

CITY AND COUNTY OF SWANSEA

MINUTES OF THE COUNCIL

HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, SWANSEA. ON
TUESDAY, 2 DECEMBER 2014 AT 5.00 PM

PRESENT: Councillor J P Curtice (Deputy Presiding Member) presided

Councillor(s)	Councillor(s)	Councillor(s)
J C Bayliss	T J Hennegan	C L Philpott
P M Black	C A Holley	J A Raynor
J E Burtonshaw	P R Hood-Williams	T H Rees
M C Child	B Hopkins	I M Richard
R A Clay	D H Hopkins	C Richards
U C Clay	L James	P B Smith
A C S Colburn	Y V Jardine	R V Smith
D W Cole	A J Jones	R J Stanton
A M Cook	J W Jones	R C Stewart
S E Crouch	M H Jones	D G Sullivan
J P Curtice	S M Jones	G J Tanner
N J Davies	E T Kirchner	C Thomas
A M Day	A S Lewis	C M R W D Thomas
P Downing	D J Lewis	M Thomas
C R Doyle	R D Lewis	L G Thomas
V M Evans	C E Lloyd	L J Tyler-Lloyd
W Evans	P Lloyd	G D Walker
E W Fitzgerald	K E Marsh	L V Walton
R Francis-Davies	P M Matthews	T M White
F M Gordon	P M Meara	N M Woollard
J A Hale	H M Morris	
J E C Harris	G Owens	

135. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors N S Bradley, W J F Davies, J Newbury, B G Owen, D Phillips, M Theaker and D W W Thomas.

136. **MINUTES.**

RESOLVED that the following Minutes be approved and signed as a correct record:

- 1) Extraordinary Meeting of Council held on 4 November 2014;
- 2) Ordinary Meeting of Council held on 4 November 2014.

137. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

The Head of Legal, Democratic Services and Procurement gave advice regarding the potential personal and prejudicial interests that Councillors and / Officers may have on the agenda.

The Head of Democratic Services reminded Councillors and Officers that the "Disclosures of Personal and Prejudicial Interests" sheet should only be completed if the Councillor / Officer actually had an interest to declare. Nil returns were not required. Councillors and Officers were also informed that any declarable interest must be made orally and in writing on the sheet.

In accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea the following interests were declared:

- 1) Councillors T J Hennegan, G J Tanner, C M R W D Thomas and G D Walker declared a Personal Interest in Minute 141 "Public Presentation - The Swansea Canal Society";
- 2) Councillors A M Day, V M Evans, R Francis-Davies, F M Gordon, J A Hale, T J Hennegan, C A Holley, C E Lloyd, P M Meara, M Thomas and N M Woollard declared a Personal Interest in Minute 142 "Care and Social Services Inspectorate Wales (CSSIW) - Performance Evaluation Report 2013-2014";
- 3) Councillor M Thomas declared a Personal Interest in Minute 142 "Care and Social Services Inspectorate Wales (CSSIW) - Performance Evaluation Report 2013-2014" and stated that he had dispensation from Standards Committee;
- 4) Councillors J C Bayliss, P M Black, J E Burtonshaw, M C Child, A C S Colburn, D W Cole, S E Crouch, A M Day, P Downing, C R Doyle, V M Evans, W Evans, E W Fitzgerald, J E C Harris, T J Hennegan, C A Holley, B Hopkins, D H Hopkins, L James, J W Jones, M H Jones, S M Jones, E T Kirchner, A S Lewis, D J Lewis, R D Lewis, P Lloyd, P M Matthews, P M Meara, G Owens, C L Philpott, J A Raynor, I M Richard, C Richards, P B Smith, R J Stanton, R C Stewart, D G Sullivan, G J Tanner, C W R W D Thomas, M Thomas, L G Thomas, L J Tyler-Lloyd, G D Walker, L V Walton and T M White declared a Personal Interest in Minute 144 "Swansea Local Development Plan Proposed Deposit Plan Allocations and Settlement Boundary Review";
- 5) Councillor P R Hood-Williams declared a Personal and Prejudicial Interest in Minute 144 "Swansea Local Development Plan Proposed Deposit Plan Allocations and Settlement Boundary Review" and withdrew from the meeting prior to its consideration;
- 6) Councillors S M Jones, I M Richard and G D Walker declared a Personal Interest in Minute 149 "Review of Polling Districts, Polling Places and Polling Stations";
- 7) Councillor K E Marsh and L James declared a Personal and Prejudicial Interest in Minute 150 "Councillors' Questions" and withdrew from the meeting prior to its consideration.

