

## CROWTHORNE PARISH COUNCIL

MINUTES OF A MEETING OF CROWTHORNE PARISH COUNCIL (CPC) HELD AT THE MORGAN CENTRE, WELLINGTON ROAD, CROWTHORNE ON TUESDAY 5 JULY 2022 AT 7.30PM

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Present: Cllr R Wade – in the Chair  
Cllr S Butterworth  
Cllr N Kilvert  
Cllr R Price  
Cllr Mrs G Robertson  
Cllr S Sever  
Cllr C Thompson  
Mrs J Robertson - Assistant Clerk  
1 member of the public

Apologies accepted: Cllr B McKenzie-Boyle  
Cllr Mrs T McKenzie-Boyle  
Cllr N Robertson  
Mrs M Saville – Clerk

- MINUTE 328      DECLARATIONS OF INTEREST AND DISPENSATIONS  
Cllr Thompson declared an interest in planning application 22/00481/FUL – 16 Blake Close, covered under minute number 335, and took no part in the proceedings.
- MINUTE 329      APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING  
The minutes of the meeting of the Parish Council held on 7 June 2022 as circulated, were taken as read and confirmed by the Chairman as a true record.
- MINUTE 330      MATTERS ARISING FROM THE MEETING HELD ON 7 JUNE 2022
- 1      Min 308.1 – Drainage work Wellington Road to Lower Broadmoor Road  
No further update.
- 2      Min 308.2 - Post Covid High Street, retail and employment regeneration in Crowthorne  
The Clerk has chased BFC for support with converting the promotional videos into a You Tube format to enable them to be uploaded to the CPC website and shared.
- The banner advertising consent has now been granted and CPC will be able to re-commence advertising the market on the banner stands. The carnival committee were also informed immediately that the consent was received to enable them to install a banner on the stand ahead of the carnival.
- 3      Min 308.3 & 322 – Covid roadmap update – Parish Office Staffing arrangements  
The long-term staffing arrangements agreed by CPC at its meeting in June 2022 have now been implemented with one member of staff scheduled to work from home each week and the other 3 officers working from the Parish Office. Staff remain flexible should any changes need to be made to the rota. Three new laptops have been purchased for use by Officers on the WFH weeks.

MINUTE 330 (cont)

4 Min 308.4 – Millennium Garden

No further update.

5 Min 308.5 – Crowthorne Policing

Acting Supt. Helen Kenny attended the Crowthorne Community Neighbourhood Action Group meeting on 16 June. Three Wokingham Neighbourhood Team PCSOs also attended but there were no Crowthorne PCSOs in attendance due to shift rotas and pre booked officer leave. Notes from the meeting will be circulated in due course.

Prior to the meeting CPC had received two letters closing down crime reports for criminal damage and anti-social behaviour, despite CPC's CCTV capturing high quality images of perpetrators. The Clerk had contacted TVP HQ to complain about the closure of files, purportedly on the grounds of lack of evidence, and the cases are to be reopened and followed up. Acting Supt. Kenny also asked for the letter and crime report details which the Clerk has now provided to her, and she has agreed to track back and find out why the cases were closed and to ensure that they are now followed up.

Acting Supt. Kenny reported on resourcing shortages at the CCNAG meeting which TVP is working hard to address. An active recruitment campaign is underway, but it will take some time to fill vacancies and train new recruits, so the issue is likely to persist for some time.

6 Min 308.6 – Greening Schemes for Crowthorne

No further update.

7 Min 308.7 – Community Christmas events

The Clerk has emailed BFC for advice about road closures and funding for this event and a reply is awaited.

8 Min 308.9 – High Street road marking and bollards

• Bollards on Wellington Rd

Cllr Wade had met with Mr Rose from BFC recently to further discuss the installation of bollards on Wellington Road to resolve illegal parking in Wellington Road, particularly close to the junction with the High Street. After reviewing this area with Mr Rose, it was suggested that 1 extra bollard (in addition to the 2 already agreed) may be necessary to ensure no parking between the High Street and the rear entrance passageway to the hairdressers. Mr Rose will therefore revisit BFC's current proposal in the light of these discussions. The cost to CPC may double to around £1,300 of which half is currently approved by CPC. Members agreed to proceed with the additional bollard and to notify BFC accordingly.

