

APEL-LE-FERNE PARISH COUNCIL


Clerk to the Council - Maureen Leppard
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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON
TUESDAY, 20TH JUNE 2016, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE
AGENDA

1	To RECEIVE Apologies for absence
2	To RECEIVE any Public Address to Councillors & Surgery Feedback (<i>10-15 minutes</i>)
3	To APPROVE Minutes of the meeting held on 16 th May 2017 (<i>draft attached</i>)
4	To DECLARE any personal interests in items on Agenda
5	To DISCUSS matters arising from minutes not covered elsewhere on agenda <ul style="list-style-type: none"> a) <i>Traffic Management</i> <ul style="list-style-type: none"> i. <i>Relocation 40mph signs on B2011 and 20mph signs on Old Dover Road</i> ii. <i>Accidents on B2011 – making a safer road</i> b) <i>Disabled access to Clifftop, Old Dover Road</i> c) <i>Use of Post Office Room</i> d) <i>Bus Shelter – Helena Road</i> e) <i>Other</i>
6	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> a) <i>Proposed Development Land South of New Dover Road (B2011) – Jarvis Homes</i> b) <i>Proposed Development Land North of New Dover Road (B2011) – Quinn Estates</i> c) <i>Proposed Development 107 – 127 Capel Street</i> d) <i>Proposed Development Land junction Winehouse Lane and Capel Street</i> e) <i>Review of Dover District Council's Local Plan</i> f) <i>Other</i>
7	To RECEIVE Delegates and other sub-committee reports not covered elsewhere <ul style="list-style-type: none"> a) <i>Neighbourhood Watch</i> b) <i>Play Equipment Status</i> c) <i>Village Hall Management Committee</i> d) <i>Highways</i> e) <i>Public Rights of Way</i> f) <i>Training/Workshops/Seminars</i> g) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> h) <i>Other</i>
8	To RECEIVE and DISCUSS Correspondence
9	To RECEIVE 2016-2017 ACCOUNT REPORT and APPROVE (<i>attached</i>)
10	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
11	To RECEIVE and DISCUSS Any Other Business concerning the Parish <ul style="list-style-type: none"> a) <i>Councillors' comments</i> b) <i>Approve any resolutions for discussion of confidential items in agenda item 13</i>
12	To CONFIRM date of next meeting - (<i>Tuesday, 18th July 2017</i>)
13	To RECEIVE and DISCUSS confidential items


 Signed (Parish Clerk). 13 June 2017

<u>LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED</u>	
1.	ER252 Bridleway surface to school rear gate for scooters etc. - (<i>Deferred to a later date</i>)
2.	Stagecoach Bus Service Routes and Shelters - (<i>Cllr: Scales</i>)
3.	Replace some existing junior play equipment - (<i>Cllr: Norris and Cllr: Pilcher</i>)
4.	Footpaths South and North New Dover Road - (<i>Waiting Kent Highways</i>)

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 16th MAY 2017

Present:

Cllrs; Greening, Holliday, Lake, Leppard, Norris, Pilcher, Shaw and Stone, together with Andrew Hawkins (Community Warden).

Welcome expressed to new co-opted Councillor Tony Lake.

