



## **AVON FIRE AUTHORITY MINUTES (AFA)**

**19 FEBRUARY 2024**

**Present:** Cllrs L Brennan, R Hardie (arrived at 10.35hrs), B Massey, B Nutland, P May (arrived at 10.20hrs), Y Mohamud, R Payne (arrived at 10.12hrs), M Riddle, O Saini, S Smith, J Stansfield, R Tucker (arrived at 10.55hrs), A Varney and D Wilcox (arrived at 10.15hrs).  
M Shelford, Police and Crime Commissioner (PCC).

The meeting began at 10.00hrs.

### **36. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs R Eddy, P Hulme, R Moss and D Thomas and James Mason, Independent Person. Cllr P Goggin and M Williams were absent.

### **37. EMERGENCY EVACUATION PROCEDURE**

Members were advised by the Chief Fire Officer (CFO) that in the event of an emergency, attendees would exit via the main entrance and meet to the left of the building by the tree.

### **38. DECLARATION OF INTERESTS**

None received.

### **39. PUBLIC ACCESS**

A Statement was received from Amanda Mills of the Fire Brigades Union (FBU):

*Chair, members of the fire authority,*

*Amanda Mills speaking on behalf of the firefighters of Avon-*

*By carrying out due diligence, the FBU acknowledges the uplift in the government grant as outlined in the budget papers.*

*I quote the minutes of the October 2023 Fire Authority meeting:*

*'A Member asked that if the forecasted funding was increased, could the AFA delay or reverse these savings or put these savings into capital. The CFO*

*advised that it was always prudent to review our financial situation when known, and to work with the AFA and trade unions' I put to you, members and chair that now is the time to review our financial situation. The increase in the revenue support grant of £2.4 million as well as the locally retained business rates compensation grant of £2.2 million should be utilised in such a way to halt the cutting of 40 firefighters.*

*We are hugely behind in gathering risk information, so much so that it was an accelerated cause for concern in the most recent HMI report. This work is done by firefighters on frontline appliances. We cannot possibly address the HMI's concerns by reducing the workforce.*

*Although one of these grants is a one off what it does do is give the efficiencies team time to remedy the issues with the current crewing method, issues which have caused high levels of overtime costs compared with other services. Currently sitting we believe, at around £800k. It provides time to identify other areas where savings can be made, it provides enough of a surplus to reverse the decision to cut 40 firefighters. Especially when we now don't need to, in light of the additional grants.*

*It was the view of this authority to only make these cuts as there was no other choice. Now there is.*

The CFO thanked the FBU for their statement. Members were informed that the Service continued to work closely with the FBU in addressing the challenges faced going into the future. In relation to some of the points raised, they would be covered within papers presented at the meeting.

#### **40. CHAIR'S BUSINESS**

The Chair welcomed Members, guests and visitors to the meeting and drew their attention to the following:

1. The Chair confirmed that the meeting was taking place at Brook Way Activity Centre, Bradley Stoke. The meeting was being recorded for the public to view.
2. Members and Officers introduced themselves.
3. The Chair advised Members that Cllr Karen Walker had left the Fire Authority with effect from 11 January 2024. The Authority wished her well and sent their best wishes for the future. She had been replaced by Cllr Robin Moss who was unable to attend the meeting due to a previous commitment in BANES. The Authority welcomed Cllr Moss.
4. The Chair shared the sad news with Members that Firefighter Chris Haverson of Bedminster Red Watch passed away in January, following a short battle with lung cancer. As a mark of respect, she proposed that Members joined her to hold a minute's silence to remember Chris.
5. The Chair advised that on Friday 12 January, Firefighters attended a fire in Eastville, Bristol covering Lockleaze and Ashley Wards in Bristol. The fire was one of a number of incidents that the Service had attended in the area, all of which were thought to have been started deliberately. Sadly, during the response to the fire, one of our firefighters was injured and was taken to

hospital. They are now recovering at home with their family. Members sent their best wishes.