• Planned Resurfacing Works – Crowthorne High Street

Communication has been received about the carriageway resurfacing on the High Street between 23 August and 9 September during a series of overnight road closures. BFC will send a letter to all properties on the High Street and around the junction with Dukes Ride approximately 6 weeks before work starts and this will be followed up by a similar letter sent closer to the start of the works to remind residents and businesses of the upcoming works. Vehicle access will not be possible to homes or premises on sections of the road whilst they are closed but pedestrian access will be possible at all times. Diversions will be in place for vehicles during the closures. Information on the closures will be placed on CPC's noticeboards and on social media.

MINUTE 330 (cont)

9 Min 308.10 – CROW – repair cafe

The co-ordinator for this activity has been in and met with the Clerk. The Repair Café are now actively seeking a venue and have been tentatively offered the Baptist Church ‘Hub’ to operate from. Investigations are ongoing as to the suitability of the site due to its lack of car parking. The co-ordinator has been to view other Repair Cafes in action and is looking into insurance arrangements for the operation of the service.

10 Min 308.11 – Community Platinum jubilee events

- Visit by the Lord Lieutenant to the Crowthorne Annual Parish meeting on 21 June 2022 and unveiling of blue plaque: The Lord Lieutenant visited CPC’s APM on 21 June, however due to an accident as he arrived at the venue, he was unable to deliver his speech. He did unveil the blue plaque commemorating his visit and images have been shared on social media by the BFC Mayor. The Clerk and various CPC Members have sent good wishes to the Lord Lieutenant for a speedy recovery. Cllr Wade will forward to Cllrs the Lord Lieutenant’s speech when he has received it.

- Jubilee bench installation at Morgan Recreation Ground: This was discussed under minute number 338.

11 Min 308.12 – Summer of Fun event

The planning for the SOF event is now well underway. CPC has traditionally run a tombola at the event with prizes donated by local businesses. Cllrs were asked for support in seeking prizes and sponsorship.

12 Min 308.14 - Tree root ingress and drain damage

The Clerk has written to the neighbours requesting their urgent response to the outstanding communications. They have responded indicating that they will reply to CPC shortly.

13 Min 308.15 – Criminal damage/vandalism

An update on this issue had been covered under minute number 330.5 above.

Cllr Mrs McKenzie-Boyle has also reported several incidences of deliberate fire starting at Chaucer Woods. This is being followed up with RBFRS and TVP. Unfortunately, educational visits to the secondary school do not seem to have deterred the deliberate fire setting in the parish.

The Clerk is looking into youth work models locally and has been to visit Vision4Youth in Yateley and has also had a potential offer of some detached youth work from The Wayz in Bracknell over the summer break following on from an introduction by Edgbarrow’ senior leadership and pastoral team. An email has also been received from Churches Together in Crowthorne with some potential schemes CPC may be interested in. The Clerk is continuing to explore possibilities and will bring further updates and potential proposals to CPC in due course for consideration.

14 Min 308.16– Parish Hall upper conference room commercial let

The Clerk has placed an advert on Gumtree advertising the Upper Conference Room at the Parish Hall for let. One local business has been in touch which may be interested, and this is being followed up by the Clerk.

15 Min 308.17 – Welcome to Crowthorne sign

The new Welcome to Crowthorne sign order has been placed with Sign of the Times and is being delivered to Wellington College for their grounds team to install.

MINUTE 330 (cont)

16 Min. 308.20 and 308.21– Verbal update on projects

- The 3 Year Strategy Plan was ‘launched’ at the APM on 21 June – hard copies were distributed that evening. The Plan has also been uploaded to the CPC website with a short precis and shared to social media channels. CPC’s Cllrs also had the opportunity to engage with the public about the Plan at the Bracknell Conservative Association gazebo at Crowthorne Carnival on 2 July.
- EV charging – The Project Officer has arranged a meeting with the Property Working Group members involved in this project to review options and proposals on 14 July.
- Solar panels – The Project Officer has arranged a meeting with the Property Working Group members involved in this project to review options and proposals on 4 August.
- The Clerk has submitted the grant application for GWR funding for the extension of this scheme in Crowthorne and the outcome is awaited.
- The Project Officer has begun researching play equipment for the Morgan Recreation Ground and continues to progress plans for the refurbishment of the games area.
- The quote to extend the knee rail wooden fence to prevent unauthorised access by pony and traps is awaited.