138. **ANNOUNCEMENTS OF THE PRESIDING MEMBER.**

1) Condolences

a) Natalie Thomas, wife of Councillor Des W W Thomas (Presiding Member)

The Deputy Presiding Member referred with sadness to the recent death of Natalie Thomas, wife of Councillor Des W W Thomas.

She stated that the funeral would be taking place at 1.30 p.m. on Thursday, 11 December in St. Mary's Church, Swansea. The burial would be at 2.45 p.m. in Oystermouth Cemetery followed by a wake at Langland Brasserie.

All present were asked to stand as a mark of respect and sympathy.

2) Welcome Councillor Peter N May

The Deputy Presiding Member welcomed Councillor Peter N May to his first Council meeting following his recent election success at the Uplands By Election on 20 November 2014.

3) Veterans

The Deputy Presiding Member welcomed a number of Veterans from a number of different Services. She stated that they were present in order to collect a photograph of their recent visit to the Liberty Stadium, where they watched the Swans beat Arsenal which coincided with the Remembrance Day Commemorations.

The Veterans present were Freddy Edwards, Albert Evans, Les Jones, Bryan Meadows, Tom Simmonds and Howard Thomas.

The Deputy Presiding Member, Leader of the Council, Armed Forces Member Champion and Lord Mayor were present to present them with their photos.

4) SPARK Youth Centre, Blaenymaes - Road Safety Wales Video Competition

The Deputy Presiding Member stated that a group of young people from the Spark Youth Centre, Blaenymaes had been helping to launch a nationwide drink drive campaign for Christmas. They have put together a hard hitting video depicting the perils of drinking and driving.

The 2014 drink drive video was put together by Blaenymaes youngsters Lisa Cullen and Cerys Rosser of the SPARK Youth Centre. Their video was titled 'Truth or Dare'.

She congratulated the young people involved with the SPARK Youth Centre, Blaenymaes for being named the Regional winner of the All-Wales drink drive

campaign which takes place each year and is organised by the Police. This is the third time that one of their videos has won this award.

She stated that the video would be shown on the big screen in Castle Gardens from 28 November 2014 onward during the Christmas period and urged everyone to try and see it.

5) White Ribbon Campaign Award

The Deputy Presiding Member stated that she was delighted to announce that Swansea has been awarded White Ribbon Status showing the Council's commitment to support the aims of the White Ribbon Campaign: Never to commit, condone, or remain silent against violence against women.

The international White Ribbon Campaign was launched in 1991 by a group of men in Canada to show their opposition to violence against women.

The award of the White Ribbon Status to Swansea is testament to the close working relationship between all partner agencies and groups in the City who are committed to tackling domestic violence.

Domestic violence is never the victim's fault and it is important that we raise awareness and encourage people to report the crime.

Ali Morris, the Authority's Domestic Abuse and Sexual Violence Strategy Co-ordinator was present to receive the award.

6) Councillor M H Jones - Council Procedure Rule 17 "Rules of Debate"

The Deputy Presiding Member stated that as Councillor M H Jones had an illness causing pain when rising to a standing position. As a result of this, she was suspending Council Procedure Rule 17.2 "Rules of Debate - Standing When Speaking" for Councillor M H Jones until further notice. This was in order to allow Councillor M H Jones to take part in debate without having to stand.

139. ANNOUNCEMENTS OF THE LEADER OF THE COUNCIL.

1) Local Government Reform

The Leader of the Council stated that the Authority did not submit a voluntary merger application to the Public Services Minister instead it outlined our preference for an Authority based on the City Bay Region. He stated that he had met with the Public Services Minister, Leighton Andrews A.M. and that the Authority's suggestion would be considered.

2) Development Advisory Group

The Leader of the Council stated that the inaugural meeting took place on Monday, 24 November 2014. It was a positive step towards reviewing the strategy for the City Centre.

