

PAPPLEWICK PARISH COUNCIL

Minutes of the meeting held remotely (via Zoom) on Wednesday 6th May 2021

Present: Cllr S Roberts (Chair), Cllr Carolyn Hesketh (Vice-Chair), Cllr Stephen Walker, Cllr Ross Pettitt, Cllr Nigel Penlington, Cllr H Guyler, Cllr K Weston and the Clerk

Parishioners/Visitors: Mr Sam Briggs (Vitty), Mrs Kerr

<u>Minute No</u>		<u>Action</u>
56/21	APOLOGIES Cllr's C Barnfather (GBC, NCC), S Murray, M Smith	
57/21	DECLARATIONS OF INTEREST Cllr S Roberts - Papplewick & Linby Cricket Club Cllr R Pettitt - The Griffin's Head Pub Cllr H Guyler – Papplewick & Linby Village Hall Cllr C Hesketh – Papplewick & Linby Village Hall	
58/21	APPROVAL OF MINUTES The minutes of the March meeting were accepted as a true record. Proposed by Cllr Hesketh seconded by Cllr Penlington and signed by Cllr Roberts.	
59/21	DECLARATION OF ACCEPTANCE OF OFFICE Cllr Kate Weston signed the Declaration of Acceptance of Office.	Cllr Weston to bring to the July meeting
60/21	MATTERS ARISING <u>Newstead path / Dogs running loose sign</u> Mrs Kerr advised she has contacted the Rights of Way Officer regarding the Newstead footpath and Dogs running loose notice at South Lodge. She advised the Officer that this is a public right of way and the notice will deter people from walking along this path when they have a right to do so. Cllr Weston queried why the gate is locked when it is a right of way. Cllr Walker commented that the resident hasn't blocked the path but has put in an extra pair of gates so that walkers will take the other side of the laurel hedge. He advised that technically they haven't blocked the path, however, stating that a dangerous dog is loose is a concern. Cllr Penlington advised there is a duty to allow people to walk safely without being intimidated by a dog. The PC commented that the definitive map shows the path along their drive and not along the hedge. Mrs Kerr commented that years ago planning permission to divert the footpath had been refused. Cllr Roberts commented that if dogs are loose then this poses a potential problem for pedestrians and needs to be clarified, as it seems they are pushing people off the designated right of way. Cllr Walker advised he is meeting with the County Access Forum soon and will forward information and photographs of the path, gates and notice to them. Cllr Weston to provide photographs and send to the Clerk. He advised the path is within Newstead Parish and not Papplewick and therefore Newstead Parish Council should be copied into any correspondence.	Cllr Weston to photograph gates and notice. Clerk to forward to Cllr Walker. Cllr Walker to forward to the County Access Forum
61/21	SAM BRIGGS AT VITTY TO UPDATE ON THE NEW PC WEBSITE Mr Briggs advised that most of the content has been added to the new website. He is currently fixing any bugs which have been identified. He will chase Shaw Trust re: accessibility testing, and after this is completed the new website can go live. Cllr Walker advised he has submitted the playing field weekly report through the App, which was a success, the monthly report now needs to be tested. He advised the submitted reports are stored in Google docs and will act as a record. The next stage is to open it up to residents who have agreed to receive PPC emails, for them to check the website and submit any issues. Cllr Walker advised they need to make up a photograph header similar to the present one and also new photographs of the Councillors. Cllr Hesketh suggested the PC approve the new website at the July meeting.	Mr Briggs and the PC to continue to develop the site ready for approval at the July meeting.