1. **APOLOGIES** – Cllr: Tutt, District Councillor Frederick Scales and County Councillor Geoff Lymer.
2. **APPOINTMENT OF CHAIRMAN**
Cllr. Keith Pilcher declared his willingness, to be appointed as Chairman for the next year. There being no further nominations, this was proposed by Cllr. Stone, seconded by Cllr. Norris and agreed.
3. **APPOINTMENT OF VICE-CHAIRMAN**
Cllr. Chris Norris declared his willingness, to be appointed as Vice-Chairman. There being no further nominations, this was proposed by Cllr. Leppard, seconded by Cllr. Holliday and agreed.
4. **APPOINTMENT OF DELEGATES, COMMITTEES AND WORKING PARTIES**
 - a) Neighbourhood Watch Delegate – Cllr: Shaw
 - b) Play Equipment Delegate – Cllr: Pilcher
 - c) Village Hall Management Delegate – Cllr: Stone
 - d) Highways Delegate – Cllr: Tutt
 - e) Public Rights of Way Delegate – Cllr: Lake
 - f) Planning Committee – Cllrs: Holliday, Lake, Norris, Pilcher, Stone and Tutt.
 - g) Events Working Party – As and when required.
 - h) Other: Capel Cares – Cllr: Lake
5. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**
 - Request to plant more flowers on Lancaster Avenue Playing Field boundary. *Action: Clerk to make enquiries on English Bluebells.*
 - Car parking outside school for collection and delivery and leaving vehicles idling. *Action: To request Community Warden to monitor.*
 - A new layer of fine chippings requested to Petanque Court. *Action: To obtain quotation from Capel Groundworks.*
 - Notification of closure of Dover Road, Folkestone, doctors' surgery received, *Action: Councillors agreed to write a feedback to NHS Commissioning Group on this unexpected closure and the consequences for residents of Capel.*
6. **MINUTES OF THE MEETING HELD ON 25th APRIL 2017**
The Minutes of the meeting held on 25th April 2017 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Stone, seconded by Cllr. Holliday.
7. **DECLARATION OF PERSONAL INTERESTS** – Cllrs: Leppard and Stone on item 8d as VAO (Voluntary Announcement of Other Interest).
8. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management** (Speed Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)
 - i) **B2011 – relocation 40mph and Old Dover Road - 20mph signs.**
Recent Shepway meeting held with Kent Police, Kent Highways and Councillors, had taken in issues on the whole of the B2011. Questions were raised and are awaiting some answers on the following: 40mph speed zone extension to Courtwood Roundabout, surface damage on Dover Hill, good arguments for bulk TR Orders, education of drivers, confirming incidents with CSU and PCSO. *Action: Cllr: Greening to still devise a letter to be sent to Kent County Councillor Mathew Balfour responsible for Highways and Transportation.*

ii) Accidents on B2011 – making a safer road

This was also discussed at Shepway meeting, with advice requested on how to make the B2011 safer. *Action: Reporting ALL accidents (however small), issues or concerns, together with any anti-social behaviour in the village, via – Kent Police on 101 (requesting an incident report number) or 999 if an emergency, together with ALSO informing directly to our PCSO Gretel May, Community Warden Andrew, the Dover District Community Safety and Parish Clerk who keep lists. This will help support and back-up the Councillors' aim to provide the much needed statistics.*

b) Commemorative Bench

Bench to be installed this week with commemorative event on 22nd May.

c) Disabled access to Clifftop, Old Dover Road

Reply received from NHS. Awaiting reply from their investigations into land ownership.

d) Use of Post Office Room

Nothing to report. A meeting with representatives from Village Hall Committee is being held Friday. Chairman and Clerk to attend.

e) Litter Collections

Agreed to purchase black sacks for collectors to use.

Cllr: Pilcher to make enquiries on remuneration paid.

Clerk to mention thanks in Grapevine for everyone, including dog walkers for collecting litter.

f) Other

Donations to Organisations - concluded with cutting of St Mary's Churchyard agreed following meeting with contractor for 5 cuts/trim during the growing season for one year only.

Bus Shelter, Helena Road – Ordered and installation to be confirmed. Old shelter being removed as Dover District Council do not require it now.

Missing Village Name (Capel Street) – Cllr: Leppard to investigate further.

Grapevine for the Blind – Cllr: Greening had investigated and there is available software to read documents in Word format.

Waste Bins on B2011 – Agreed to reapply to Dover District Council for two further bins on New Dover Road.

Remembrance Day Event, 11th November – Rev Brian Williams agreed to officiate at the Memorial in Lancaster Avenue.

9. PLANNING

a) Proposed Development Land South of New Dover Road (B2011).

