



MINUTES

OF THE SPECIAL MEETING

OF COUNCIL

HELD ON

FRIDAY 11 SEPTEMBER 2015

AT 9:00AM

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Minutes of the Special Meeting of the Yalgoo Shire Council,
held in the Council Chambers, 37 Gibbons Street, Yalgoo,
on Friday 11 September 2015 commencing at 9:00am.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Neil Grinham, declared the Special Meeting open at 9.01am.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MEMBERS	Cr Neil Grinham, President Cr M Raul Valenzuela, Deputy Shire President Cr Stanley K Willock Cr Adam B Fawkes Cr Percy Lawson
STAFF	Silvio Brenzi, Acting Chief Executive Officer (ACEO)
GUESTS	Dominic Carbone, Carbone & Associates
OBSERVERS	
LEAVE OF ABSENCE	
APOLOGIES	Cr Robert Grinham

3. DISCLOSURE OF INTERESTS

Disclosures of interest made before the Meeting
Nil

ATTENDANCE: 9.02am Cr M Raul Valenzuela left the meeting.

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE

Nil

4.2 QUESTIONS WITHOUT NOTICE

Nil

5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

ATTENDANCE: 9.04am Cr M Raul Valenzuela rejoined the meeting.

6. BUSINESS AS NOTIFIED

Purpose of Meeting

The purpose of the Special Meeting is to:

- 1/. Adopt the Differential Rates 2015-16;
- 2/. Payment of Rate Charge 2015-16;
- 3/. Imposition of Fees and Charges for 2015-16;
- 4/. Rate Payment Incentive Scheme for 2015-16;
- 5/. Monthly Statement of Financial Activity – Reporting of Material Variance;
- 6/. Adopt the Budget for 2015/6; and
- 7/. Confirm the recruitment procedure for the CEO.

6.1 Differential General Rates 2015-16

File:	
Author:	Silvio Brenzi, Acting CEO
Interest Declared:	No interest to disclose
Date:	10/09/2015
Attachments (yellow)	NIL

Matter for Consideration

The purpose of the report is for council to adopt the differential general rates imposed on the rateable property within each differential rating category. The differentiated rating categories determined by the Council are as follows.

Gross Rental Value	Rate in \$	Minimum Rate
Town Imposed	7.45464 cents	\$270.00
Town site Vacant	7.45464 cents	\$620.00

Unapproved Value	Rate in \$	Minimum Rate
Pastoral/Rural	6.575168 cents	\$270.00
Mining/Mining Tenement	37.43025 cents	\$270.00
Exploration/Prospecting	19.88253 cents	\$270.00

In accordance with Section 6.32, 6.33 and 6.36 of the Local Government Act 1995 the following actions were undertaken:

- 1/. The proposed differential general rates and minimums were advertised.
- 2/. No submissions were received.
- 3/. Ministerial approval was obtained in accordance with Section 6.33(3) of the Local Government Act 1995.

The deficiency of expenditure over income for the purpose of striking the rates for the 2015-16 financial year amounts to \$1844,860 and result in \$119,098 additional revenue when compared to rates levied, interim rates received, surrender of mining tenements and rates write-offs in 2014-15.

Background

The Council at 19 March 2015 resolved to have the following officers recommendation lay on the table: "That application be made to the Minister for approval to adopt differential rating and rates in the dollar that exceed 2:1 immediately following the close of the submission period subject to no submissions being received."

Statutory Environment

Local Government Act 1995 s.6.32, 6.33 and 6.36

Consultation

Dominic Carbone
DLGC

Comment

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

S2015-0901 Differential General Rating 2015/2016

That Council adopts the following differential general rates for the 2015/2016 financial year.

Gross Rental Value	Rate in \$	Minimum Rate
Town Improved	7.45464 cents	\$270.00
Town Site Vacant	7.45464 cents	\$620.00

Unapproved Value	Rate in \$	Minimum Rate
Pastoral/Rural	6.575168 cents	\$270.00
Mining/Mining Tenement	37.43025 cents	\$270.00
Exploration/Prospecting	19.88253 cents	\$270.00

Moved: Cr AB Fawkes Seconded: Cr RM Valenzuela Motion put and carried 5/0

6.2 Payment of Rate Charge 2015-16

File:	
Author:	Silvio Brenzi, Acting CEO
Interest Declared:	No interest to disclose
Date:	10/09/2015
Attachments (yellow)	NIL

Matter for Consideration

The purpose of the report is for the Council to consider and impose a rate of interest on overdue rates for the 2015/16 financial year.