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62/21	<p><u>OPEN FORUM</u> <u>Mental Health Practitioner for Hucknall Surgeries</u> Mrs Kerr advised the Hucknall surgeries have joined together to form Byron Primary Care Network. It is hoped the PCN will employ a mental health practitioner.</p> <p><u>Fly Tipping, Blidworth Way</u> Mrs Kerr advised of the report on Nottinghamshire Live where asbestos had been dumped on Blidworth Way. She asked whether a camera can be installed at this location. The Clerk to pursue.</p> <p><u>Litter Pick / McDonalds</u> Mrs Kerr suggested the PC contact McDonalds to invite them to the litter pick on 13th June due to the amount of McDonalds litter which is accumulating around the parish. The Clerk to pursue.</p> <p><u>Thanks</u> The PC wished to thank those residents who regularly clear up the litter in and around the village.</p>	<p>Clerk to contact GBC re: fly tipping camera for Blidworth Way</p> <p>Clerk to contact McDonalds re litter pick</p>
63/21	<p><u>HIGHWAYS MATTERS</u></p> <p>i) Lengthsman Scheme: Cllr Hesketh advised she is waiting for an update on the hours remaining. She advised it hasn't been confirmed whether the scheme will continue in 21/22. She reported the Lengthsman has fixed the small fence at the Hall Lane triangle. She advised she is very pleased with Andy and the work he is doing.</p> <p>ii) Fly tipping: discussed in Open Forum</p> <p>iii) Linby Lane Layby flooding: Cllr Walker advised he met with Cllr Barnfather and Paula Johnson from Via last month. Paula Johnson took photographs and notes at the Linby end of the layby which is worst for flooding and also advised the gullies were blocked. Clerk to chase.</p> <p>iv) Proposed Crossing, Linby Lane: Cllr Walker advised he met onsite with Cllr Barnfather and Paula Johnson at Via to discuss the proposal for a crossing on Linby Lane. Paula Johnson commented she would liaise with the design team regarding installing a dropped kerb near the layby and the possibility of moving the 30mph speed limit and new road markings. She also agreed to reinstate the soil next to the path. Clerk to chase.</p>	<p>Clerk to chase Paula Johnson re: layby flooding</p> <p>Clerk to chase Paula Johnson re: proposal for a crossing</p>
64/21	<p><u>ANTISOCIAL BEHAVIOUR IN THE PARISH</u></p> <p>Cllr Roberts and Cllr Penlington met with Inspector Pearson on the playing field and deployed the two police operation in progress signs. One sign is chained to the post at the edge of the woods and the other is chained to a post on the gateway. Cllr Roberts advised she has the keys for the padlocks. The PC advised they weren't aware of any recent antisocial behaviour on the park although the carpark is currently closed which will have an effect. Inspector Pearson advised the PC to regularly move the signs around the parish. The PC agreed to move one of the signs to the layby on Blidworth Way to deter fly tipping – Cllr Roberts to look at where to secure the sign. Cllr Hesketh advised that at each PC meeting, the Councillors can decide where to deploy the signs.</p>	<p>Cllr Roberts to look at options for deploying sign on Blidworth Way.</p>
65/21	<p><u>PARISH ACTION PLAN</u></p> <p>The PC discussed the Parish Action Plan which has been updated by Cllr Walker and circulated prior to the meeting. The PC agreed to adopt the Plan. Cllr Hesketh advised some of the items are long term aspirations and others are out of the PC's control and advised choosing 5 actions per year as a target:</p> <ul style="list-style-type: none"> * The website is a priority and will be completed this year * Continuing to enhance the playing field which involves applying to the Greenwood Funding for hedging. This is an autumn/spring project though funding can be applied for now. Cllr Penlington advised the lines should be sprayed off to create a clear space to plant the new hedge. Cllr Penlington commented that the Marshall family should be contacted before going ahead as the hedge will be on their boundary as well. 	

