
Hampshire County Council PAID	3650004485	Grant toward Basingstoke Canal	24/11/2014	£ 6,750.00		£ 6,750.00	300452
Area Distribution	CCPC10015	Distribution of newsletter	08/12/2014	£ 288.00	£ 57.60	£ 345.60	300453
Employment costs						£ 4,625.85	
Total expenses					£ 44.64	£ 360.04	
HSBC Bank plc		Bank charges 31 Oct to 29 Nov	21/12/2014	£ 20.60	£ -	£ 20.60	DD
British Gas	430113949	27 Aug to 11 Nov Peter Driver pavilion	01/12/2014	£ 138.31	£ 6.91	£ 145.22	DD
Upper Bridge Enterprises	2816	Website & email hosting December	26/12/2014	£ 32.00	£ 6.40	£ 38.40	SO
Alto Mastercard	top-up	To top-up pre-paid card	19/12/2014	£ 280.00	£ -	£ 280.00	DD
BT	M04101	Office ohone & broadband	30/12/2014	£ 45.95	£ 9.19	£ 55.14	DD
APSE	1415/1430	Managing allotments course	19/12/2014	£ 239.00	£ 47.80	£ 286.80	300458
Chromatec Ltd	9032	Newsletter printing	19/12/2014	£ 382.11	£ 76.42	£ 458.53	300459
Comfort Building Services	37816	Service contract Peter Driver pavilion	19/12/2014	£ 163.83	£ 32.77	£ 196.60	300460
Crookham Memorial War Hall	2578 & 2580	Hall hire Nov & Dec	19/12/2014	£ 129.50	£ -	£ 129.50	300461
Disconsulting IT Ltd	7002	Online back-up November	19/12/2014	£ 10.00	£ 2.00	£ 12.00	300462
Hart DC	4000002515	CCTV charges 2014-2015	19/12/2014	£ 182.25	£ 36.45	£ 218.70	300463
KMC Cleaning Ltd	1119	Cleaning of Peter Driver pavilion December	19/12/2014	£ 292.00	£ 58.40	£ 350.40	300464
Npower Ltd	LGUQ9XFN	Electricity at Allotments site	19/12/2014	£ 43.25	£ 2.16	£ 45.41	300465
Simone Surveys Ltd	5477	SLR unit Sandy Lane Nov/Dec	19/12/2014	£ 200.00	£ 40.00	£ 240.00	300466
Steven Dettmar Property Services	75	Repairs at Peter Driver sports ground & install of storage bays in allotments shed	19/12/2014	£ 840.00	£ -	£ 840.00	300467
Winchfield Landscapes Ltd	1126	Grounds maintenance November	19/12/2014	£ 712.76	£ 142.55	£ 855.31	300468
Church Crookham Parish Council		To re-imburse community centre construction account from general reserves	19/12/2014	£ 82.00	£ -	£ 82.00	300469
Hart DC	4000002517	Planning briefing for councillors	19/12/2014	£ 195.00	£ 39.00	£ 234.00	300470
Payments in December 2014						£ 16,570.10	



January:

Bank Accounts Summary as at 31st December 2015						
CASH BOOK	Financial Year ending 31/3/15	Closing balance per November Statement	Income - Credits received at bank in December	Expenditure - Cheques presented in December	Inter account transfers	Closing balance per December statement (cash at bank and in hand)
	HSBC Current A/C	£ 30,976.21	£ 1,062.00	£ 20.60	£ -	£ 32,017.61
1	Unity Bank Current A/c	£ 58,751.03	£ 23.10	£ 22,884.94	£ 16,761.10	£ 52,650.29
2	HSBC Deposit account	£ 235,488.41	£ 11.68		-£ 16,336.10	£ 219,163.99
3	HSBC S106 Deposit A/c	£ 6,407.38	£ 0.35		-£ 425.00	£ 5,982.73
	Unity Bank S106 Deposit A/c	£ -				£ -
4	Alto prepaid card	£ 303.62		£ 84.31		£ 219.31
5	Santander 12 month Business bond	£ 138,952.00				£ 138,952.00
6	Unity Bank Allotments Deposits A/c	£ 5,201.58	£ 151.29			£ 5,352.87
7	Barclays Community Centre Current A/c	£ 99,220.00	£ 82.00	£ 231,546.00	£ 133,326.00	£ 1,082.00
	Barclays Community Centre Contribution Deposit A/c	£ 487,008.60	£ 835.21		-£ 133,326.00	£ 354,517.81
	Lloyds Community Centre Contribution Current A/c	£ -				£ -
	Lloyds Community Centre Contribution Deposit A/c	£ 301,010.65	£ 11.96			£ 301,022.61
8	Lloyds Community Centre Contribution 3 Month Short - Term Deposit A/c	£ 400,000.00				£ 400,000.00
	Grand Total	£ 1,763,319.48	£ 2,177.59	£ 254,535.85	£ -	£ 1,510,961.22

