

**MINUTES OF THE COUNCIL MEETING  
OF THE PONY CLUB ASSOCIATION OF NEW SOUTH WALES INCORPORATED**

**DATE: TUESDAY 29 JULY 2014**

**VENUE: THE CATHOLIC CLUB, (PHILLIP ROOM) CAMPBELTOWN**

**1. PRESENT:**

Chairman	Mrs D Cullen OAM (Zone 16)	Zone 15	Mr P Painter OAM
Zone 2	Mrs M Pestell OAM	Zone 16	Apology
Zone 3	Mr G Harmer	Zone 17	Apology
Zone 4	Mrs F Pennell, Mrs T Delany	Zone 18	Mrs S Woodhouse
Zone 5	Mrs J Alston	Zone 19	Dr F Kelleher, Mr A Newham
Zone 6	Unavailable	Zone 20	Mrs A Sutcliffe
Zone 7	Ms J Gorman	Zone 21	Mrs G Habermann
Zone 8	Mrs J Morgan	Zone 22	Mrs M Marsh, Mrs J Wilson
Zone 9	Mrs K Wood	Zone 23	Mr M Syme, Mr G Temm
Zone 10	Mrs J Frankum	Zone 24	Mrs D Carraro
Zone 11	Apology	Zone 25	Mrs S Adams, Mrs A Jones
Zone 12	Mrs K Sutherland	Zone 26	Mrs L Beneke, Mrs C Dobson
Zone 13	Mr G Croft	Zone 27	Mr J Kay
Zone 14	Mrs M Smith, Mrs K Taylor	Zone 28	Mrs E Caswell

Visitors: Mrs K Britton (Executive Officer)

Mrs D Cullen welcomed everyone attending especially the new Councillors and opened the meeting at 9.15 am.

**APOLOGIES:** Mr A MacBeth (Zone 5), Mr P Logue (Zone 7), Mrs T Schipp (Zone 10), Mrs M Clark (Zone 11), Mr F Smith (Zone 12), Ms B Williamson (Zone 13), Mrs M Whalan (Zone 16), Ms M Hodges (Zone 20), Mr P Petherbridge (Zone 24), Mrs J Waugh (Zone 27), Mrs P Durant (Zone 28).

**C30/14 That the apologies be accepted.**

Moved: Mrs E Caswell                      Seconded: Mrs J Gorman                      (carried)

It was announced that there were 32 registered voters, including proxies and excluding latecomers or visitors.

**2. MINUTES** of Council Meeting held Tuesday 1 April 2014.

**3. CONFIRMATION** of the above Minutes.

**C31/14 That the Minutes of the previous Meeting dated 1 April 2014 be adopted.**

Moved: Mrs S Adams                      Seconded: Mrs F Pennell                      (carried)

**4. BUSINESS ARISING** out of the above Minutes.

- Mrs K Britton noted that all clubs needed to forward a yearly Safety Checklist to the State Office with their Office Bearers form.

- Mr M Syme noted that the new sizes for the stepping stones had been approved at the last meeting, however he was having trouble finding them in this size and asked if there was a supplier or was the sample that he had acceptable? The Chairman requested that this be discussed in General Business.

## 5. REPORTS

### i) Presidents Report- Mrs D Cullen – as distributed at the meeting

**C32/14 That the Presidents Report be accepted.**

Moved: Mrs D Cullen                      Seconded: Dr F Kelleher                      (carried)

#### From the Presidents report

Pony Club Australia - Mrs D Cullen updated the meeting on the Pony Club Australia May meeting noting that the PCA Constitution was passed and a board had been elected, as Mrs D Cullen did not wish to stand for this board there is one vacant position and PCA will be seeking expressions of interest for this vacant position the office will keep you informed when this takes place.

Updated Data Base Mrs D Cullen said that the office was in weekly contact with Global IT and hoped to have the database available by September to complete testing so that it is ready for use in 2015. The new website was also nearing completion and we have already gone live with online merchandise purchases via PayPal.

Junior Mounted Games team Mrs D Cullen said that selections were held on the 20 July. Six riders were selected, four are in the team and the two reserves will ride off for the final team place against Jack Durr. The team will be finalised after Jack Durr's return from the International Mounted Games in the UK. Congratulations to Lisa Suzuki, Rhys Smith, Tom Pearce and Julia Devitt for being selected for the NSW team, with the two reserves being Andrea Biondic and Jo McGrath.

Membership Mrs D Cullen reported that memberships for the year we down by 480 compared to the same time last year and hoped that this was not an ongoing trend. Mrs D Cullen requested members to present ideas on how to boost our membership and promote pony club to the wider community.

### ii) Financial Report

In the absence of Mr P Petherbridge Mrs D Cullen presented the Balance sheet and Profit and Loss statements for the period January to June 2014.

**C33/14 That the Treasurers Report be as per the AGM audited accounts.**

Moved: Mrs E Caswell                      Seconded: Dr F Kelleher                      (carried)

**C34/14 That the appointment of Mr P Petherbridge be ratified**

Moved: Dr F Kelleher                      Seconded: Mr M Syme                      (carried)

### iii) Chairman of Chief Instructors Committee – as read

**C35/14 That the Chairman of Chief Instructors Report be accepted.**

Moved: Mrs J Frankum                      Seconded: Mrs J Alston                      (carried)

**Recommendations from the Zone Chief Instructors Committee meeting for consideration by Council.**

**Mounted Games**

Mrs J Frankum noted that clubs/zones had indicated that they were having trouble sourcing the inverted pots voted on at the last council meeting. There was also some concern relating to the height of these pots and the ZCI committee had voted to use the previous stepping stones until the next Council meeting.