6. The CFO advised Members that he, the Chair and the Vice Chair had met with the Fire Performance Oversight Group (FPOG), as part of the HMICFRS engaged phase on 7 February. The CFO advised that he had conveyed the efforts, procedures and changes made since the Inspectorate's visit in summer 2023. Two Accelerated Causes of Concern were issued immediately and then upon publication, two further Areas of Concern were issued. The CFO advised that he had received positive feedback from the Inspectorate on the Service's direction of travel and had invited the Inspectorate to re-visit the Service in March to review the improvements made in a short period of time particularly in relation to the immobilising system. It was hoped that consideration would be made to discharge this Accelerated Cause of Concern. The Chair added that she was pleased that the Service was taking the issues identified seriously and that colleagues were working hard to change the outcomes. The Inspectorate appeared pleased with the progress made so far and it was felt that the meeting with FPOG was positive.
7. The Chair explained the voting system for the meeting, i.e., votes against a motion would be recorded first, followed by abstentions, then votes in favour.

#### **41. MINUTES OF THE ORDINARY MEETING OF AVON FIRE AUTHORITY HELD ON 4 OCTOBER 2023**

The minutes were moved by Cllr Massey and seconded by Cllr Nutland.

**It was RESOLVED that the minutes of the ordinary meeting of the Avon Fire Authority held on 4 October 2023 be signed by the Chair as an accurate record of the meeting.**

#### **MINUTES OF THE EXTRAORDINARY MEETING OF AVON FIRE AUTHORITY HELD ON 13 DECEMBER 2023**

The minutes were moved by Cllr Massey and seconded by Cllr Mohamud.

**It was RESOLVED that the minutes of the extraordinary meeting of the Avon Fire Authority held on 13 December 2023 be signed by the Chair as an accurate record of the meeting.**

#### **42. MINUTES OF COMMITTEE MEETINGS**

7.1 Minutes of the Ordinary Meeting of the Audit, Governance and Oversight Committee held on 27 June 2023.

7.2 Minutes of the Ordinary Meeting of the Policy & Resources Committee held on 27 July 2023.

7.3 Minutes of the Ordinary Meeting of the Audit, Governance and Oversight Committee held on 20 September 2023.

7.4 Minutes of the Ordinary Meeting of the Policy and Resources Committee held on 29 September 2023

The Committee minutes noted above, already approved by the Committees, were noted by the Fire Authority.

In respect of item 7.2 on page 41, the Police and Crime Commissioner, enquired why there was a need for a Pay Gender Gap report to be published. The Clerk explained that the report was as statutory requirement and agreed to send a link to the meeting papers which would explain the need for the report and that the difference did not relate to equal pay, but the pay gap due to differences in numbers of males and females at different pay grades.

#### **43. 2024/25 BUDGET SETTING AND PRECEPT**

The Statutory Finance Officer (SFO) introduced a paper to Members which outlined the latest revenue budget position following consultation. Members were asked to consider the contents of the report and agree a revenue budget and Council Tax precept for 2024/25. The report set out two options in relation to Council Tax:

**Option 1** – An increase in Council Tax of 2.99% (from £82.95 in 2023/24 to £85.43 in 2024/25 for a Band D Property) in line with the Governments announced specific 3% referendum limit for fire and rescue authorities.

**Option 2** – No increase in Council Tax (precept remains at £82.95 for a Band D Property).

Legislation required the Authority to set, before 1 March, a level of revenue budget and Council Tax for the forthcoming financial year and to inform each of the four Council Tax billing authorities within the area of Avon Fire Authority of the level of precept required by the Authority for 2024/25. The purpose of this report was to provide the necessary financial background for consideration to be given as to what would be appropriate levels of precept for the Authority.

Members were advised that on 19 December 2023, the Local Government funding settlement was announced for 2024/25. Paragraph 5.2 described the formula grant funding and the revenue support grant, which was increased by 6.7%. The £2.4m at the bottom of the table, was the additional revenue support grant, which was previously a pension grant, mentioned by the FBU earlier in the meeting. It was noted that this was not additional funding; we had received the funding last year but was not rolled up within the revenue support grant. Therefore, although this was not a new funding source, it had been placed into a different 'pot'. The Services grant element had been reduced by approx. £350k compared to 2023/24. Members' attention was drawn to paragraph 5.4 which referred to the 3% referendum limit for fire and rescue authorities, which is why the Service was proposing the council tax precept increase of 2.99%.

However, other options could be considered if preferred by Members. For example, a 1.99% precept, would see a £300k impact on the revenue budget.