17/00517 | Display of 2 non-illuminated advertisement signs | Land South of New Dover Road, Capel-le-Ferne, CT17 7AZ. *Action: No objections other than the name of Grasslands on design details.*

b) Quinn Estates - Land North of New Dover Road (B2011).

Still waiting a decision from DDC on date when Planning Committee will discuss. Maybe July meeting.

c) Proposed Development 107 – 127 Capel Street.

Still waiting a decision from DDC on date when Planning Committee will discuss. Maybe July meeting. Surveys had been noticed taking place on site.

d) Proposed Development Land junction Winehouse Lane and Capel Street.

Still waiting a decision from DDC on date when Planning Committee will discuss. Maybe July meeting.

e) Review of Dover District Council's Local Plan.

Document and flow chart on way forward, was presented to members. *Action: Clerk to arrange a consultation with Dover District Officer, Adrian Fox, as now being an opportune time, before more is arranged, i.e. Regulation 18 stage, a possible questionnaire to residents and forming a working party.*

f) Other

New building “Longview”, South of Old Dover Road – still waiting a decision from DDC.

10. DELEGATES REPORTS

a) Neighbourhood Watch

- Cllr: Shaw notified meeting she had withdrawn from Capel Cares. *Action: Cllr: Lake agreed to attend on behalf of Parish Council and report back.*
- All other notifications continues via the email database and Facebook page.

b) **Play equipment**

- Status Equipment report circulated.
- Contractors and costs agreed to;

Re-mark Multi Use Games Area awarded to Trevor May Contractors.

Trevor May Contracors Ltd, Challock, Kent	£595.00 + VAT
Mercator Markings Ltd, Gillingham	£375.00 + VAT
Wicksteed Playgrounds	£1,250.00 + VAT

- Refurbishment of Teen Shelter, MUGA post corrosion and equipment in Junior Play Area agreed to request Ashley Engineering to carry out.
- Amount set aside by Councillors from precept, to replace unused equipment with a popular alternative in Junior Play Area in future.

c) **Village Hall Management Committee**

- Community Day – 17th June, with hand-on crafts – a request for maximum of £50 to cover materials for craft was agreed. Other; new-age kurling, simple fete games, music and refreshments.

d) **Highways** - No reporte) **Public Rights of Way** – Thanks expressed to Cllr: Lake for undertaking PROW delegate. *Action: Cllr Norris to request return of maps from previous representative.*f) **Training/workshops/seminars**

Clerk requested attendance to a Clerk's Conference in September at a cost of £72. *Action: Agreed by all and Clerk would book a place.*

g) **District Councillor Scales** – No report.

County Councillor Lymer – No report.

h) **Other** - None.11. **CORRESPONDENCE**

Kent Police Property Fund grant form received. *Action: To apply for funds, requesting use as replacement of CCTV Hard Drive, which is of long-standing status.*

Other items received:

List of email items received attached and/or previously forwarded.

1. Broxap – Litter & Recycling bins brochure 2017
2. Furniture at Work Brochure
3. Viking Stationery – May offers
4. Clerks & Councils Direct magazine
5. Leaflet Wicksteed 2017 Catalogue
6. Leaflet Hags Play Equipment
7. Monthly CSU Ward Report

12. **INSURANCE QUOTATIONS AND APPROVAL INSURANCE COVER 2017 -2018**

The following quotations were received:

AON Limited	£1,210.27
Ecclesiastical **	£1,516.53
Hiscox **	£1,444.31
Inspire (AXA) **	£1,284.35
Zurich Municipal	£930.01

Action: To accept the Brokers (Came and Company) recommendation of Inspire (Axa), for one year.

13. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Norris seconded by Cllr. Stone and signed by the Chairman Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

To Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque BACS DD/SO	BANK A/Cs	Statement No:	Reconciliation
Brought Forward					37,225.22				
Keith Pilcher	Noticeboard Locks	8.39		8.39		1529			
Nat West	Interest/adju stment	0.23			11.95	DD			
J & C Perry	Advert	26.00			26.00	BACS			
V J & A E Bryant	Advert	20.00			20.00	BACS			
Thomas & Partners	Advert	40.00			40.00	BACS			
StreetZ to StreetZ	Advert	18.00			18.00	SO			
Village Hall	Rent	9.00		9.00		BACS			
Harmer & Sons	Grounds Maintenance	405.00	81.00	486.00		BACS			
Stephen Huxtable	St Marys cutting	120.00		120.00		1531			
Viking	Paper & Ink Cartridges	94.39	18.88	113.27		BACS			
Dover District Council	Printing Grapevine	382.92		382.92		BACS	Reserve	222	35,036.59
Mr D Reed	Litter Clearing	83.33		83.33		BACS	Current	767	2,236.09
Mrs M Leppard	Salary £352.26 Broadband £11.10	363.36		363.36		BACS	Project	20	728.43
		1570.62	99.88	1,566.27	115.95				38,001.11
								Less Un-Reconciled	2,226.21
					35,774.90				35,774.90

14. MATTERS CONCERNING THE PARISH**a) Councillors' comments**

- Development Construction Traffic parking on road and grass verges. *Action: To be monitored.*
- Metal plates across road during works during Development Works. *Action: Monitored and was reported to Affinity Water.*
- Works by Affinity Water around village postponed until September.
- Speed Watch site in Old Dover Road to be assessed by Kent Police. *Action. Cllr: Lake agreed to liaise with Community Warden on a suitable position.*
- Over-night diversion signs during A20 TAP works and lorries speeding through the village. *Action: Clerk attempting to arrange more 40mph signs on the B2011 and Kent Police assistance to enforce.*
- Concerns expressed on particular resident's dangerous parking on grass verges New Dover Road. *Action: Community Warden to be requested to address this.*
- Thanks expressed to Keith Pilcher for undertaking a further year as Chairman.

b) Approve resolution to discuss any confidential issues in agenda item 13

None.

15. DATE OF NEXT MEETING – Tuesday, 20th June at 7.30pm. (Apologies received Cllrs. Leppard, Pilcher and Stone).**16. CONFIDENTIAL ITEMS**

None

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

CAPEL - LE - FERNE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.		

This annual governance statement is approved by this smaller authority on:

21/03/2017

and recorded as minute reference:

MARCH MEETING

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

m lepp

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

CAPEL-LE-FERNE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	20,538	11,210	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	17,645	21,206	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,800	10,720	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,250	5,683	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	29,523	21,267	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	11,210	16,186	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	6,682	13,644	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	218,121	220,121	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

m. hogg

Date

20/06/2017

I confirm that these accounting statements were approved by this smaller authority on:

20/06/2017

and recorded as minute reference:

JUNE MEETING

Signed by Chair at meeting where approval is given:

SIGNATURE

CAPEL-LE-FERNE PARISH COUNCIL
INCOME & EXPENDITURE SHEET AS AT 31ST MARCH 2017

INCOME			
Precept - £21,205.59 + Grant £422.41	21628.00		
Bank Interest	6.59		
Newsletter Paid Adverts	5323.18		
Parish Maintenance	145.00		
General Administration KALC Transparency Grant KALC Overpayment refunds	630.76		
Events	295.45		
History Books	130.00		
Equipment	3767.00		
TOTAL INCOME	31925.98		31,925.98
EXPENDITURE			
Clerk's Salary/PAYE	4732.89		
Administration:	3714.72		
Insurance			
Members Expenses/Training			
Postage/Expenses			
Events (Tea Party + other)			
Audit Fee 2015-16			
Subscriptions (KALC) (ICO)			
Newsletter	4583.12		
Hall rent	556.00		
Grants S137			
Community Projects (Africa water well)	250.00		
Wreaths/Gifts	55.50		
Total Administration	13892.23	13892.23	
Parks and Open Spaces	9899.79		
Gym Equipment Maintenance			
Play Equipment Inspection			
Play Equipment Repairs			
Tree Work/Other Grounds Work			
Litter Clearance			
Mowing (B2011/field)			
Field rent			
Signs/Plaques			
New Equipment & CCTV repairs	3158.00		
Total Parish Maintenance	13057.79	13057.79	
TOTAL EXPENDITURE			26,950.02
INCOME OVER EXPENDITURE			4,975.96