Background

Section 6.45 of the Local Government Act 1995 states that Rates charged may be made by single payment or a person may elect to make payment by 4 equal or nearly equal instalments, or such other method of payment by instalments as is set in the annual budget. A local Government may impose an additional charge (including an amount by the way of interest where payment of a rate charge is made by instalments).

The Shire has traditionally offered a four instalment payment option.

Financial Management Regulation 67 and 68 permits a council to impose additional charges where payment of rates is by instalments.

Section 6.50 of the Local Government Act 1995 permits a Council to determine when a rate charge becomes due and payable. The due date cannot be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued. Where a person elects to pay a rate charge by instalments the second and each subsequent instalment does not become due and payable at intervals of less than 2 months.

It is recommended that the due date of each instalment for the 2015/2016 financial year is as follows:

- 1st Instalment Friday, 23 October 2015
- 2nd Instalment Wednesday, 23 December 2015
- 3rd Instalment Tuesday, 23 February 2015
- 4th Instalment Tuesday, 26 April 2015

Section 6.51 of the Local Government Act permits the Council to impose on a rate or service charge that remains unpaid (including by instalments):

- a) Where no election has been made to pay the rate charge by instalments due
 - (I) After it becomes due and payable; or
 - (II) 35 days after the date of issue of the rate notice whichever is the later.
- b) Where an election has been made to pay the rate charge by instalments and an instalment remains unpaid after it's due and payable

Financial Management Regulation 70 states that the maximum rate of interest on overdue rates to be imposed under Section 6.51 of the Local Government Act is 11%.

It is recommended that Council impose a rate of interest of 11% to apply on overdue rates and service charges.

Section 6.45 permits a Council to impose an additional charge for the recovery of the additional cost of administration for payments made by instalment, including an amount by way of interest. Regulation 68 limits the maximum component to be imposed to be of 5.5%.

In recognition of foregone interest earnings the Shire could otherwise have achieved if rates payments were received in one payment earlier in the financial year, together with the increased administrative burden in managing multiple instalments which includes the costs of printing, postage and handling, it is recommended that the City apply an instalment Administration charge of \$10 (GST free). This would only be applicable to the second/third/fourth instalment as one charge where ratepayers elect to pay by the prescribed instalment due dates, and any alternative payment plan arrangements established.

Financial Consideration

The 2015/2016 Annual Budget has included \$1500 for the interest charge on overdue rates.

Financial Management Regulation 71 details the method of calculation of interest on overdue rates.

- 1) Interest on rates and service charges and the cost of any proceedings to recover such charges, that remain unpaid after the due date of becoming due and payable (“the due date”) is to be calculated on a simple interest basis for the number of days from the due date until the day before the day on which a payment is received by the local government.
- 2) The principal sum on which interest is calculated for a financial year may include interest accrued but not paid in a previous financial year but is not to include interest accrued in the current financial year.
- 3) If payment is received by the local government during the period 1st July in a financial year until the annual budget for that financial year is adopted, interest referred to in sub regulation (1) for the period is to be at the interest imposed under section 6.51 (1) for the previous financial year.

The 2015/16 Annual Budget has included \$10,000 for charges to be divided on the instalment plan (administration charge plus rate of interest).

Statutory Environment

Local Government Act 1995

s.6.45, 6.51 and Financial Management Regulations 67, 68, 70 and 71.

Consultation

Dominic Carbone
DLGC

Comment

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

S2015-0902 Payment of Rate Charge 2015-16

That Council:

- 1/. Pursuant to Section 6.45 of the Local Government Act 1995, impose an instalment administration charge of \$10 (GST free), and interest of 5.5 %.**
- 2/. Pursuant to Section 6.51 of the Local Government Act 1995, Impose a 11% rate of penalty interest on overdue rates that remain unpaid.**

Moved: Cr RM Valenzuela

Seconded: Cr AB Fawkes

Motion put and carried 5/0

6.3 Imposition of Fees and Charges for 2015-16

File:	
Author:	Silvio Brenzi, Acting CEO
Interest Declared:	No interest to disclose
Date:	10/09/2015
Attachments (yellow)	NIL

Matter for Consideration

The purpose of this report is for Council to give consideration to adopting the Fees and Charges detailed in the schedule of Fees and Charges incorporated in the 2015/16 Annual Budget.