Members were reminded that the precept consultation was run in conjunction with the Service Plan consultation. As at 31 January, results were obtained in connection to the finance rules. 274 responses had been received, 75% agreed or strongly agreed that the Service provided value for money. 73% of the responses agreed or strongly agreed with option 1 of the report.

Paragraph 5.1.9 referred to locally retained business rates and the compensation that the FBU mentioned previously. This was a non-guaranteed funding, and we could not assume that it would continue into the future and was actually lower than the funding received during 2023/24.

Members attention was drawn to Table F on page 74, where the dates referred to should have been 2024/25 (not 2023/24).

The SFO mentioned the construction of the budget and other assumptions made. All other income streams not previously discussed had been assumed level with prior years. With regards to non-pay, a 3% CPI increase had been assumed compared to 2023/24. A 4% pay award had been assumed for 2024/25. It had also been assumed that a contribution of £500k would be moved from revenue to capital, which was hoped will defer the requirement to borrow. The Service had a significant amount of capital investment planned and would need to take on additional borrowing to fund that investment over the coming years. By contributing the £500k, the SFO hoped to delay the borrowing until 2025/26 and also slightly reduce the level of borrowing. During the Policy and Resources Committee (PRC) meeting in December, a business case was approved for a mobilisation system upgrade within the Control area of the Service. This had both a revenue and capital element and it was highlighted that there was not sufficient funding within the current capital programme approved in February 2023. The £500k would contribute towards this funding and help bridge the gap.

The SFO mentioned to Members the £440k contribution from revenue to cover costs required to cover the HMICFRS action plan.

Members attention was drawn to paragraph 5.23 which highlighted how 2024/25 compared to the 2023/24 budget. We had seen increases in income but also more increases in expenditure, with the requirement still to make efficiency savings. The efficiency savings were currently sitting at £625k based on Option 1. The savings were lower than previously reported, which meant we could more gradually introduce the savings plan.

Members were asked to look at Appendix 2 and the income received from councils. Under Option 1 we would receive around £38m of income from Councils, which would drop to £37.1m under Option 2. The impact of this reduced income showed in the efficiency savings line, which increases from £625k under Option 1, to over £1.5m under Option 2 due to the £900k reduction in income.

The SFO concluded by advising Members that the budget presented was based on sound principals and on the best information available at this point in time.

A Member referred to Appendix 2, and asked how the income received from Central Government was calculated and whether there was any recognition that the area's population was increasing. The Head of Finance advised that within those figures, we had estimates from Central Government on the grants that the Service would receive. Within Local Government, it was confirmed that there would be a minimum funding level and Avon received c£600k in the draft statement. The CFO advised that the calculation to work out individual authority's revenue support grant was complex and based on a number of factors.

The Member had noted that the budgeted Income from Central Government of £14.8m increased to £15.6m in the Medium Term (MTFP). The Head of Finance referred to the Revenue Support Grant, which formed part of those number. For the past two years there had been an increase in the Revenue Support Grant line with the previous year's September CPI. The future Revenue Support Grant has therefore been based on the 2024/25 Revenue Support Grant that we have been notified of with a sensible inflation figure applied each year 3%.

A Member stated that he was in favour of the proposed 2.99% option which was less than inflation and by the increase in our costs. A query was raised about how the budget was built up, based on the current years outturn from September. There is an addition of £1.7m for calculating pay costs based on establishment. Clarification was asked about whether last September, the Service was carrying £1.7m of vacancies. The SFO advised that in the past we have had vacancies and we have had additional costs for overtime which had offset that. The 2024/25 budget has been built on the current permanent establishment, so does assume all permanent substantive roles are filled, but does not mean we have had £1.7m of vacancies in 2023/24. The Head of Finance clarified that in terms of the calculation of pay budget, savings as a result of expected retirements had not been included within the pay figure for 2024/25 as these were expected to contribute to the efficiency savings, shown on a separate budget line. If the Service took this off the pay figure, we would be presenting it twice. Retirements for firefighters had equated to around £1m per year on average. The Member asked for clarification that we were not saying it was more than £1.7m that we had calculated last year, we are saying that it is £1.7m more than we are spending? The Head of Finance advised that the Service was expecting to fill vacancies and we also had some key corporate services posts to be filled in 2024/25.