17 Min. 308.22 – LESG Stakeholder’s Meeting: reminder

Various Cllrs and the Clerk attended the LESG stakeholder’s meeting on 16 June, along with representatives from Broadmoor, CVAG, local schools and other agencies. The update was extremely helpful in outlining the stage that the hospital redevelopment has reached and understanding future plans. CPC Cllrs have been invited to visit the hospital again should they wish to do so.

The Clerk attended a meeting subsequent to the Stakeholder’s meeting with Broadmoor’s Head of Security due to concerns about drug dealing and ASB in the Trust’s car park. Mr Hourihan is following this matter up direct with TVP.

18 Min 308.23 and 309.1– Market footfall

Further to the agreement of CPC at the last meeting, the Clerk has submitted the market application for a 7 day a week licence from 24 July when the current licence ends. This will give the Council, community events and potentially the Social Club, maximum flexibility to run the market and various community activities with trade stalls throughout the year e.g., regular markets, Summer of Fun stall, Pop up Panto stalls, late night Christmas shopping etc. The suggestion of holding a Christmas Market was made.

19 Min 308.24 – Insurance arrangements

CPC’s Cyber Insurance is now pending renewal. Quotes from providers all offer the same policy which can be sourced through various brokers. The brokers have been given the opportunity to price match and the contract will be placed with the cheapest provider as the policies are one and the same.

20 Min 308.25 – CPC’s submission to the Community Governance Review

CPC has been invited to host a public consultation during the next stage of the CGR. This will consist of hard copy documents and voting forms which can be deposited in ‘ballot’ style boxes at the Parish Office during normal opening hours.

21 Min 308.26 – CPC APM 21 June 7pm

The CPC APM on 21 June was well attended, although had some ‘delivery issues’ with the Lord Lieutenant unable to deliver his speech after injuring himself before the engagement and technical issues with the planned talk by Ana Romero from Wellington College. The 3 Year Strategy Plan was

launched, however and the Chairman's annual report well received. Various grant recipients also spoke about their plans for project delivery funded by their grants from CPC. The meeting was very well attended with all CPC Members and Officers present and numerous other members of the public, the BFC Mayor and Cllr Mrs D Hayes MBE.

It is hoped the Lord Lieutenant will share his speech notes and that Ms Romero will be invited to another CPC meeting to deliver her talk.

22 Min 308.27 – Leasehold update and award of roofing contract for Social Club

This was a confidential agenda item and is covered under minute number 346.

23 Min 309.1 - Crowthorne Community Neighbourhood Action Group meeting – 7.30pm, 16 June 2022

The CCNAG meeting on 16 June was well attended with 26 stakeholders and members of the public signing the register of attendance. Chief Inspector Helen Kenny and James Sunderland, MP both delivered presentations. Notes will be circulated in due course.

24 Min 309.1 - Platinum Jubilee complaint

The resident who had complained about lack of jubilee decorations and celebrations has written again to Cllrs reiterating her complaint but indicated that a reply is not required. No further action is therefore being taken.

25 Min 309.2 CROW meeting

The minutes from the CROW meeting held on 7 June were circulated with papers for the meeting.

26 Min 318 Annual Governance Statement and exercise of public rights

Following approval at CPC's meeting in June, CPC's Finance Officer has taken all necessary steps for the exercise of public right and external audit process.

27 Min 327 Buckler's Park

The Clerk submitted CPC's response to the 'Expression of interest' invitation in line with minute 327 from the CPC minutes dated 7.6.22.

The Clerk has contacted CALA homes to remind them that the request for a stakeholder's meeting is outstanding, and to request that CPC is added to the Buckler's Park newsletter circulation list to ensure that any communications the developer shares with residents are also shared with CPC Cllrs.

Cllr Mrs McKenzie-Boyle had circulated an update to Cllrs concerning the delivery of the community growing spaces and plans for the management of these.

MINUTE 331

CLERK'S REPORT

**1 Council matters**

- CPC Summer Newsletter: The summer edition of the CPC newsletter is now available via the CPC website and hard copies have been distributed via the market and various shops and cafes on the High Street. A copy was included with papers for the meeting.
- Demolition of Napier Road toilets: CPC has been informed that permission for the demolition of Napier Road toilets has now been granted and demolition will take place between 17 – 24 July.
- BFC Parish and Town Liaison meeting: A BFC PTL meeting was held on 29 June for appointed Members and Clerks. Notes from the meeting will be circulated in due course.