Background

Pursuant to Section 6.16 of the Local Government Act 1995 and Financial Management Regulation 25, A Local Government may impose and recover a fee for a charge for any goods or services it provides or proposes to provide other than a service for which a service charge is imposed.

Notes to the Annual Budget No 16 – Fees and Charges information, details total Revenue to be delivered from fees and charges for each program as required by Financial Management Regulation 25. The Total revenue estimated for the 2015/16 financial year amounts to \$126,016 from these sources.

Statutory Environment

Local Government Act 1995s 6.16 and Financial Management Regulation 25

Consultation

Dominic Carbone
DLGC

Comment

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

S2015-0903 Imposition of Fees and Charges for 2015-16

That Council pursuant to Section 6.16 of the Local Government Act 1995, adopts the Fees and Charges detailed in the “Schedule of Fees and Charges” in report 2015/16 Annual Budget.

Moved: Cr AB Fawkes

Seconded: Cr PJ Lawson

Motion put and carried 5/0

6.4 Rate Payment Incentive Scheme for 2015-16

File:	
Author:	Silvio Brenzi, Acting CEO
Interest Declared:	No interest to disclose
Date:	10/09/2015
Attachments (yellow)	NIL

Matter for Consideration

The purpose of this report is to inform Council of the rate incentive scheme prize to ratepayers for the 2015/16 Financial Year.

Background

Council in past years approved a rate incentive scheme as an incentive for ratepayers to pay their rates by the due date in one lump sum by way of a \$1000.00 cash payment.

The sum of \$1000 has been allocated in the 2015/16 Annual Budget for an early incentive payment.

The following prize is offered by the Shire:

Cash prize of \$1000.00 to the first drawn of the ratepayers who have paid their rates by the due date and in one lump sum.

Statutory Environment

Nil

Consultation

Dominic Carbone
DLGC

Comment

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

S2015-0904 Rate Payment Incentive Scheme for 2015-16

That Council:

- 1/. Receive Report No11.3.4 Rate Payment Incentive Scheme for 2015/16
- 2/. The draw for the prize to be conducted on Friday, 30th October 2015.

Moved: Cr AB Fawkes

Seconded: Cr PJ Lawson

Motion put and carried 5/0

6.5 Monthly Statement of Financial Activity – Reporting of Material Variance

File:	
Author:	Silvio Brenzi, Acting CEO
Interest Declared:	No interest to disclose
Date:	10/09/2015
Attachments (yellow)	NIL

Matter for Consideration

The Local Government Financial Management Regulations 1996 requires a Local Government to prepare monthly Financial Activity Statements and report Material Variance. Council is now required to set the material variance for the 2015/16 financial year.

Background

Regulation 34 of the Local Government (Financial Management) Regulation 1996 require the following in relation to the Financial Activity Statement:

- 1/. A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d). for that month in the following detail-
 - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8.
 - (b) Budget estimates to the end of month to which the statement relates:
 - (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c);
 - (e) The net current at the end of month to which the statement relates.

- 2/. Each Statement of Financial Activity to is to be accompanied by documents containing-
 - (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) An explanation of each of the material variances referred to in sub regulation (1) (d) ; and
 - (c) Such other supporting information as is considered relevant by the local government.

- 3/. The information in a Statement of Financial Activity may be shown-
 - (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.

- 4/. A Statement of Financial Activity and the accompanying documents referred to in sub regulation (2) are to be
 - (a) Presented to the Council:
 - (i) At the next ordinary meeting of the Council following the end of the month to which the statement relates; or
 - (ii) If the Statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the Council after that meeting; and
 - (b) Recorded in the minutes of the meeting at which it is presented.

- 5/. Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in Statements of Financial Activity for reporting material variances.
- 6/. In this regulation:
 “committed assets” means revenue unspent but set aside under the annual budget for a specific purpose;
 “restricted assets” means an asset the use of which is restricted wholly or partly by a law made or a requirement imposed outside of the control of the local government. Where the restriction is relevant to assessing the performance, financial position or financing and investment of the local government.

Accordingly in order to meet the reporting requirements of the Statement of Financial Activity Council is required to give consideration to setting the following material variances, as per previous years.

- 10% or \$10,000 whichever is the greater

Statutory Environment

Financial Management Regulation 34

Consultation

Dominic Carbone
DLGC

Comment

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

S2015-0905 Monthly Statement of Financial Activity – Reporting of Material Variance

That Council in accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations and Australian Accounting Standard Number 5, adopts the following material variance for the 2015/16 Financial Year.