The Member wished to clarify the efficiencies of £700k which equated to 14 firefighter posts. The table quoted £625k, how many posts would this equate to. The CFO advised that this was not just related to this year's financial deficit but over the MTFP. It was confirmed that the cost to the Fire Authority per firefighter was around £50k. Given that it was now showing a decrease in the funding deficit as a result of some funding streams that we have been able to achieve, it enabled the Service to consider any efficiencies in a more phased approach, but it would have to be over the MTFP.

A Member referred to the £500k moving from revenue to capital and that the Service had planned investment over the next few years. They referred to the planned borrowing of £28.6m over the next four years. It was questioned whether

it was worth losing firefighter posts this year in order to save £500k future borrowing. The SFO agreed that the £500k was a small amount of the total borrowing, and the Service was trying to push the borrowing into future years to take advantage of lower borrowing rates. The Member summarised that the options available were to delay borrowing or to delay the inevitable efficiencies. The Member stated that he would prefer to delay the efficiencies.

A Member congratulated the Service especially in response to the budget questions received and providing value for money. They would support Option 1 which although below inflation meant investment could continue in the Service, but the Service must always look for efficiency savings. The CFO confirmed that the Service does have efficiency plans and needed to ensure that we were spending the money in the right places. We had looked at a number of ways to find efficiency savings which were presented to Members last October. This becomes difficult when we also need to make investments into the Service such as the mobilising system and ICT which constantly required investment to keep up with change.

A Member asked for more detail around the corporate staff vacancies and at what level. The CFO added that one of the roles identified was the Head of ICT. The Service had fallen behind with IT requirements, and there had not been an Officer dedicated to that role. The Director of Corporate Services (DoCS) agreed and also referred to corporate staff who worked in Community Fire Safety and Business Fire Safety (BFS) which had been identified as a department requiring investment following the HMICFRS report.

A Member summarised that the paper had been presented giving Members options, but in reality, because of the current financial squeeze we are in, the only option available is Option 1.

A Member agreed that it was sensible to propose Option 1. They added that they also supported the Cllrs challenge to hold back £500k as a contingency fund in case of changes and the potential to save jobs.

The PCC suggested that in respect of the Head of ICT role, could the Service work closer with ICT at Avon and Somerset Police. The DoCS advised that the Service had looked at a number of options including collaboration with other fire and rescue services.

A Member enquired about the proposed Emergency Services Network and whether there was any flexibility from the budget. The CFO confirmed that the budget was ring fenced and regionally managed by Gloucester County Council. Avon had received part funding to fund a post, but this had since been paused. The Service provided regular updates to the Home Office on how we have utilised the budget.

A Member proposed Option 1 should be approved but with the amendment to remove the £500k from Revenue to Capital and use this to reduce the efficiency saving. The proposal was seconded.

A Member agreed with the proposal but suggested that it should be considered carefully, and the Authority be given all the necessary information they needed. A break was suggested to let Officers consider the proposed amendment.

A break took place and the meeting resumed at 11.15hrs.

The Clerk advised that following a discussion with Officers and Members, the proposal also affected other financial papers scheduled later in the meeting. Members were asked to consider and vote on the precept figure and the remainder of the paper would be presented at the next AFA meeting on 20 March. It was proposed that Item 10, the Capital programme would be withdrawn from the agenda and postponed until the March meeting. The SFO would still present the Medium-Term Financial Plan item.

The recommendations were reviewed. The Chair proposed the changes to the recommendations and were seconded by Cllr Mohamud. In respect of Recommendation C, all Members voted unanimously for Option 1.

**It was RESOLVED that Avon Fire Authority:**

- a) Considered the information contained in this report.**
- b) Agreed a Band D council tax level for 2024/25.**
- c) Agreed that the Fire Authority's basic amount of Council Tax (i.e., precept per Band D property) for 2024/25 was:**
  - i. Option 1 – Increased to £85.43, a 2.99% increase from 2023/24 equivalent to less than 5 pence per week**
- d) Agreed that precepts be issued to the Unitary Authorities in the Avon Fire Authority area in proportion to the tax bases determined by them as detailed in paragraph 5.13 of this report.**
- e) Delayed consideration of the revenue budget for 2024/25 to the next Fire Authority meeting on 20 March 2024.**

#### **44. MEDIUM TERM FINANCIAL PLAN**

Members received a report from the SFO who advised that she would still present the report today although the text concerning the Capital financing costs would change. It was recommended that Members noted rather than approved the plan.