CAPEL-LE-FERNE PARISH COUNCIL BALANCE SHEET AS AT 31st MARCH 2017		
2015/2016		2016/2017
	LONG TERM ASSETS	
0.00	Investments	0.00
0.00	Long Term Debtors	0.00
	CURRENT ASSETS	
0.00	Stocks and Shares	0.00
0.00	Debtors	0.00
4,528.53	VAT	2,541.84
0.00	Invoices	0.00
0.00	Payments in Advance	0.00
6,681.63	Cash	13,644.28
11,210.16	TOTAL ASSETS	16,186.12
	LESS CURRENT LIABILITY	
0.00	Creditors	0.00
0.00	Receipts in Advance	0.00
0.00	Cash Overdrawn	0.00
11,210.16	NET ASSETS	16,186.12

CAPEL-LE-FERNE PARISH COUNCIL - SUPPORTING STATEMENT	
ASSETS Movement in the year: The basis of valuation of these assets is historic cost with the exception of Community Land, which is valued at nil.	<u>COSTS</u>
Assets disposed of during the year	0.00
As at 31st March 2017 the following assets were held:	-
Ground Surfaces	41,664.00
Community Land	0.00
Furniture & Fittings – lamp-posts, seats, tables, fencing, gates, waste-bins, stone plinths, bus shelter	30,911.12
Noticeboards	1,758.00
Recreation Equipment	141,630.00
CCTV DVR	1,758.00
Dell Laptop Computer, Speed Indicator Device	2,400.00
TOTAL	220,121.12
Other Current Assets (Cash Held)	
VAT owed	2,541.84
Business Reserve (A/c No: 59287802)	10,796.27
Current Account (A/c No: 085003346)	2,119.58
Community Project (A/c No: 48117161)	728.43
TOTAL	16,186.12
BORROWING	0.00
At the close of business on 31 st March 2017 the Council had repaid all loans.	
DEBTS OUTSTANDING	
There were no debts outstanding.	
S137 PAYMENTS	
Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £3.50 per head of electorate for the benefit of people in the area on activities not specifically authorised by other powers. The limits for this Council in the year ended 31 st March 2017 was: £305.50 (Approx: 1655 electorate).	
ADVERTISING AND PUBLICITY	There were no costs incurred during this year.

CAPEL-LE-FERNE PARISH COUNCIL
BANK RECONCILIATION 20156 - 2017
Prepared by: M Leppard – Year End Date: 31st March 2017

Bank Balances per Bank Statements as at 31st March 2017	
Reserve Account – 59287802	10,796.27
Current Account – 085003346	2,119.58
Community Project Account – 48117161	728.43
Other Accounts	0.00
SUB-TOTAL	13,644.28
Less Unpresented cheques at 31 st March 2017	0.00
Add Unpresented Income at 31 st March 2017	0.00
NET BALANCES AS AT 31ST MARCH 2017	13,644.28

The net balances reconcile to the Cash Book (receipts and payments accounts for the year as follows:	
Opening Balance 1st April 2016	6,681.63
Add: Receipts in the Year	36,568.10
Less: Payments in the Year	29,605.45
Closing Balance per cash book (receipts and payments book) as at 31st March 2017 (<i>must equal net balances above</i>)	13,644.28

APPROVED BY COUNCIL ON:	20th June 2017
SIGNED: (Vice-Chairman)	
SIGNED: (Responsible Finance Officer)	