-10% or \$10,000 whichever is the greater.

Moved: Cr MR Valenzuela

Seconded: Cr AB Fawkes

Motion put and carried 5/0

ATTENDANCE: 9.30am Cr Neil Grinham left the meeting.

ATTENDANCE: 9.31am Cr Neil Grinham rejoined the meeting.

6.6 2015-16 Annual Budget

File:	
Author:	Silvio Brenzi, Acting CEO
Interest Declared:	No interest to disclose
Date:	10/09/2015
Attachments (yellow)	NIL

Matter for Consideration

The purpose of this report is for Council to give consideration and adopt the 2015/16 Annual Budget.

Background

The 2015/2016 Annual Budget has been prepared in accordance with Section 6.2 of the Local Government Act 1995 and Financial Management Regulations Part 3, Regulations 22 to 33.

DETAILS

The 2015/2016 Annual Budget comprises the following information, which is contained in the Budget Booklet:

- Budget Statement of Comprehensive Income for the year ending 30 June 2016
- Budget Rate Setting Statement for the year ending 30 June 2016
- Budget Cash flow Statement for the year ending 30 June 2016
- Statement of Rating Information for the year ending 30 June 2016

Notes to the Annual Budget:

- 1) Significant Accounting Policies
 - 2) Operating, Revenues and Expenses
 - 3) Descriptions of Functions/Activities
 - 4) Operating, Revenues and Expenses
 - 5) Cash
 - 6) Disposal of Assets
 - 7) Borrowing Information
 - 8) Reserves
 - 9) Cash Flow Information
 - 10) Trust Fund Information
 - 11) Comparison with Rate Setting Budget
 - 12) Rating Information
 - 13) Service Charges
 - 14) Information about Discounts, Incentives, Concessions and Write Offs
 - 15) Interest Charges for the Late Payment of Rate Charges
 - 16) Fees and Charges Information
 - 17) Investments
 - 18) Council Members – Fees, Expenses and Allowances
 - 19) Depreciation and Non- Current Assets
 - 20) Major Land Transactions
 - 21) Joint Venture
 - 22) Trading Undertakings
 - 23) Capital and Leasing Commitments
 - 24) Financial Instruments
 - 25) Position at Commencement of Financial Year
 - 26) Acquisitions of Assets
- Schedule of Fees and Charges

Statutory Environment

Section 6.2 of the Local Government Act 1995 and Financial Management Regulations 22 to 33

Consultation

Dominic Carbone

DLGC

Comment

It is noted that for the Statement of Rating Information and note 12 of the 2015/16 Annual Budget that the Rateable Values for the differential rating category- Exploration and Prospecting needs to be confirmed.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION**S2015-0906 2015-16 Annual Budget****That Council:**

- (1) Pursuant to Section 6.2 of the Local Government Act 1995 and Financial Management Regulation Part 3, Regulation 22 to 33, adopts the following Annual Budget as attached hereto.**
- (a) Budget Statement of Comprehensive Income for the year ending 30 June 2016**
- (b) Budget Rate Setting Statement for the year ending 30 June 2016**
- (c) Budget Cash Flow Statement for the year ending 30 June 2016**
- (d) Statement of Rating Information for the year ending 30 June 2016**
- (e) Notes to the Annual Budget, being:**
 - 1) Significant Accounting Policies**
 - 2) Operating, Revenue and Expenses**
 - 3) Descriptions of Functions/Activities**
 - 4) Operating, Revenues and Expenses**
 - 5) Cash**
 - 6) Disposal of Assets**
 - 7) Borrowing Information**
 - 8) Reserves**
 - 9) Cash Flow Information**
 - 10) Trust Fund Information**
 - 11) Comparison with Rate Setting Budget**
 - 12) Rating Information**
 - 13) Service Charges**
 - 14) Information about Discounts, Incentives, Concessions and Write Offs**
 - 15) Interest Charges for the Late Payment of Rate Charge**
 - 16) Fees and Charges Information**
 - 17) Investments**
 - 18) Council Members – Fees, Expenses and Allowances**
 - 19) Depreciation on Non- Current Assets**
 - 20) Major land Transaction**
 - 21) Joint Venture**
 - 22) Trading Undertakings**
 - 23) Capital and leasing Commitments**
 - 24) Financial Instruments**
 - 25) Position at Commencement of Financial Year**
 - 26) Acquisitions of Assets**
- (f) Schedule of fees and Charges for 2015/16**

Moved: Cr MR Valenzuela**Seconded: Cr P Lawson****Motion put and carried 5/0**

6.7 Recruitment Process for a New CEO

File:	
Author:	Silvio Brenzi, A/ CEO
Interest Declared:	No interest to disclose
Date:	01/09/2015
Attachments (yellow)	CEO Information Pack

Matter for Consideration

For Council to endorse the recruitment of a new CEO.