3) **Councillor D W W Thomas, Presiding Member**

The Leader of the Council stated that he and the Lord Mayor had been in contact with Councillor D W W Thomas following the recent death of his wife Natalie Thomas. The Leader of the Council stated that Councillor Thomas wished to thank all for their kind messages and cards.

4) **Roger Smith, Appointment as a Deputy Lord Lieutenant**

The Leader of the Council congratulated former Councillor Roger Smith on his recent appointment as a Deputy Lord Lieutenant.

5) **Councillor A M Day, Chair of Scrutiny Programme Committee**

The Leader of the Council stated that Councillor A M Day had resigned as Chair of the Scrutiny Programme Committee due to family commitments. He thanked Councillor A M Day for his dedication and hard work during his period as Chair.

6) **United Nations Convention on the Rights of the Child (UNCRC)**

The Leader of the Council stated that the City and County of Swansea Council was the first local authority in the UK to voluntarily make a public commitment to children's rights. Unicef UK Ambassador and Welsh actor Michael Sheen joined children and representatives from the Council to launch a trailblazing children and young people's rights scheme at Pentrehafod Comprehensive School.

The event saw pupils at the school celebrate Universal Children's Day and the 25th Anniversary of the United Nations Convention on the Rights of the Child (UNCRC).

7) **Flying Start**

The Leader of the Council stated that Butterflies Flying Start was run by the Council in Blaenymaes. He stated that it had won praise for its ability to bring the best out of children and help them mingle with others, and in particular its assistance in identifying the learning challenges faced by one little boy.

Butterflies Flying Start has been named the all-Wales winner in the inaugural 'Stars In Their Lives' award, which aims to highlight the amazing contribution made to youngsters in their crucial early years by Flying Start professionals across Wales. These include health visitors, midwives, parenting workers, early language specialists, and other childcare and development workers.

8) **Mike Davies, Parent Support Worker**

The Leader of the Council stated that Parent support worker Mike Davies, from Fforestfach, who helps dads make lives better for their children has been awarded the 'Stars in their Lives' in recognition of the life-changing support he has given hundreds of families in the city.

He was named the regional winner for Swansea and West Wales for his outstanding contribution to parenting groups in the area aimed specifically at supporting fathers, as part of the Dads Team.

9) **Child and Family Social Workers**

The Leader of the Council stated that the Council has been the Welsh pioneer for a fresh approach to protecting children called Signs of Safety. It involves social workers working closely with vulnerable children and their families to help them build on their strengths while keeping young people safe and supported.

The success story that's been developed in Swansea has attracted admiration from practitioners from around the world, including Signs of Safety co-creator Andrew Turnell at a conference in Perth, Australia.

Three of the Swansea Child and Family Services team who have been using Signs of Safety within Swansea Council's Fostering Services travelled to Perth to demonstrate how the use of the Signs of Safety approach is supporting positive outcomes for Looked After Children.

140. **PUBLIC QUESTIONS.**

A number of questions were asked by members of the public. The relevant Cabinet Member responded accordingly. Those questions requiring a written response are listed below:

- 1) Tony Beddow submitted a written question in advance of the meeting as per Council Procedure Rule 26 "Public Presentations and Question Time" asking the Services for Adults and Vulnerable People Cabinet Member questions in relation to Minute 142 "Care and Social Services Inspectorate Wales (CSSIW) - Performance Evaluation Report 2013-2014".

The CSSIW report states in its first paragraph that "The Council is making significant progress with its plans for transformational change within adult and children's services and has gained strong political and corporate support for the changes being undertaken".

In relation to the planned increase in the availability of home care referred to on page 20 in the first right hand box of the table, would she be able to confirm the scale of the increase in carer hours that were delivered in the third quarter of 2014 compared with the same period in 2013?

The Services for Adults and Vulnerable People Cabinet Member stated that a written response would be provided.