	<p>* Repair works to the skate park and replacing the surfaces at the play area are a priority. The PC agreed to wait for the ROSPA Inspection Report before moving forward with this.</p> <p>* New signage on the playing field has been ordered and will soon be installed.</p> <p>* Replanting the flower bed on the playing field. Cllr Hesketh advised the flowers have been ordered and will be delivered in a few weeks' time.</p> <p>Cllr Hesketh suggested arranging a Playing Field Tidy Up event to clear out the flower beds, tidy up the playing field, planting flowers and sweeping the seating areas. Cllr Walker to include in the newsletter. Cllr Pettitt agreed to contact the Young Farmers for their assistance. It was agreed to meet on Sunday 23rd May at 10am. Cllr Guylar to include on the Facebook community page. The PC advised a health & safety briefing will be carried out beforehand. Any volunteers wishing to get involved should contact the clerk – clerk@papplewick.org</p>	<p>Cllr Walker to include event in newsletter</p> <p>Cllr Guylar to include on Facebook page</p> <p>Cllr Pettitt to contact Young Farmers</p>
66/21	<p>PC RISK ASSESSMENTS/POLICIES</p> <p>i) <u>Advertising / fly posting</u> Cllr Penlington advised all risk assessments are now up to date.</p> <p>ii) <u>PC PPE Provision Update</u> Cllr Hesketh advised there may be enough hi-vis jackets in the Container at Linby and will liaise with Wyn Lewis. Cllr Walker requested that each councillor has a branded jacket for official PC business. Cllr Hesketh to advise the Clerk next week. The clerk to order PPE.</p>	<p>Cllr Hesketh to liaise with W Lewis re: hi-vis jackets and report back to PC</p> <p>Clerk to order PPE.</p>
67/21	<p>PAPPLEWICK ENVIRONMENT & COMMUNITY FUND</p> <p>Cllr Walker advised he has spoken with Suzanne Marshall and she is keen on moving forward with the Wildflower verges project. Cllr Walker suggested taking advice from Via and GBC re: which areas are most suitable for planting and what the mowing schedule is. Clerk to pursue.</p> <p>Cllr Walker advised the Nottinghamshire Community Foundation manage the Lindhurst Wind turbine in Mansfield and he has a meeting with the CEO next week. They would play a part in advertising the fund and administering it including vetting of applications and short listing etc. He advised the next meeting with the Marshall family is arranged for October and he will report back to the PC at the November meeting.</p>	<p>Clerk to contact Via and GBC re: wildflower verges</p>
68/21	<p>PLANTING/FLOWER DISPLAYS</p> <p>Cllr Hesketh advised she has submitted the application for the lamppost planters and has applied for planting in the first 3 lampposts on Main Street. Flowers have been ordered from Reuben Shaws at a cost of £350.00 and £100 for flowers for the beds from Shirley Nurseries who offered to provide extra flowers. She advised it will leave £50.00 in the budget and asked the PC for an additional £50.00 to ensure enough flowers for the planters. The PC agreed. The total spend for flowers will be £550.00. She advised 2 new barrels have been ordered from Reuben Shaws at around £250.00 each.</p>	
69/21	<p>GREAT BRITISH SPRING CLEAN - 28th MAY - 13th JUNE</p> <p>The event has been confirmed for Sunday 13th June meeting at the Griffins Head at 10.00am for the safety briefing. Cllr Walker to include in the newsletter. Cllr Hesketh to check how many litter pickers are in the container to ensure enough for volunteers. The Clerk to contact GBC re: collecting the rubbish bags.</p>	<p>Cllr Walker to include litter pick in newsletter. Cllr Hesketh to check container for litter pickers. Clerk to contact GBC.</p>
70/21	<p>BONFIRE EVENT 2021</p> <p>Cllr Hesketh confirmed the date for the Bonfire Event will be Saturday 6th November, the fireworks and Village Hall have both been provisionally booked. She advised the Village Hall haven't yet confirmed whether they will join the two PC's in running the event. She has made them aware that if they do agree to join, they will need to participate in the planning as well as helping out on the days running up to the event and on the night. Kelly and Darren Wright hold the premises licence and would like the chance to run the bar. Cllr Pettitt advised he has access to an outside bar if it is required. Cllr Penlington</p>	<p>Cllr Penlington to write up risk</p>

