

**MINUTES OF A MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
(ALCC) HELD ON 11 DECEMBER 2019 at 7.00pm
in the Council Chamber, Mitre Street, Abertillery**

PRESENT: Councillors:

Gill Clark (Chair), Peter Adamson, Michaela Assiratti, Vanessa Bartlett, Keri Bidgood, Roger Clark, Tracey Dyson, Julie Holt, Beverley Lucas, Perry Morgan, Gary Oakley, Rob Phillips, Tracy Postlethwaite, Allen Rees, Nick Simmons, Bernard Wall and Graham White

Officers: Richard Gwinnell, Town Clerk

Others: 5 members of the public (reps of organisations applying for solar farm grants)

ABSENT: Councillors Mark Lewis and Glyn Smith

148. APOLOGIES FOR ABSENCE AND WELCOMES

Apologies for absence were received from Councillors Mark Lewis and Glyn Smith.

Council RESOLVED that staff send a “get well” card to Glyn Smith on ALCC’s behalf.

Welcomes were extended to Councillor Vanessa Bartlett (to her first meeting) and to the members of the public.

The Chair referred to a complaint received from a councillor that, as some councillors spoke to others (whilst other people were already speaking) and some councillors spoke over others, this made it very difficult for other people to hear what was happening, especially if they had hearing difficulties. Councillor Lucas expanded on the problems she experienced.

The Chair asked all members to speak one at a time, not interrupt others, and speak loudly enough for everyone else to hear.

Members agreed to use the microphone system from now on, as that may help.

149. DECLARATIONS OF INTEREST

No members declared any personal interests.

150. QUESTIONS FROM THE PUBLIC

There were no public questions for this meeting.

Agenda item 4 (finance order) was deferred to later in the meeting, as the public had come to hear the solar farm grants debate.

151. SOLAR FARM GRANT 2019

The Clerk outlined the process to date, reminding members of the 10 October deadline for applications, the meetings held and the decisions made already about solar farm grants 2019. He referred to the documents circulated to all members already by email and paper copies made available at this meeting of the seven applications, the criteria adopted by the Council and the notes of the Solar Farm Grant Working Group (SFGWG) held on 4 December 2019.

The Chair read out the notes and recommendations of the SFGWG held on 4 December 2019. She referred to each application, whether it met the Council's grant criteria, and the SFGWG recommendation on each. The 5 members of the SFGWG had voted:

- 0 for and 5 against the Friends of Six Bells Park application
- 4 for and 1 against the Roseheyworth and Bournville Community Woodland Association application
- 0 for and 5 against the Llanhilleth Miners Institute Luncheon Club application
- 2 for and 3 against the Tyleryan Belles Sports Association application
- 0 for and 5 against the Abertillery Youth Drama and Musical Society application
- 1 for and 4 against the Abertillery Bowls Club application
- 1 for and 4 against the Swffryd Community Centre application.

She ended with the Roseheyworth and Bournville Community Woodlands Association (R&BCWA) application, as the SFGWG had recommended that they be granted the entire £35,000 available this year.

Comments were made and questions were asked by various members (main points):

- had R&BCWA got permission to undertake their project; it was not their land?
- had detailed costings been received from R&BCWA as their application did not contain any specifics?
- Councillor Morgan stated that he had sent (yesterday) detailed costings supplied by R&BCWA and initial expressions of support for their project from Blaenau Gwent County Borough Council (BGCBC) to the Clerk and to the members of the SFGWG
- details and costings should have been received by the 10 October deadline; they were not admissible at this late stage as that would give R&BCWA an advantage over others
- the SFGWG asked on 4 December for the detailed costings and BGCBC position
- did Councillor Morgan go back to other applicants and ask them for more details?
- Councillor Morgan referred to R&BCWA as "we"; did he have a personal interest?

Councillor Morgan replied that he did not have a personal interest in the R&BCWA; the R&BCWA used Bournville Community Hall (BCH) for their meetings and he (Councillor Morgan) was Chairman of BCH. He had asked R&BCWA for the further details and they had supplied them.

The Clerk was asked to circulate copies of the further details received from Councillor Morgan on the afternoon of 10 December. He did so. The Chair gave members a few minutes to read the documents. She also read out parts of the documents as some people were unable to read them due to the size of the print.