**2 Community matters**

- Crowthorne Eye: The latest edition of the Crowthorne Eye has been published and distributed to homes and businesses in the village. A digital copy is available on the CPC website.

The publishers have indicated that they are finding it difficult to continue producing The Eye due to falling advertising revenue as businesses move to digital/social media advertising and away from print media, meaning that the publication is no longer covering its production, printing and distribution costs. This reflects the previous advice from the publishers of the Joint Parish Guide, which had been entirely funded by advertising revenue. The Crowthorne Eye publishers may, in future, have to seek grant funding to continue to produce this community-based magazine.

- Crowthorne Community Awards 2022: CPC and WWPC are endeavouring to agree a date and venue for the relaunch of the Crowthorne Community Awards as they have not been held since the start of the Covid pandemic.
- CPC Cllr surgery and Crowthorne Carnival - 2 July: CPC Cllrs ran their monthly surgery from the Berkshire Conservative Association gazebo at Crowthorne Carnival on 2 July, rather than from the usual community space at Crowthorne Library. This gave Cllrs the opportunity to engage with a larger number of residents and speak with them about issues of concern as well as promote the newly launched 3 Year Strategy Plan and projects which are underway. Social media posts were run to inform residents of the location of the Cllr surgery this month.

CPC's grounds staff and contractors worked hard to ensure the grounds were in a good condition for the carnival and forthcoming football season, including drill seeding, less frequent mowing, basketball court root and leaf clearance. The car park edges have also had detritus removed. The Clerk assisted the Carnival Committee with social media and website advertising, and poster creation.

All CPC staff, especially the MC Caretaker, were thanked for assisting the Carnival Committee with their preparations.

The Clerk was asked to congratulate the Carnival Committee on a very successful event.

- Crowthorne Speedwatch: A local resident/NAG member has now set up a Speedwatch Group for Crowthorne and invites interested local residents to sign up and be trained to become speed indicator device operators on a voluntary basis. James Sunderland MP also spoke about this initiative at the CCNAG meeting on 16 June. Details on how to sign up were shared.

A complaint by a resident about speeding on Edgcumbe Park Drive, which spans both WBC and CPC highways, was referred on to the group and the resident has expressed an interest in signing up.

- St. John the Baptist Church – new Vicar: Following the interregnum, St. John's Church Wardens have appointed a new Vicar, Laura Downs, who will shortly be in post.

### **3 Professional Bodies/Organisations/Training/Networking Updates**

- NALC and BALC Newsletters: The regular newsletters have been emailed to all CPC Cllrs.
- NALC Chief Executive's Bulletin: The regular NALC bulletins and updates have been emailed to all CPC Cllrs.
- SLCC: The Clerk attended the Berkshire SLCC AGM and training day on 15 June.
- Involve charity newsletter: The regular Involve charity newsletter was emailed to all Cllrs.
- Flower Festival planning: The Clerk, Cllr Mrs Robertson and Mrs Bull continue to plan for the CPC entry in the Crowthorne Flower Festival during the final weekend of Crowthorne Carnival week.

#### MINUTE 332

#### FIFTEEN MINUTE QUESTION TIME

Q A member of the public enquired about the forthcoming High Street closure and whether cyclists would still be able to use the road in a similar way to pedestrians.

A CPC will investigate whether provision for cyclists has been covered during the closures.

### **PLANNING MATTERS**

#### MINUTE 333

#### PLANNING MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 7 JUNE 2022

There were none.

#### MINUTE 334

#### TO RECEIVE AND NOTE PLANNING INFORMATION ITEMS

- 1 Information tables circulated:
  - Planning applications for Crowthorne pending a decision by BFC.
  - Tree Preservation Orders (TPO) applications for Crowthorne.
  - CIL Liabilities for Crowthorne.

#### MINUTE 335

#### TO REVIEW AND COMMENT ON PLANNING APPLICATIONS RECEIVED AND ANY APPEALS

Council noted that Cllr Mrs McKenzie-Boyle, who is also a Borough Councillor and member of the Planning Committee, may be present when any of the following applications are considered by BFC. Although giving an opinion at the Parish Council meeting based on the information currently available, Cllr Mrs McKenzie-Boyle will reconsider any applications at the BFC Planning Committee meeting with an open mind, taking into account any additional information presented at this time.