	agreed to write up the Bonfire Event risk assessment.	assessment																																													
71/21	<p>CONDUCT ISSUES & EMPLOYEE RELATIONS TRAINING</p> <p>Cllr Hesketh gave an overview of the recent training she attended on conduct issues for staff and councillors. She advised any complaints by employees need to be dealt with in a reasonable time and any complaints against Councillors are a code of conduct issue and should be referred to the monitoring officer. It was suggested that the council have a simple Dispute Resolution Procedure and other policies relating to conduct and behaviour on social media, stress management, data protection and privacy. Cllr Hesketh agreed to draft the policies and circulate to the PC.</p>	Cllr Hesketh to write draft procedures and policies																																													
72/21	<p>CORRESPONDENCE RECEIVED</p> <p>All correspondence had been circulated to the Parish Council prior to the meeting.</p>																																														
73/21	<p>PLANNING APPLICATIONS RECEIVED</p> <p><u>2021/0201 8 Moor Road</u> Proposal: The formation of a garage conversion to form a kitchen family living space, an additional bedroom over garage and the formation of a garden room to the rear elevation. PC Comments: No objection</p> <p><u>2021/0388 163 Moor Road</u> Proposal: Rear extension and loft conversion with sky lights, front entrance porch dormer window to front roof. Over cladding of external walls. PC Comments: No objections, would request red tiles in the same pattern as other properties in this location</p> <p>Appeals: <u>2020/0652 115/117 Moor Road</u> Proposal: Single storey rear extension (part-retrospective) Awaiting outcome.</p>																																														
74/21	<p>PARISH COUNCIL ACCOUNTS</p> <p><u>a. Current Account balance</u></p> <p>£66,174.69</p> <p><u>b. Payments & Receipts</u></p> <p>Payments:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01/04/21</td> <td>E Gretton – March wages & home office expenses</td> <td>£426.68</td> </tr> <tr> <td>01/04/21</td> <td>S Roberts – Reimburse for Zoom subscription</td> <td>£14.39</td> </tr> <tr> <td>01/04/21</td> <td>E-ON – Christmas lights usage</td> <td>£12.97</td> </tr> <tr> <td>01/04/21</td> <td>A Sharpe (Lengthsman) – Reimburse for timber</td> <td>£12.64</td> </tr> <tr> <td>01/04/21</td> <td>Via – Tree survey</td> <td>£180.00</td> </tr> <tr> <td>13/04/21</td> <td>Jonathan Rhodes – Tree felling</td> <td>£450.00</td> </tr> <tr> <td>13/04/21</td> <td>Proweb – Website hosting</td> <td>£80.00</td> </tr> <tr> <td>29/04/21</td> <td>Viewtec Signs Ltd – Signs and posts for playing field</td> <td>£592.07</td> </tr> <tr> <td>01/05/21</td> <td>E Gretton – Apr wages & home office expenses</td> <td>£435.00</td> </tr> <tr> <td>06/05/21</td> <td>Barrie Woodcock – Internal Audit</td> <td>£131.25</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td>£2,335.00</td> </tr> </tbody> </table> <p>Receipts:</p> <table border="1"> <tbody> <tr> <td>15/03/21</td> <td>HMRC - VAT Reclaim</td> <td>£118.55</td> </tr> <tr> <td>26/04/21</td> <td>Gedling Borough Council – Precept</td> <td>£12,529.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td>£12,647.55</td> </tr> </tbody> </table> <p><u>c. Approval of the Exemption Certificate</u> The Clerk advised that since the PC's turnover does not exceed £25,000.00, they are</p>	Date	Details	Amount	01/04/21	E Gretton – March wages & home office expenses	£426.68	01/04/21	S Roberts – Reimburse for Zoom subscription	£14.39	01/04/21	E-ON – Christmas lights usage	£12.97	01/04/21	A Sharpe (Lengthsman) – Reimburse for timber	£12.64	01/04/21	Via – Tree survey	£180.00	13/04/21	Jonathan Rhodes – Tree felling	£450.00	13/04/21	Proweb – Website hosting	£80.00	29/04/21	Viewtec Signs Ltd – Signs and posts for playing field	£592.07	01/05/21	E Gretton – Apr wages & home office expenses	£435.00	06/05/21	Barrie Woodcock – Internal Audit	£131.25	TOTAL		£2,335.00	15/03/21	HMRC - VAT Reclaim	£118.55	26/04/21	Gedling Borough Council – Precept	£12,529.00	TOTAL		£12,647.55	Clerk to forward exemption