The Chair asked Council if they wished to accept the further details at this stage of the process, given that criterion number 8 was clear that all details must be provided with the application form, by 10 October 2019.

Council agreed to take the further details received from R&BCWA (via Councillor Morgan) into account.

Further comments were made and questions asked by various members (main points):

- other applicants did not supply all the required details either (e.g. Swffryd Community Centre) and they and several others had received solar farm grants within the last five years, so did not meet criterion 17
- the R&BCWA project fitted best with the project aims and objectives signed up to by the Council previously (when Dr David Llewellyn presented to the Council last year)
- last year, the whole £35,000 had gone to projects in Cwmtillery
- the same area should not get all the funding again as other areas were missing out
- the R&BCWA scheme built on the Cwmtillery scheme supported last year
- it took many years of investment to make a real difference in an area
- BGCBC had provided initial support but not formal agreement to the R&BCWA project (on BGCBC land)
- were the woodlands going to be asset transferred or formally leased to R&BCWA?
- these processes took years sometimes to agree and sign off
- the £35,000 had to be spent; not left in a bank account awaiting BGCBC permission
- R&BCWA did not want to community asset transfer (CAT) the land; they wanted better access to the woodlands
- R&BCWA needed to go through the proper processes; BGCBC officers employed to improve access to the countryside were bound to say they supported the project, but this did not constitute formal landowner's permission
- £150,000 had been granted to improve the woodlands several years ago; a lot of work was done to improve access and BGCBC maintained it for some years
- two years ago, CANCO had indicated that no one was maintaining it
- who was going to maintain the woodlands in future?
- BGCBC did not have the funds to do so; they had higher priorities for limited funds
- the woodlands had not been maintained; they had been left to become a jungle
- the solar farm grant funding should go elsewhere this year
- Dr Llewellyn had advised ALCC; the big vision was to create a country park, linking up different areas of the valley, creating a lasting and sustainable legacy, involving local volunteers, well-being, tourism, employment, training and many other aspects
- the R&BCWA scheme built on the Cwmtillery project last year and ticked all the boxes
- Cwmtillery Lakes were also in BGCBC's ownership; this was no different
- of all the applications, only one met the criteria properly; the R&BCWA project
- it was about creating an outdoor classroom, education, schools, recruiting volunteers to maintain it, teaching new skills, improving natural and pond habitats, engaging local communities and sustainability
- the woodlands had been badly neglected for many years; how was ALCC to know this would not happen again and the solar farm grant money would be wasted?
- the Leader of BGCBC had indicated their support for Six Bells Park last year
- the Leader of BGCBC had indicated that BGCBC would remain responsible for the maintenance of any land or assets not transferred to community groups

- other organisations (e.g. the Abertillery Workmen's Institute) worked very hard to raise funds themselves; they did not simply rely on grants for all their income
- had R&BCWA raised any funds themselves to pay towards their project?
- had R&BCWA applied (or did they intend to) for a CAT or lease of the land?
- could these questions be asked in writing before any decisions were made?

The Clerk reminded members that the solar farm company had set a deadline of 15 December (and extended that to 20 December only) to issue the funds. If they were not issued by then, the company had indicated that they would withdraw the funds. There was therefore no time left to enter into written correspondence with applicants, questioning their projects. Representatives of some groups were however present today if Council wanted to ask them questions and they wished to respond.

Caroline Mundy of the R&BCWA stated that she was happy to answer questions if she could. She was asked:

- had R&BCWA raised any other funds already?
- was R&BCWA planning to apply for a CAT of the land from BGCBC?

Caroline Mundy responded on behalf of R&BCWA:

- R&BCWA had only approx. £800 in the bank
- it was a very newly formed organisation
- it had been formed when people heard about the solar farm grant, through CANCO
- it had applied for three other grants from other organisations already
- it hoped to match fund any grants
- it was focussed on getting funds to improve access to the woodlands
- she took groups of children to the woods and was very passionate about improving access to the woodlands now and for years to come
- R&BCWA had no plans to apply for a CAT or lease of the land
- £35,000 was a "drop in the ocean"
- R&BCWA's priority was to see how much could be done with this money.