141. **PUBLIC PRESENTATION - THE SWANSEA CANAL SOCIETY.**

Nigel Worthington and Martin Davies gave a presentation on the Swansea Canal Society. They stated that the Society was formed in 1981 and became a Registered Charity in 2004. The Society is run by volunteers

They stated that the Canal is owned by the Canal and River Trust and the Society work closely in partnership with them. The Swansea Canal is a two hundred and twenty year old structure of immense importance to the Lower Swansea Valley. It is no longer the sixteen mile industrial supply line from Abercraf to the City of Swansea, but the existing six miles in water are the home to otters and bats; kingfishers, dippers, and ducks; moths, butterflies and beetles. Many of its bridges, aqueducts and locks are listed buildings or scheduled ancient monuments and part of Swansea's unique heritage. The canal's mainly rural setting gives pleasure to walkers, cyclists, joggers, and runners alike. This is a linear water park that all should be proud of and the Society aims to improve that amenity for everyone's benefit.

The aims of the Society are:

- To restore the canal to navigable standards;
- To protect its wildlife;
- To promote the heritage and history of the canal;
- To improve the canal environment for the health and benefit of all visitors.

The Leader of the Council, Councillor R C Stewart and Councillor P B Smith gave thanks for the presentation.

142. **CARE AND SOCIAL SERVICES INSPECTORATE WALES (CSSIW) - PERFORMANCE EVALUATION REPORT 2013-2014.**

The Care and Social Services Inspectorate Wales (CSSIW) Area Manager, Leigh Thorne and South West Wales Regional Manager, Angela Williams presented the Performance Evaluation Report 2013-2014.

The Leader of the Council, Councillor R C Stewart welcomed the report and gave thanks for the presentation.

RESOLVED that the report be noted.

143. **NATIONAL HOME IMPROVEMENT LOAN SCHEME - POLICY ADDENDUM.**

The Communities and Housing Cabinet Member submitted a report which considered the Welsh Government National Improvement Loan Scheme and sought to adopt the scheme as an addendum to the Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2012-2017.

RESOLVED that:

- 1) The National Home Improvement Loan Scheme be approved and added as an addendum to current Council Policy.

144. **SWANSEA LOCAL DEVELOPMENT PLAN PROPOSED DEPOSIT PLAN ALLOCATIONS AND SETTLEMENT BOUNDARY REVIEW.**

The Enterprise, Development and Regeneration Cabinet Member submitted a report which sought approval to consult on the Local Development Plan (LDP) Draft Proposals Map which identifies revised settlement / village boundaries and sites proposed for allocation in the Deposit Plan.

RESOLVED that:

- 1) The Draft Proposals Map for the purposes of public consultation and the responses arising used to inform the preparation of the draft Deposit LDP be agreed;
- 2) Details of all new and amended Candidate Sites and proposed masterplans of Preferred Strategy Strategic Sites be publicised as part of the consultation process;
- 3) Officers negotiate the preparation and submission, as appropriate, of applications for residential development on land within settlement boundaries and on Strategic Sites agreed in the LDP Preferred Strategy to seek to address the current housing land supply shortfall.

(Notes:

- a) Councillor S M Jones asked whether the consultation period scheduled to end on 16 January 2015 could be extended.

The Leader of the Council stated that he would examine the request but could make no promises of an extension of the consultation period.

- b) Councillor A C S Colburn referred to Appendix 1 "Schedule of Proposed Housing Allocations", Page 45, No. 73, Ref OY016 'Land at Higher Lane, Langland' of the report. He asked why this remained in the plan yet the Council owned land at Thistleboon, Mumbles had been removed?

The Leader of the Council stated that a written response would be provided.

- c) Councillor P M Black referred to Page 38, Paragraph 1.3 of the report. He asked what the sustainable community facilities would be and how the Council will achieve balanced communities?

The Leader of the Council stated that a written response would be provided.

145. **COUNCIL TAX BASE CALCULATION - 2015-2016.**

The Finance and Strategy Cabinet Member presented a report which detailed the calculation of the Council Tax Base for the City and County of Swansea, its Community / Town Councils and the Swansea Bay Port Health Authority for 2015-2016. The Council is required to determine the Council Tax Bases for 2015-2016 by 31 December 2014.