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	<p>able to exempt themselves from having an external audit. The PC agreed and approved the Exemption Certificate. The Certificate was signed by the Chair S Roberts</p> <p><u>d. Approval of Annual Governance Statement 2020/2021</u> The Annual Governance Statement was circulated to the Parish Council prior to the meeting. The PC approved the Annual Governance Statement. The document was signed by the Chair S Roberts</p> <p><u>e. Approval of Accounting Statements 2020/2021</u> The Accounting Statement was circulated to the Parish Council prior to the meeting. The PC approved the Accounting Statements. The document was signed by the Chair, S Roberts</p> <p><u>f. Internal Audit update</u> The internal audit has been carried out by Barrie Woodcock. There were no matters arising from the 2020/2021 internal audit.</p>	<p>certificate to PKF LittleJohn</p> <p>Clerk to forward the annual return, accts documents and notice to Cllr Walker to go on the website.</p>
75/21	<p><u>PLAYING FIELD</u></p> <p>a) <u>General – vandalism & litter</u> Cllr Penlington advised no issues. He thanked Dave and Andy for helping to clear the bins. He advised the biggest issue is households fly tipping on the playing field. The Clerk to write to residents advising that dumping garden waste or rubbish onto the playing field or into the woods is an offence. Anyone witnessing this behaviour should report it to the Environment agency and the Parish Council. The PC advised it will cost parishioners money for the Parish Council to arrange for the rubbish to be removed.</p> <p>b) <u>Inspection duty book handover and report</u> Cllr Penlington to submit the report using the online app. Cllr Roberts to take over playground inspection duty.</p> <p>c) <u>Inspection report and risk assessments</u> None</p> <p>d) <u>Playing field working party update</u> Cllr Walker advised he and Cllr Penlington had met onsite and noted the playing field requires restoration including aerating the surface and levelling the molehills. The Clerk advised she has contacted Malfords to provide a quote. The PC recommended contacting Ulyatt for a quote. The Clerk to pursue.</p> <p>Cllr Walker reported the surface on the playground needs replacing and certain areas require attention as soon as possible. The Clerk to contact GBC or NCC for advice on the surfacing required.</p> <p>e) <u>Update on playing field signage</u> Cllr Guyler advised the signs and posts have been ordered. The PC have received quotes from Andy Sharpe (Lengthsman) and Jonathan Rhodes. The PC agreed to install the posts at each entrance from the woods, near the teen shelter in the skateboard area and on the gate.</p> <p>f) <u>Skate park noise update</u> Cllr Penlington advised he hasn't received a reply from Howard Marshall so advised he will approach a steel fabricators company for a quote. Cllr Penlington agreed to pursue.</p> <p>g) <u>Container /CCTV</u> Cllr Roberts advised she has acquired a quote for a 20 x 8ft container from Nottingham Shipping Containers at cost of £2,500.00 incl delivery. Cllr Walker advised that Miner 2 Major have suggested they will contribute towards it and agreed to follow it up with the Project Manager. The Clerk advised the Borough Councillors have also contributed £600 towards security on the playing field.</p> <p>The PC discussed the camera location and agreed the most suitable place would be past the WI bench, behind the houses so it is out of the way.</p>	<p>Clerk to send letter to residents re flying tipping on the playing field</p> <p>Cllr Penlington to submit report</p> <p>Clerk to contact Ulyatt re: field restoration</p> <p>Clerk to contact GBC/NCC</p> <p>Clerk to contact the Lengthsman, Cllr Walker to contact Jonathan Rhodes re: availability</p> <p>Cllr Penlington to contact steel fabricators</p> <p>Cllr Walker to contact Miner 2 Major</p>