Further comments were made and questions asked by various members (main points):

- if the woodlands were not transferred to R&BCWA, BGCBC would remain responsible for the upkeep of the woodlands
- giving £35,000 to R&BCWA would therefore simply reduce BGCBC's liability
- BGCBC did not have any money spare to spend on maintaining the woodlands
- this was wild land, not a park or sports ground, which may benefit from a CAT
- woodlands were different from parks and needed special consideration
- the Cwmtillery project land was also owned by BGCBC; were the same questions asked last year?
- the funds last year had gone to Abertillery Excelsiors AFC; they already owned their land following a CAT and maintained it on behalf of BGCBC; they also had an established long-standing relationship with BGCBC
- the pond at the R&BCWA site was unsafe for children
- the woodlands were owned by BGCBC; so was Six Bells Park
- the paths at Six Bells Park were unsafe too; why should they be treated differently?

- the £35,000 had been given to 30 groups in 2017
- the £35,000 had been given to only one group in 2018
- what would happen if the funds were not transferred next week?

The Clerk reminded members of the solar farm company's deadline (20 December). The company had said they would withdraw the funds from ALCC and employ a company to administer the funds instead, if ALCC did not make the necessary decisions in time.

Further comments were made and questions asked by various members (main points):

- could ALCC not share out the funds to each applicant?
- some applicants had received grants previously so could not get grants again
- the new "5 year rule" was only adopted in September; members had agreed therefore to consider each application under the "exceptional circumstances" clause
- the SFGWG turned down three applicants under the 5-year rule as they did not show exceptional circumstances
- the solar farm company had said they wanted more groups to benefit, not fewer
- applicants did not know when they applied that the 5-year rule may be backdated
- he (Councillor Oakley) had agreed with two groups not to apply due to the 5-year rule; that rule therefore had to be honoured
- until the applications were considered by the SFGWG, there was no way of knowing if they had any exceptional circumstances
- Six Bells Park (SBP) received £2,000 in 2017 and had raised £4,000 in match funding; why were other groups not also obliged to raise other funds?
- £2,000 had been given to SBP by the local tenants and residents association
- in principle, the woodlands project was good; however it was not acceptable for the same area to receive £70,000 in two years and other areas to get nothing
- the SFGWG decided which applications met the criteria and which did not
- the SFGWG made recommendations; Council did not have to agree with the SFGWG
- this was £35,000 for this year only; another £35,000 would be available next year
- this money may not be available at all next year
- improving the natural environment was very important; but so was improving the social and economic environment; the criteria were not just about green spaces
- R&BCWA did not meet the criteria either; they did not give specific costings by the advertised deadline
- there was no certainty what the solar farm company would do if ALCC agreed to give the whole £35,000 to the R&BCWA project; as R&BCWA did not have control of the woodlands and did not have detailed costings.

The Clerk stated in answer to questions that he was not able to answer detailed questions about the land ownership issue. The company had said they required details of exactly what the money would be spent on. The details supplied by applicants would be sent to the solar farm company (whichever applicant(s) ALCC agreed to fund). It would be for the solar farm company to decide (as it was their money) if they agreed to the funding going to the organisation(s) concerned.

Further comments were made by various members:

- BGCB had already indicated their support for the R&BCWA project

- an indication of support was not formal permission.

A motion was moved by Councillor Oakley: *that the £35,000 2019 solar farm grant be given to Roseheyworth and Bournville Community Woodlands Association.*

The motion was seconded by Councillor White.

An amendment was moved by Councillor Postlethwaite: *that the £35,000 2019 solar farm grant be shared equally amongst all seven applicants.*

The amendment was seconded by Councillor Dyson.

The Chair put the amendment to the vote. With 9 members voting in favour and 8 against, the amendment was declared carried.

Council RESOLVED: that the £35,000 2019 solar farm grant fund be shared equally amongst all seven applicants.

Councillors Peter Adamson, Perry Morgan, Gary Oakley, Robert Phillips, Allen Rees, Nick Simmons, Bernard Wall and Graham White asked for their votes against to be recorded.

Members of the public left the room at this point and Council adjourned for a few minutes.

Further comments were made and questions were asked by various other members:

- if ALCC did not decide today, it would be too late; the money would disappear
- how would it be decided what £5,000 would be spent on by each group, given that they had all applied for more than that?