RESOLVED that:

- 1) The calculation of the Council Tax Bases for 2015-2016 be approved;
- 2) In accordance with the Local Authorities (Calculation of Tax Base) (Wales) Regulations 1995, as amended, the calculation by the City and County of Swansea Council for the Year 2015-2016 shall be:

For the whole area 89,066

For the area of Community / Town Councils:

Bishopston	1,947
Clydach	2,566
Gorseinon	3,097
Gowerton	1,962
Grovesend	398
Ilston	315
Killay	2,075
Llangennith, Llanmadoc and Cheriton	492
Llangyfelach	952
Llanrhidian Higher	1,594
Llanrhidian Lower	326
Llwchwr	3,294
Mawr	739
Mumbles	9,596
Penllergaer	1,358
Pennard	1,442
Penrice	432
Pontarddulais	2,268
Pontlliw and Tircoed	1,043
Port Eynon	418
Reynoldston	281
Rhossili	195
Three Crosses	718
Upper Killay	570

For the area of the Swansea Bay Port Health Authority 62,000

146. **REFORM OF THE HOUSING REVENUE ACCOUNT SUBSIDY SYSTEM.**

The Finance and Strategy and the Communities and Housing Cabinet Members jointly submitted a report which set out the planned reform of the Housing Revenue Account Subsidy (HRAS) system in Wales. They also set out the implications for the Council and the key actions required by the Council to implement the changes.

RESOLVED that:

- 1) The Council enters into the Voluntary Agreement to exit the Housing Revenue Account Subsidy scheme along the lines set out in the report and to undertake sufficient borrowing to meet its share of the settlement;
- 2) Authority is delegated to the Director of Place and the Head of Finance to enter into the Voluntary Agreement and to determine the accounting and debt management policy of legacy and additional borrowing.

147. **MEMBERSHIP OF COMMITTEES.**

The Transformation and Performance Cabinet Member submitted a report which outlined the changes that the Leader of the Council had made to the Authority's Outside Bodies. He stated that an amended report had also been circulated and that he needed to make a further amendment to that document. Those changes as amended are outlined below:

Outside Bodies

- 1) **National Waterfront Museum**
Remove Councillor N J Davies.
Add Councillor J C Bayliss.
- 2) **Suresprung Board of Trustees**
Remove Councillor M Thomas.
Add Councillor J P Curtice.
- 3) **Swansea Economic Regeneration Partnership**
Remove Councillor S E Crouch.
Add Councillor R Francis-Davies.
- 4) **Welsh Local Government Association**
Remove Councillor D Phillips.
Add Councillor A S Lewis.

Additionally, the report sought approval to amend the membership of Council Bodies.

RESOLVED that the membership of the Council Bodies listed below be amended as follows:

- 1) **Business and Administration Cabinet Advisory Committee**
Remove Councillors B Hopkins and P B Smith.
Add Councillors T J Hennegan and B G Owen.
- 2) **Licensing Committee**
Remove Councillor A S Lewis.
Add Councillor A M Cook.
- 3) **People Cabinet Advisory Committee**
Remove Councillors U C Clay, A M Cook and J P Curtice.
Add Councillors D W Cole, B Hopkins and H M Morris.

- 4) **Place Cabinet Advisory Committee**
Remove Councillors D W Cole and G Owens.
Add Councillors U C Clay and J P Curtice.
- 5) **Scrutiny Programme Committee**
Remove Councillor A M Day.
Add Councillor M H Jones.
- 6) **Standards Committee Vacancy Panel**
Remove Councillor Y V Jardine.
Add Councillor J C Bayliss.
- 7) **West Glamorgan Archives Committee**
Remove Councillor N J Davies.
Add Councillor T M White.

148. **AMENDMENTS TO THE COUNCIL CONSTITUTION & CONSTITUTIONAL MATTERS.**

The Presiding Member, Monitoring Officer and Head of Democratic Services jointly submitted a report which sought to make amendments in order to simplify, improve and / or add to the Council Constitution in relation to the following areas:

- 1) Part 3 – Terms of Reference;
- 2) Part 4 – Contract Procedure Rules;
- 3) Part 4 – Scrutiny Procedure Rules.