Payments January 2015

Payee name	Invoice reference	Transaction detail	Payment date	Net amount	VAT	Total amount	Cheque number
Employment costs						£ 4,625.85	
Total expenses					£ 9.24	£ 110.92	
HSBC Bank plc		Bank charges 30 nov to 30 Dec 2014	21/01/2015	£ 10.50		£ 10.50	DIRECT DEBIT
Upper Bridge Enterprises	2831	Website & email hosting January	26/01/2015	£ 32.00	£ 6.40	£ 38.40	STANDING ORDER
BT	M042 91	Office ohone & broadband	30/01/2015	£ 45.46	£ 9.09	£ 54.55	
Comfort Building Services	37986	Service contract Jan	27/01/2015	£ 163.83	£ 32.77	£ 196.60	300476
Crookham War Memorial Hall	2618	Hall Hire Jan	27/01/2015	£ 73.00		£ 73.00	300477
Disconsulting IT Ltd	7129	Online backup Dec	27/01/2015	£ 10.00	£ 2.00	£ 12.00	300478
Hart DC	4000002551	Election services	27/01/2015	£ 72.30		£ 72.30	300479
IAC Ltd	373	Interim internal audit	27/01/2015	£ 345.00	£ 69.00	£ 414.00	300480
Winchfield Landscape Services Ltd	1135	Grounds maintenance Dec	27/01/2015	£ 819.36	£ 163.87	£ 983.23	300481

36/15 To receive the Clerks Report for January

The clerks report was received. The clerk was asked to check with the insurance company if it would be acceptable to have a scrolled barbed wire fence on their land and if it would be acceptable to have a deep pond

Clerk

- Hightrees update – Tarmac path has been laid and finished, work on Swales is complete. Outstanding work to finish top soil and remaining landscaping. Work expected to be complete in 3 – 4 week.
- Meeting scheduled with Nigel Philips for Wednesday 28th January at 4.00pm.
- Further meeting has taken place with website designer to discuss booking system. Suggestions made for logo colours to make the logo a little brighter and modern on the website and newsletter.
- Annual Parish Meeting booked for 23rd April in the Memorial Hall.
- Crookham Village have completed their Community Emergency plan Church Crookham could consider producing one but would need to identify a Councillor who will take a lead on creating it. The Parish Council would also need to advertise for people that will volunteer to assist in an emergency with their skills (doctors, tree surgeons etc) or their machinery (chain saws, four wheel drives etc). If anyone would like to volunteer to work on this project please contact the clerk.
- Post Office 20 Northfield Road is being refurbished and will close from 5th



February to 16th February. When it reopens customers will benefit from longer opening hours: Mon, Tue & Fri 07.30 – 19.00, Wed & Sat 07.30 – 19.30, Sun 08.00 – 12.30

- Letter received from the Child Welfare Officer for Fleet Town Colts saying that when any minors are using the changing rooms at Peter driver they cannot have any adult players in them. Currently at the weekend there are times when there are adult and child players wanting to use the changing rooms. They are asking if there is anything that could be done to improve the changing rooms so that adults and children could be separated. This will be put on the Facilities agenda for further discussion.
- A few complaints have been received from residents since the boundary signs have moved.

37/15 To receive monthly safety report

The safety report was received and reviewed.

38/15 To receive monthly crime report

The monthly crime report was received and reviewed.

39/15 To receive other reports.

1. Quetta and Humphrey Park - Nothing to report
2. Fleet Link (HB) – Covered above
3. FACC (NH) - FACC report circulated – next agenda for discussion
4. HDAPTC (PL) - Minutes will be circulated
5. Memorial Hall (MB) - Had looked to see if could accommodate food bank
6. Allotments (HB) – Still awaiting on transfer
7. Community Plan (NH) – Nothing to report
8. Alms Houses – New contact needed following AW resignation
9. Fleet and Crookham Welfare Trust(GS) -Nothing to report
10. Athletics Club (RJ) - Nothing to report

40/15 Items for next meeting

- Storage of snow plough and goals
- Barbed wire area J
- TAG changes in number of flights
- S106 QEB review deliverables against contract
- Buses update

41/15 Date of next meeting: February 23rd 2015

There being no further business, the meeting closed at 9.45pm

Signed.....

Date.....