Background

With the position of the CEO currently being filled with an Acting staff member, it is required by council to recruit a new CEO using the correct methodology approved by the Department of Local Govt. and Communities and the Local Govt. Act 1995.

Statutory Environment

Local Government Act 1995

- s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

Business Implications

Strategic Community Plan	
Corporate Business Plan	Maintain a suitable workforce
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	

Consultation

Domonic Carbone - DCA

Mike Fitzgerald - Fitzgerald Strategies

DLGC

Comment

A recruitment agent provides a valuable service in this regard, to deal with the applicants and Council to achieve the best outcome. Nominated parties (recruitment agent and council) will then discuss future protocols and decisions in selecting the desired applicant.

The attached information pack will be sent to each applicant and includes all the relevant information.

An advertisement was placed in the West Australian paper on the 29th August 2015 and the Geraldton Guardian and on SEEK.COM.
Council will need to approve the contract and selection of the nominee at a later date. Council should also select members to work with the agent on shortlisting and or interviews.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

S2015-0907 Recruitment Process for a New CEO

That Council endorses to continue with Fitzgerald Strategies as the recruitment agent for a new CEO at the Shire of Yalgoo using the supplied information pack details (attached) , and nominates the following members for a selection and interview panel to work with the agent, Neil Grinham, Raul Valenzuela and Stanley Willock.

Moved: Cr MR Valenzuela

Seconded: Cr A Fawkes

Motion put and carried 5/0

ATTENDANCE: *10.15am Dominic Carbone left the meeting.*

7. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC

Councillors are obliged to maintain the confidentiality of matters discussed when the meeting is closed. Fines of up to \$10,000 or two years imprisonment apply to certain offences relating to misuse of information.

The following legislative extracts were downloaded from www.auslii.edu.au on 8 November 2010.

Local Government Act 1995

5.23. Meetings generally open to the public

(1) Subject to subsection (2), the following are to be open to members of the public —

- (a) all council meetings; and
- (b) all meetings of any committee to which a local government power or duty has been

delegated.

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- (a) a matter affecting an employee or employees;
- (b) the personal affairs of any person;
- (c) a contract entered into, or which may be entered into, by the local government and which

relates to a matter to be discussed at the meeting;

(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;

(e) a matter that if disclosed, would reveal —

- (i) a trade secret;
- (ii) information that has a commercial value to a person; or
- (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local

government;

(f) a matter that if disclosed, could be reasonably expected to —

(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;

(ii) endanger the security of the local government's property; or

(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public

safety;

(g) information which is the subject of a direction given under section 23(1a) of the

Parliamentary Commissioner Act 1971 ; and

(h) such other matters as may be prescribed.

(3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

5.92. Access to information by council, committee members

(1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.

(2) Without limiting subsection (1), a council member can have access to —

- (a) all written contracts entered into by the local government; and
- (b) all documents relating to written contracts proposed to be entered into by the local government.

5.93. Improper use of information

A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law —

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

Penalty: \$10 000 or imprisonment for 2 years.

Local Government (Rules of Conduct) Regulations 2007

6. Use of information

- (1) In this regulation —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;

non-confidential document means a document that is not a confidential document.

- (2) A person who is a council member must not disclose —

- (a) information that the council member derived from a confidential document; or
- (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subregulation (2) does not prevent a person who is a council member from disclosing information —

- (a) at a closed meeting; or
- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

8. NEXT MEETING

The next Ordinary Meeting of Council is due to be held in the Paynes Find Community Centre, Paynes Find on 17 September 2015, commencing at 11.00 am.

9. MEETING CLOSURE

There being no further business, President Neil Grinham declared the meeting closed at 10.27am.

DECLARATION
These minutes were confirmed by Council at the Ordinary Meeting held on _____.

Signed: _____
Person presiding at the meeting at which these minutes were confirmed