The following planning applications were studied and commented on:

- 22/00417/FUL – West Gate Lodge  
Recommend: Approval
- 22/00428/FUL – 3 Alcot Close  
Recommend: Approval subject to parking meeting Bracknell Forest Council's parking standards.  
*Cllrs N Robertson & Mrs G Robertson declared an interest in this planning application and took no part in the proceedings.*

- 22/00429/FUL - 20 Pinefields Close  
Recommend: Approval
- 22/00453/FUL – Land to rear of 5 Forest Rd  
Recommend: Approval is recommended subject to consideration being given to Policy CR5 of the Crowthorne Neighbourhood Plan.
- 22/00463/FUL – The Pines, Kentigern Drive  
Recommend: Approval
- 22/00469/FUL – The Ashes, Kentigern Drive  
Recommend: Approval
- 22/00473/FUL – Land between Pinewood Villas and St Michael’s Cottages, Old Wokingham Rd  
Recommend: Refusal is recommended based on the information submitted being inadequate.
- 22/00478/A – Land at Buckler Park off Old Wokingham Rd  
Recommend: Approval
- 22/00481/FUL – 16 Blake Close  
Recommend: Approval  
*Cllr Thompson declared an interest in this planning application and took no part in the proceedings.*

An asterisk (\*) is shown where further/full comments are available to view on the BFC Planning Portal under the relevant planning application.

## FINANCIAL MATTERS

- MINUTE 336      AUTHORISATION OF PAYMENTS  
A list of payments for the period 8 June to 5 July 2022, totalling £51,712.98 was presented to Council and unanimously RESOLVED.
- MINUTE 337      TO RECEIVE A SHORT WRITTEN REPORT ON CPC’S ACCOUNTING SOFTWARE PACKAGE OPTIONS FROM SEPTEMBER 2022 WHEN THE EXISTING SAGE PROVISIONS END  
Cllrs received and noted the short report on CPC’s accounting software package options from September 2022 when the existing SAGE provision ends. The Finance Officer has begun investigations into the various alternative packages available, and the research findings, to date, were presented in the report.  
  
Firm proposals will be presented to CPC in due course as CPC officers will visit other local councils operating the various packages to review how they run and if they would be a good fit for CPC.

## COUNCIL MATTERS

- MINUTE 338      TO RESOLVE TO INSTALL 3 COMMEMORATIVE BENCHES AT THE MORGAN REC FOR THE PLATINUM JUBILEE FUNDED BY CIL  
Three benches on the northern most side of the Morgan Recreation Ground are old and corroded and in need of removal and replacement. The benches are not memorial benches so can be removed and replaced without consultation. There are other benches within the Rec. commemorating previous jubilees. The Morgan Recreation Ground is a designated Queen Elizabeth Fields in trust, and

this would be a fitting way to ensure a lasting tribute to this significant historic event.

CPC has CIL available to spend including a proportion that must be spent by Spring 2023 to avoid clawing back by BFC.

It was therefore unanimously RESOLVED as follows:

- 1 To purchase and install 3 commemorative benches for the Platinum Jubilee at the Morgan Rec. funded by CIL. Bench A from the selection outlined was chosen as the most suitable as it is low maintenance and will not corrode.
- 2 To incur expenditure of up to £5,000 from CIL for the purchase and installation of the benches and removal and disposal of the old benches.

MINUTE 339

TO RESOLVE TO ADOPT A BENCH AND ‘WELCOME TO CROWTHORNE SIGN’ AS PARISH COUNCIL ASSETS

Both the bench and welcome sign were damaged in the past 12/18 months and despite the Clerk reporting the damage to Bracknell Forest Council (BFC), as both items are situated on BFC highway’s land, BFC had asserted that the assets did not feature on their asset register and consequently they would not pay to repair or replace the items.

BFC indicated that in the case of the bench it would be removed by BFC rather than repaired if CPC opted not to repair or replace it. In the case of the sign, despite numerous reports by the Clerk to BFC asking that they follow up the repairs with the contractors from Wellington College who damaged it and had agreed to pay for its replacement, BFC did not progress this, leaving a clearly damaged sign as the ‘welcome’ to people entering the parish from the Finchampstead/Wokingham/Sandhurst side of the parish.