RESOLVED that:

- 1) The terms of reference of the Equalities Committee be added to the terms of reference of the Engagement and Inclusion Cabinet Advisory Committee;
- 2) The Equalities Committee be abolished;
- 3) The terms of reference of the Standards Committee Vacancy Panel be amended to be:
 - “1. *To shortlist (if necessary) applicants seeking to be appointed as the Independent Co-opted Members to Standards Committee.*
 2. *To interview applicants seeking to be appointed as the Independent Co-opted Members to Standards Committee.*
 3. *To make recommendation(s) for appointment if appropriate to Council.*

Note: *The Standards Committee Vacancy Panel:*

- a) *Shall consist of 5 Members, one of which must be a Lay Member and one of which must be a Community / Town Councillor serving within the boundaries of the City and County of Swansea;*
 - b) *Shall be Chaired by a Lay Member appointed by the Monitoring Officer."*
- 4) The changes to the Council Constitution as outlined in the report in relation to Contract Procedure Rules and Scrutiny Procedure Rules be adopted.

149. **REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS.**

The Returning Officer submitted a report which sought approval for the proposed changes and to agree to further investigation into the possible movement of a number of Polling Station venues. He stated that this report was part of the Review of Polling Districts, Polling Places and Polling Stations.

RESOLVED that:

- 1) The responses received in relation to the Polling Districts and Polling Places Review which are summarised at Appendix 2 to the report be noted;
- 2) The final proposals to the Polling Districts and Polling Places as outlined in Appendix 3 of the report be approved;
- 3) The Returning Officer continue to monitor Polling Districts, Polling Places and Polling Stations.

150. **COUNCILLORS' QUESTIONS.**

- 1) Part A 'Supplementary Questions'

Nine (9) Part A 'Supplementary Questions' were submitted. The relevant Cabinet Member(s) responded by way of written answers contained in the Council Summons.

The following question(s) required a written response:

- a) Question 2. Councillor J W Jones asked the following supplementary question(s):

"I see that in one of the work streams for Sustainable Swansea you mention Social Enterprise ETC as one of the delivery models.

- i) *What is meant by 'ETC'?*
- ii) *Would all Departments be considered within the scope of a Social Enterprise?*
- iii) *How will Social Enterprises be affected by proposals in the Williams Report?."*

The Transformation and Performance Cabinet Member stated that a written response would be provided.

- b) Question 5. Councillor P M Meara asked the following supplementary question(s):

“i) *Given the Council’s stance on gambling and casinos; how does the New Years Eve Ball with ‘Vegas’ most famous tribute acts performing LIVE, including the king himself! Fabulous fun casino including roulette wheels, black jack, slot machines, american craps and our famous wheel of fortune’ sit with the Council Policy?”*

The Wellbeing and Healthy City Cabinet Member stated that a written response would be provided.

- c) Question 7. Councillor P M Black asked the following supplementary question(s):

“i) *Will the Cabinet Member please outline the timescale for the review of libraries?”*

The Enterprise, Development and Regeneration Cabinet Member stated that a written response would be provided.

- 2) Part B ‘Questions not requiring Supplementary Questions’

One (1) Part B ‘Questions not requiring Supplementary Questions’ were submitted.

151. **WRITTEN RESPONSES TO QUESTIONS ASKED AT THE LAST ORDINARY MEETING OF COUNCIL.**

The Head of Legal, Democratic Services and Procurement submitted an information report setting out the written responses to questions asked at the last Ordinary Meeting of Council.

152. **SCRUTINY DISPATCHES.**

The Chair of the Scrutiny Programme Committee submitted an information report which provided Council with a progress report on various scrutiny activities.

153. **NOTICE OF MOTION FROM COUNCILLORS D PHILLIPS, M THEAKER, R C STEWART, C RICHARDS, M C CHILD, W EVANS, R FRANCIS-DAVIES, J E C HARRIS, D H HOPKINS, C E LLOYD, J A RAYNOR & M THOMAS.**

The following motion was proposed by Councillor M C Child and seconded by Councillor C E Lloyd.

Council notes that some multinational companies are avoiding billions of pounds of tax from a tax system that fails to make them pay their fair share, whilst many ordinary people face falling household income, rising costs of living and exclusion

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from benefit or other state support. Council further notes that local governments in developing countries and the UK alike would benefit from a fairer tax system where multinational companies pay their fair share, assisting public authorities around the world to provide quality public services wanted to local people at the point of need.

Council calls upon the UK government to listen to the strength of public feeling and act now to end the injustice of tax avoidance by large multinational companies, both in developing countries and the UK.

RESOLVED that the motion as outlined above be approved.

The meeting ended at 7.00 pm

CHAIR