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	<p>Cllr Roberts advised she had spoken to a company called Sunstore re: solar panels, and they advise once the PC have decided on a camera and recording system, they can advise on power demand and would be able to build a system for the PC. They advised using the lowest wattage equipment possible to get the best performance. The solar panels can be fitted completely flat or mounted on the side and tilted towards the light.</p> <p>Cllr Penlington suggested speaking to Chris Brown at Hoot as he has recently upgraded the Village Hall cameras and will be able to offer advice.</p> <p>Cllr Hesketh advised she has spoken to a colleague at work who deals with all the company's CCTV and is happy to offer some advice. He advised the PC probably wouldn't get enough power from solar panels so may need to get electricity to the Container. He recommended a camera with a fixed field of vision with the ability to zoom in and out. For the cameras and the recorder, he expected it to be around £1000.00. The PC would need to think about the cost of cabling and poles. He has offered to speak with ADT to obtain a quote on the PC's behalf and asked the PC for a map of where the CCTV will be situated. Cllr Guyler to forward map to Cllr Hesketh.</p> <p>The PC suggested they liaise with the Village Hall re: hiring out some space to locate the recorder and provide power to the cameras. The cabling would need to be replaced but the ducting for the cables is already installed.</p> <p>The Clerk advised the PC that Inspector Pearson had previously suggested there could be funding available to the PC for the cameras. The Clerk to pursue.</p> <p><u>h) Defibrillator Signage & Posters for noticeboards</u> Cllr Roberts to pursue.</p> <p><u>i) Tree Survey</u> Cllr Walker advised the tree survey took place and the remedial works suggested have been completed. It will need reviewing again in the autumn.</p> <p><u>j) Restoration works to field</u> Discussed in Playing Field Working Party Update (d)</p>	<p>The PC to contact Chris Brown at Hoot for advice</p> <p>Cllr Guyler to forward map to Cllr Hesketh. Cllr Hesketh to pursue with colleague / ADT</p> <p>The PC to contact the Village Hall re: the recorder and power to the cameras</p> <p>The Clerk to contact Inspector Pearson</p> <p>Cllr Roberts to pursue Defibrillator signage</p>
76/21	<p>REPRESENTATIVE REPORTS</p> <p>a) Village Hall: Cllr Guyler reported a lot of work has been carried out including new curtains, painting and cleaning. The preschool is the only group currently using the hall. Cllr Hesketh advised that regular hirers will be returning to the hall from 17th May and a Covid risk assessment will be sent out in due course.</p> <p>b) Moor Pond Wood: Cllr Walker reported they haven't had volunteers due to Covid restrictions. They have a formal contractual agreement with Nottinghamshire County Council on working practices and more risk assessments and method statements will need to be written, e.g. working from heights (when installing the bird boxes). The hope is that by June they can welcome back volunteers. They have yet to use the LIS grant and this will be used to replace the bridge in Papplewick Dam Woods and repair the paths from the bridge as far as the meadows.</p>	
77/21	<p>COUNCILLOR REPORTS</p> <p><u>a) Update Noticeboards</u> All Councillors to clear and update their noticeboards. New information to be displayed includes the Police & PCSO updated details and new information for reporting fly tipping. Clerk to pursue.</p> <p><u>b) Dogs running loose on the playing field</u> Cllr Hesketh advised this was still an issue and more needed to be done to prevent people from letting their dogs run loose on the playing field. The PC agreed to write to residents reminding them of the rules re: dogs being kept on leads on the playing field.</p> <p><u>Zumba on the Park</u> Cllr Roberts advised that the Zumba instructor continues to hold her class on the playing</p>	<p>Clerk to forward information to Cllr's.</p> <p>Cllr's to update their noticeboards</p> <p>Clerk to write to residents re: dogs on leads</p>

	<p>field but will be returning to the Village Hall in 2 weeks' time.</p> <p><u>Bus Shelter, Mansfield Road, Papplewick</u> Cllr Roberts raised concerns re: demolishing the brick bus shelter on Mansfield road. She advised the shelter is perfectly fine and suggested only replacing the wooden shelter. The PC agreed.</p>	Cllr Roberts to pursue
78/21	<p>DATE OF NEXT FULL COUNCIL MEETING Wednesday 14th July</p> <p>If Government Regulations allow, the next meeting will be held face-to-face at the Papplewick & Linby Village Hall commencing 7:15pm. Full details on the agenda.</p>	

The meeting ended at 22:07

Signed: _____ **Chairman**

Initials Chairman