The repairs to the bench were followed up by CPC with offers from Wellington College and the Crowthorne Men’s Shed to undertake them. The Men’s Shed were able to undertake the repairs quickly with material funded by CPC. Their workmanship was inspected by CPC’s caretaker for insurance purposes.

It was therefore unanimously RESOLVED that CPC adopts the bench located outside Crowthorne Methodist Church on Dukes Ride, and the ‘Welcome to Crowthorne sign’ located at the station end of Dukes Ride on the boundary of Derby Field as Crowthorne Parish Council assets. There is no cost to acquire the assets and just a nominal sum to add them to CPC’s insurance schedule.

Members asked the Clerk to investigate if the bench outside the Fire Station belonged to CPC and if not suggested that it also be adopted as a CPC asset.

MINUTE 340

TO RECEIVE A VERBAL REPORT ON ANY STAKEHOLDER MATTERS RELATING TO BUCKLER’S PARK (COVERED IN MATTERS ARISING)

Cllr Thompson stated that there was no further update to report and a stakeholder meeting was awaited.

As previously stated, the CPC Clerk has requested from CALA Homes to be included on the Buckler’s Park newsletter circulation list to ensure that communications the developer shares with residents are also shared with CPC Cllrs.

MINUTE 341      TO RECEIVE A VERBAL REPORT ON THE SOLAR PANEL PROJECT  
Cllr Sever referred to the 2 meetings already arranged to discuss EV charging and the solar panel project. Those who are interested in these projects are welcome to attend the meetings:

- EV charging - Property Working Group members involved in this project to review options and proposals on 14 July.
- Solar panels – Property Working Group members involved in this project to review options and proposals on 4 August.

Cllr Wade is due to attend an infrastructure sub group meeting of the Economic Skills Development Partnership (ESDP) meeting on 15 July where EV and solar panels will be discussed. Any relevant information arising from that meeting, to do with EV charging and solar panels, will be forwarded to the Property WG by Cllr Wade.

MINUTE 342      REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES  
None.

MINUTE 343      REVIEW AND NOTE INFORMATION ITEMS PREVIOUSLY CIRCULATED  
None.

MINUTE 344      MEMBERS INFORMATION ITEMS  
1      Cllrs were reminded to let the Clerk know of any holiday dates.

MINUTE 345      ITEMS FOR INCLUSION ON FUTURE AGENDAS  
None.

Meeting closed: 8.25 pm

Signed .....

Dated .....

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the press and public are excluded from the meeting whilst the following confidential item is considered:

MINUTE 346      TO RECEIVE A SHORT UPDATE ON THE COMMERCIAL LEASEHOLD RENEWAL FOR CROWTHORNE SOCIAL CLUB AND DETERMINE RENTAL PROPSALS FOR THE NEXT 5 YEARS

A report had been circulated updating Members on this matter which is confidential due to its commercially sensitive nature.

A leasehold surveyor had been engaged to advise on a fair market rent for the Social Club. His report has been reviewed by the working group appointed to undertake rent negotiations and a rent in line with the surveyor's report had been negotiated with the Social Club tenants. The rent increases from its current level to a level in line with the surveyor's recommendations over a five year period. The working group therefore proposed agreement of the rent at this level to Council (and the Crowthorne Education Charity who co-own the building).

It was therefore unanimously RESOLVED to agree the annual rent as negotiated and to notify the Social Club accordingly.

It was noted that the roofing works on the Social Club roof were finished.

MINUTE 347      TO REVIEW AND APPROVE AN UPDATED SENSITIVE PROTOCOL DOCUMENT

The Society for Local Council Clerks (SLCC) has recently issued updated guidance on the steps that should be taken in the event of the death of the Monarch or other senior figure.

The Clerk reviewed the latest guidance and learning from the recent death of the Duke of Edinburgh and proposed the adoption of a revised protocol document for the death of a senior figure.

It was unanimously RESOLVED to adopt the newly updated protocol for the death of a senior figure, as included with papers for the meeting and delegates authority to CPC officers to incur expenditure of up to £500 to purchase any items required under the protocol.

Meeting closed: 8.31pm

Signed .....

Dated .....