The Clerk responded:

- all seven applications would be sent to the solar farm company tomorrow
- each group would get £5,000 if the solar farm company agreed all the projects
- it would be for the groups to accept £5,000 and prioritise what to spend that on
- it would be up to the solar farm company whether it agreed to ALCC giving £5,000 each to seven groups
- this did not fully meet the criteria (e.g. the minimum of £10,000) but the Council had decided nevertheless to split the funds equally.

Councillor Oakley stated that:

- it should be noted that members may have taken an illegal vote, as they had not applied the grants criteria correctly
- Brynithel Community Centre did not apply because they felt they did not meet the criteria
- the Council was at risk of judicial review and other legal action if it took this decision, as it had prevented some groups from applying (if they had received solar farm grants previously) and they may sue
- the previous decision to adopt the criteria could not be reversed within six months, without being formally rescinded.

Councillors Morgan and White added to Councillor Oakley's comments.

The Clerk responded that:

- the criteria had not been changed and no decisions were being rescinded
- the NALC legal advice (received in November) said that ALCC could decide that its criteria meant whatever ALCC wanted them to mean
- ALCC had not told anyone that they could not apply
- ALCC could not be held liable for telling people not to apply, as ALCC had not told anyone not to apply
- Councillor Oakley had told groups not to apply (and he had announced that at an earlier Council meeting); he may therefore have put himself at risk of action
- anyone could decide to take legal action against anyone else; it would be for the defendant to defend their own actions and the courts to decide the outcome
- the Council decided on 18 November to backdate the new 5-year rule and not to re-advertise (allowing other groups to apply); those decisions risked action
- it took those decisions, on a vote of 9 members to 8, even though he (the Clerk) had advised members of the risks those decisions involved
- ALCC could change its criteria if it wished to, but it had not done that
- ALCC had not decided to give the funds to anyone until today, so there was no previous decision to rescind.

The Chair stated that the decision had already been taken. Council needed to move on.

Council returned to agenda item 4 (finance order) at this point.

152. FINANCE ORDER

The Clerk responded to questions on staff salary payments, insurance, the gazebos broken at Party in the Park, banking of allotments income, the printer lease and progress with electronic banking.

Council RESOLVED:

- (1) to note the payments listed in Table 2 of the finance order
- (2) to authorise the payments listed in Table 3 of the finance order
- (3) to note the financial position on the current and reserve accounts.

153. CHRISTMAS 2019

Councillor Phillips reported on the very successful Winterfest event held on 30 November 2019, the lessons learnt (e.g. the need for an external power source at the Museum) and the "stunning" Christmas lights provided this year in Abertillery and surrounds under the new contract with Centregreat (who had worked very well to overcome the many problems they had encountered with old power supplies, old timing systems and so on).

The Clerk read an email from Centregreat. They had been unable to source the additional 100m of coloured lights ordered in November for the trees outside Bournville Community Hall but could supply 50m of white and 50m of coloured lights if needed. They had also

said the cost of the electricity to run 100m of lights outside the Community Hall for the weeks remaining of Christmas lighting would be approx. £20.

Councillor Morgan informed Council that there was no need for the Council to provide lights in those trees as the Community Hall had its own lights in those trees and was ordering an additional 300m of lights. There was also no need for a donation from the Council to the Community Hall for the costs of the electric as the cost was minimal. The Community Hall would instead provide its own lights and ask ALCC for a grant in future years (as other areas had received grants for their Christmas lights).

Questions were asked about why there were no lights in Somerset Street (beyond the King Street junction) this year, where the stars provided there previously had gone, who had provided lights there in the past and whether the lights intended for Bournville could be placed at Somerset Street (beyond the King Street junction) instead. A question was also asked about where the lights provided at Bournville approximately 15 years ago had gone.

Councillor Phillips (Chair of the Christmas Lights Working Group) explained that:

- decisions had been made over many years to put lights in different places
- ALCC wanted to rotate lights and “share out” lighting to a wider area in recent years, whilst still focussing most of the lights and spending on Abertillery town centre
- this was why ALCC was now providing lights for the first time in Cwmtillery and Aberbeeg for example
- ALCC had to cut down in other areas, as it did not have a limitless pot of money
- many years ago, the former Town Centre Manager had purchased the blue stars for Somerset Street (beyond King Street) and installed them there
- that had only lasted one year, after which ALCC ended up paying for them by default when Abertillery no longer had a Town Centre Manager (as the funding ceased)
- the working group had proposed this year (and Council had decided) a fairer share of lights, including stopping the Somerset Street lights at the King Street junction
- ALCC did its best but it was not possible to keep everyone happy all of the time
- as in many other examples, ALCC ended up footing the bill when others withdrew
- ALCC had a contract, agreed in June; it was not possible to decide in mid-December to put lights up in new places, where they had not been ordered to date
- ALCC had over many years ended up with numerous lighting features, stored at the factory unit in Cwmtillery, many of which were not working and were obsolete
- ALCC decided some years ago to dispose of all the old lights and Commercial Christmas (ALCC’s former contractor) took them away for disposal
- it was impossible to say where the original blue stars had gone
- Centregreat (ALCC’s new contractors) were using what was left of ALCC’s stock, as well as new stock (which they supplied as part of the new contract).

The Chair reminded members of the Charity Carol Concert being held on Sunday 22 December 2019 and asked for volunteers to help on the night, selling programmes, as stewards etc. 8 members volunteered.

Council RESOLVED:

(1) to note the updates

- (2) to inform Centregreat that the Council does not require the lights (ordered in November) in the trees outside Bournville Community Hall after all this year
- (3) to consider next year, if requested, whether to make a grant towards the costs of the Christmas lights in Bournville, provided by the Community Hall.

154. REPORTS BACK AND RECOMMENDATIONS FROM COMMITTEES

Human Resources (HR) Committee: Councillor Gill Clark (Chair of the HR Committee) reported that a meeting had been held on 29 November 2019 and the committee had:

- agreed the Christmas shut down dates (24 December at noon to 2 January) in line with what Blaenau Gwent County Borough Council was doing
- agreed the staff appraisals and that performance was satisfactory
- agreed that ALCC wants to be the best it can be, so needs the best training for staff including CILCA in light of the general power of competence coming down the line
- agreed that the amount of staff training provided was insufficient due partly to the lack of time and asked officers to look into future training options and report back to the HR Committee in January
- agreed that the staff job descriptions were out of date and needed review, as did the staff job evaluations and the number and hours of staff
- agreed to ask One Voice Wales to assist the HR Committee in January in a review of the JDs, JE and staff hours/numbers (depending what OVW was going to charge)
- agreed to hold special meetings in January to consider the OVW costs and start work on the JD/JE/staffing review.

The Chair reported that the HR Committee would report back to Council with the costs as soon as possible.

Finance and Grants (F&G) Committee: Councillor Oakley (Chair of the F&G Committee) reported that a meeting had been held on 2 December 2019 and the committee:

- discussed the budget at length and explored all budget lines in depth
- would discuss the budget further on 13 January and make recommendations to budget Council in January
- agreed that a buzzer was needed in the Council Chamber for people who arrived late at meetings and could not get in
- recommended Council to pay for that now (the quote received from the existing supplier was £225 + VAT)
- discussed IT/TV etc upgrades and would discuss this further as part of the budget build in January
- agreed to ask members for further breakdowns of their proposed budget additions as soon as possible
- discussed the Financial Services Compensation Scheme £85,000 limit and whether ALCC should have different banks
- asked officers to report back on banking options and
- agreed to write to members with a ward grants deadline (of 10 January 2020).

Councillor Oakley stated that:

- ALCC should get on with setting up accounts with different banks and moving ALCC's funds quickly, as there was another financial disaster looming
- specialist expertise may be needed to review the Council's IT and data storage systems, to comply with relevant laws
- there were a number of other areas where financial management at ALCC needed to be improved, as he and two other councillors had discovered at a recent One Voice Wales advanced finance training event
- these would be discussed further by the F&G Committee in due course.

Council RESOLVED:

(1) to note the updates

(2) to agree to the spending of £225 + VAT to purchase and install a buzzer in the Council Chamber, to alert Council if someone arrives late for a meeting and cannot get in.

155. REPORTS BACK AND RECOMMENDATIONS FROM WORKING GROUPS

Leisure and Tourism Working Group (L&TWG): No update was given.

Shop Local Working Group (SLWG): No update was given. A question was asked about the sleigh and reindeer purchased recently and whether they were covered by the Council's insurance. The Clerk stated that they were not currently covered but further discussions were taking place with the insurance company on this matter. In the meantime, ALCC could not take risks with public safety or take the risk of being prosecuted for failing to provide safe facilities. This was an example of laudable actions being taken in a hurry, but not being carried through properly.