Members were updated that the requirement to produce and publish a Medium-Term Financial Plan (MTFP) was incorporated in the Fire and Rescue National Framework for England. The report provided the Fire Authority with an updated MTFP covering the financial years 2024/25 to 2027/28.

Members attention was drawn to Section 5, Table 1 MTFP 2024/25 which considered the funding assumptions. This showed the 2.99% precept increase agreed previously with a suggested drop to 1.99% for the year after.

The Revenue Support Grant was 6.7% for the first year with an assumption of 3% for following years. Any other funding streams have been assumed as 0% in the interest of being prudent.



Detailed in paragraph 5.8, it was important to note the assumed 8% cost of capital over the MTPF. This was broken down into two elements. The first element assumed an interest element of 4%, with our current loans attracting interest of around 3% interest. The other element is the minimum revenue provision which is our contribution to the capital repayment of the borrowing which is assumed as 4%, equating to an average asset life of 25 years.

Members attention was drawn to paragraph 5.9 which was linked to the HMICFRS costs. £440k had been put aside to enable the Service to deliver against the action plan. It was noted that this was a one-off contribution in 2024/25 only.

Following the approval of Option 1, which was the 2.99% increase to the precept, Members were asked to review Appendix 1. Within other costs, the capital financing costs would change and be re-presented at the March AFA meeting. It was pointed out that the £625k efficiency saving required for 2024/25 would also change, as may the total savings requirements of over £4m over a 4-year period. The full cost of the Bath and Weston improvements had not been included previously in the Capital Programme. The revenue costs associated with these investments have been reflected in the MTFP, increasing the capital financing costs and therefore the savings requirements.

A Member asked for clarification of what 'other grants' of £8.6m referred to within Appendix 1. The Head of Finance advised that they were grants from Central Government on a 'one-off' basis, which were not guaranteed and could stop at any time.

**It was RESOLVED that Avon Fire Authority:**

**a) Noted the 4-year Medium-Term Financial Plan, as detailed in this report and its appendices.**

#### **45. CAPITAL PROGRAMME AND STRATEGY**

Following the proposed changes to Item 8, the Capital Programme paper was withdrawn and would be presented at the AFA meeting on 20 March 2024.

#### **46. TREASURY MANAGEMENT STRATEGY INCLUDING PRUDENTIAL AND TREASURY MANAGEMENT INDICATORS AND MRP POLICY STATEMENT**

The Fire Authority received a report from the Statutory Finance Officer who provided an update on the proposed Treasury Management Strategy for the period 2024/2027 (Appendix 1).

This strategy was based on the previously approved 2023/2026 Treasury Management Strategy and provided an updated position for the Fire Authority. As a number of Treasury Management activities were completed by Bristol City Council (BCC), as part of the Financial Services Contract, the Treasury Management Strategy closely follows, and is informed by, the criteria and processes adopted by BCC in some areas.

Members attention was brought to the second table on page 137 where the total borrowing carried forward should read £35,636 and not £28,636.

Members were advised that the Service had published its Treasury Management Practices for the first time, which was recommended by CIPFA. As BCC carried out a lot of our Treasury Management work, we had adopted their version. The document would be brought back to Members periodically when there were any changes to be approved.

The SFO advised Members that section d of the recommendations would be amended to 'noting' and would also be re-presented in March.

Members were advised that although BCC carried out work on our behalf, the final responsibility was with the Service. We also did not currently engage with a specific advisor or consultant for Treasury Management. If we did require specific advice on investment or borrowing, we would engage our own specialists. Section 4 of the report showed the capital programme which would be amended depending on the result of changes to the revenue budget paper.

The SFO highlighted the key points of the Treasury Management Strategy. It was noted that the Treasury Management Policy statement was embedded within the strategy.

The liability benchmark had been published for the first time in Appendix 4. The graph provided guidance on how well our existing loans matched our borrowing needs. It compared the Services existing loans to our loan requirements, to advise when new loans would be required or whether the Service had excess cash to invest.

Members were advised of the affordability indicator which looked at the ratio of financing costs to net revenue budget. The financing costs were going up significantly as a result of our proposed capital investment plans over the next three years. This was an important financial indicator for the Service to monitor as we will see financing costs putting pressure on our revenue budget.