Wellbeing Working Group (WBWG): Councillor Simmons (Chair of the WBWG) reported that he would arrange a WBWG meeting in the new year.

Youth Engagement Working Group (YEWG): Councillor Oakley (Chair of the YEWG) reported that Blaenau Gwent Youth Services were still in the process of recruiting additional youth workers but progress was frustratingly slow. More details were awaited on the costs of the additional youth workers in the year ahead. More also needed to be done to progress the "safe space" which young people's representatives had asked for. In answer to questions, Councillor Oakley stated that he and the Chair of the Council had attended a meeting of the BG Youth Forum and that anyone else's help on these issues was welcome.

Council RESOLVED to note the updates.

156. SUSPENSION OF STANDING ORDER 3(x)

Council RESOLVED to suspend standing order 3(x) to extend the time limit for the meeting beyond the normal two hours.

Councillor Phillips left the meeting at this point.

157. HONORARIUMS FOR SERVICES RENDERED

The Clerk reported that the Council had paid £40 in previous years to Ian Bradley, who drove the vehicle which towed Santa's Sleigh at Winterfest. It had also paid £75 in previous years to Sharon Mason, the Mitre Street building caretaker, at this time of year.

Members suggested that the amount for Sharon Mason be reviewed upwards next year.

Council RESOLVED:

- (1) to pay an honorarium of £40 to Ian Bradley for his Winterfest services in 2019
- (2) to pay an honorarium of £75 to Sharon Mason for her caretaker services in 2019
- (3) to review, upwards, the amount paid to Sharon Mason next year.

158. WAR MEMORIAL MAINTENANCE CONTRACT

The Clerk informed Council that:

- the War Memorial maintenance contract was expiring shortly
- tenders had been sought for the contract for the next three years (with an option to extend for a further two years beyond that, if performance was satisfactory)
- only one tender had been received, from Green Fingers, which was the existing contractor and had performed very well over the last two years
- Green Fingers had quoted exactly the same price in 2020 as it had charged in 2019, for the same work
- £100 had been added to the quote for Autumn daffodil bulb planting if required
- £15 per visit was charged for watering the site in very dry weather.

Comments were made by various members (main points) that:

- litter was picked from the bank opposite the site by an ALCC councillor
- Green Fingers did an excellent job of maintaining the War Memorial site
- ALCC should ask Green Fingers to maintain the Silent Soldier site as well
- Blaenau Gwent County Borough Council (BGCBC) owned and maintained the Silent Soldier site, but not always to a high standard
- BGCBC would cut it back and tidy the Silent Soldier site if and when requested
- further clarity was needed on who owned the War Memorial site.

The Clerk reported that ALCC was responsible for the War Memorial but not the Silent Soldier site. Further work would be needed in relation to the Silent Soldier site, if Council required, as it was BGCBC owned and maintained. The Silent Soldier site could not simply be added to the existing contract and a new tendering process may be required.

Council RESOLVED:

- (1) that the contract to maintain the War Memorial site be awarded to Green Fingers for the year ahead, on the terms in the tender submitted
- (2) that the contract be awarded for only one year
- (3) that further work be undertaken in the year ahead, on whether the Silent Soldier site can also be included in the contract if appropriate

(4) that officers report back on who owns and is responsible for the War Memorial site.

159. REPORTS BACK ON RELEVANT TRAINING OR MEETINGS ATTENDED

Councillor Simmons stated that he and two other members had attended Advanced Local Government Finance training recently and that all members of the Finance and Grants Committee (and all other members of the Council) should attend.

160. CHAIR'S ANNOUNCEMENTS, RELEVANT CORRESPONDENCE AND CELEBRATING SUCCESS

Following comments from Councillor Roger Clark:

Council RESOLVED:

- (1) to write with the Council's congratulations to Abertillery Bluebirds AFC for their recent performance in the Welsh Cup and
- (2) to publicise their successes on the Council's website and Facebook page.

The Chair extended season's greetings to everyone and closed the meeting at 9.20pm.

Signed as a correct record by the Chair

NB these minutes are a summary of the proceedings and record of the decisions taken. They are not intended to be a verbatim record.

Minutes produced by Richard Gwinnell, Town Clerk