Members noted that the strategy touched on Finance leases and Private Finance Initiatives (PFI) as they were long term liabilities, and the Service had to have an element of minimum revenue provision for them.

A Member asked about the Public Work Loan Board and whether they were the best to approach for a loan. The SFO advised that the Service had membership and we would be offered a slightly advantageous rate.

A Member referred to the capital expenditure proposals table on page 134 and asked whether the £500k earmarked for 2024/25 programme was the same as mentioned earlier. The SFO confirmed that it was although the capital programme may now change following the discussions earlier in the meeting.

A Member questioned the amount of expenditure allocated to future premises spending. It was mentioned that costs could change over the next three years,

and would it be possible to bring the spending forward to make sure we have the correct amount of money allocated, especially for the Bath and Weston projects. The DoCS advised that a paper would be going to the PRC in July and would be based on when we could go to build as there is a lot of pre-work required. and the need to resource two large projects at the same time. It was agreed that the paper brought to PRC would look at the different options and timings. The CFO added that the challenge of bringing the projects forward was that the Service would have to pay for those loans as well, so efficiencies would have to be found to balance the budget.

A Member asked what the legal limit was referred to in paragraph 51. The SFO advised that we set the limit ourselves as shown in Appendix 4 and it is driven by the capital programme.

It was asked whether there was an ethical dimension to the borrowing that the Service took out. The SFO confirmed the Service considers Ethical Policy of investments, and indirectly adopts that of Bristol City Council as they manage and invest our day-to-day cash balances. There is limited guidance currently available on ethical investment considerations but the Service plans to publish its own policy in due course, once more detailed guidance is published. It was agreed that the ethical policy would be brought to Members when available.

The Member also referred to PFI and felt concerned that the Service might enter into a PFI in terms of long-term borrowing. The SFO confirmed that there were no plans to consider new PFI arrangements. The CFO confirmed this but mentioned the Service's current PFI arrangement at Severn Park which would come to an end in 2028. If we did not retain the training facility, the Service would have to make arrangements which would fall into capital borrowing and the capital programme. A small project team had been established to look at the costs and commitments needed including TUPE for existing staff.

A Member asked about the minimum revenue provision strategy and were there any consequences for not meeting the requirements of the compulsory minimum revenue provisions. The Head of Finance advised that if the Service had gone outside of the CIPFA guidelines, this would be raised by our auditors, and we would have to declare as part of our annual audit process.

The Member asked how the AFA prioritised between compulsory and voluntary minimum revenue contributions. The SFO advised that compulsory contributions were included within our assumptions, but not for voluntary as we do not have the scope within our revenue budget.

The PCC left the meeting at 11.55hrs.

The recommendations were moved by Cllr Nutland and seconded by Cllr May.

**It was RESOLVED that Avon Fire Authority:**

**a) Approved the Treasury Management Strategy for 2024/25 - 2026/27 (Appendix 1).**

- b) Approved the Treasury Management Practices (Appendix 2) and delegated monitoring of these Practices to the Statutory Finance Officer.**
- c) Approved the Minimum Revenue Provision Statement 2024/25 (Appendix 3)**
- d) Noted the Prudential & Treasury Management Indicators (Appendix 4).**

**47. FIRE AUTHORITY MEETING DATES 2024-25**

The Fire Authority received a report of the Clerk to present the proposed meeting dates for 2024-25.

The Clerk advised that two dates could not be changed – the AGM in June which must be held within 4 weeks of our Unitary Authority (UA) AGMs and the extraordinary AFA meeting in February 2025 to agree the budget and precept.

The Clerk pointed out that Democratic Services tried to book larger and cost-effective rooms at Severn Park and Headquarters. A fire station would be used for the June Fire Authority meeting. We would also try to book rooms in other venues around the Unitary Area but these were often not big enough and expensive to hire. Members were asked to provide details of any suitable venues within their wards.

The recommendations were moved by Cllr Massey and seconded by Cllr Nutland.

**It was RESOLVED that Avon Fire Authority:**

- a) Approved the proposed Schedule of Meetings for the Municipal Year 2024/25**

**48. DATE OF NEXT MEETING**

**It was RESOLVED that Avon Fire Authority noted the date of the next meeting on Wednesday 20 March 2024 at 14.00hrs.**

The meeting closed at 12.00hrs.

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Chair