Mr M Syme asked the Chair for a point of order as a motion of this type was not allowed under the pony club constitution, and the only way to make this change was via a correctly agendered motion to Council.

The chair ruled this a valid point of order.

Mrs J Frankum said that she believed that the issue was one of safety and as such Council needed to make a decision. Discussion held and the consensus was it would be better to take out the Stepping Stone Dash and replace it with another game.

The chair ruled that this motion was acceptable, as the ZCI/mounted games advisory committee was responsible for recommending the games to the council.

**C36/14 That the Stepping Stone Dash be removed from the 2014 Mounted Games Championship and replaced by Ride and Lead.**

Moved: Mr P Painter                      Seconded: Dr F Kelleher                      (carried)

**Showriding**

**C37/14 That the heights/widths for jumps for the Working Hunter classes be as follows:**

<b>Classes</b>	<b>Height</b>	<b>Width</b>
<b>Ponies (not exceeding 14 hands)</b>	<b>45cms</b>	<b>55cms</b>
<b>Galloways (over 14 hands not exceeding 15 hands)</b>	<b>60cms</b>	<b>70cms</b>
<b>Hacks (over 15 hands)</b>	<b>75cms</b>	<b>85cms</b>

Moved: Mrs L Beneke                      Seconded: Mrs C Dobson                      (carried)

Mr M Syme asked if riders needed to be graded to jump these heights and supply grading cards with their nominations. Mrs J Frankum advised that show riders were not required to be graded, said that this was just to clarify the heights used for this class. In the past, Showriding judges had been observed changing the pre-set heights for this class, and that ZCI's should have seen the horse and rider combination before nomination was sent in and know that the horse and rider were competent to jump this level.

Advisory Committee recommendations

**Sporting and Campdraft**

That in 2015 the Sporting games will be the same as 2014.

## Dressage

That in 2015 the Dressage tests will be the same as 2014.

## Showjumping

**C38/14** That the classes for the 2015 Showjumping Championship be as follows:

<b>Saturday</b>	<b>Class 1 – AM5</b>	<b>Article 238 2:2</b>
	<b>Class 2 – Grand Prix</b>	<b>Article 273 3:3:1</b>
<b>Sunday</b>	<b>Class 3 – AM5</b>	<b>Article 238 2:2</b>
	<b>Class 4 – Accumulator</b>	<b>Article 269:1, 2 &amp; 5</b>

Moved: Ms A Sutcliffe                      Seconded: Mrs J Morgan                      (carried)

**C39/14** That at State Showjumping Championships the order of classes will be:

**Saturday**                      **A Grade Class 1,**                      **B Grade Class 1**  
   **A Grade Class 2,**                      **B Grade Class 2**

**Sunday**                      **A Grade Class 3,**                      **B Grade Class 3**  
   **A Grade Class 4,**                      **B Grade Class 4**

Moved: Mrs J Morgan                      Seconded: Mrs S Woodhouse                      (carried)

## Ratification of appointments

**C40/14** That ratification of appointments for Chief Gear Stewards at State Championships as follows:

Mounted Games – Mr J Kay

One Day Event – Mrs E Caswell

Showriding – Mrs S Adams

Moved: Mrs J Alston                      Seconded: Mrs J Alston                      (carried)

## ZCI Seminar

Mrs J Frankum said that there had been a recommendation from the Zone Chief Instructors Committee that in order for all Zones to be represented at the Seminar, if the ZCI cannot be present, the Deputy or a qualified instructor be appointed by the ZCI to attend. This was to ensure that all Zones were represented. Mrs J Frankum requested that Zones submit to the State Office any issues that they would like reviewed by the end of September so that the agenda can be set.

## NCAS

Mrs J Frankum updated the meeting on the PCA Coaches Delegates meeting noting that those present were broken up into four working groups, one of which discussed NCAS Level 2 accreditation. Mrs J Frankum said that this working group had reported that they were looking at including a riding section to this accreditation which was contradictory to previous discussions on NCAS in the past however upon investigation she was not able to find any minutes noting that riding should not be included in NCAS accreditation. Mrs J Frankum felt that by including riding as a prerequisite it may be discriminative and limit those people who would otherwise complete this accreditation.

**C41/14 That a letter be sent from the office noting that PCA NSW object to the inclusion of a riding section in NCAS Level 2 accreditation.**

Moved: Mr J Kay      Seconded: Mrs E Caswell      (carried)

RAS

Mrs J Frankum reported that she along with Dr F Kelleher had recently met with the RAS and permission was given for the option for two reserves to be nominated on entries for the Team of Four. The RAS have once again agreed that two teams per Area may be submitted to encourage further participation. The RAS would also like to continue with the Stewards program and encourage more members to participate.

Hendra scanning procedure

Mrs J Frankum said that the procedure was working well for State Championships with many families thanking the scanning people for the policy.

Nationals in 2015

Mrs J Frankum reported the National Championships being held in SA 25-30 September 2015 Mrs J Frankum asked that Councillors remind all riders to start working on their performance for these Championships so that they were prepared when the nominations were opened.

**iv) 2014 State Sporting and Campdraft Championship – Mr P Painter as circulated.**

**C42/14 That the State Sporting and Campdraft Championship report be accepted.**

Moved: Mr P Painter      Seconded: Mrs S Adams      (carried)

**v) 2014 State Dressage Championship report – Mrs K Wood as circulated**

**C43/14 That the State Dressage Championship report be accepted.**

Moved: Mrs K Wood      Seconded: Mrs J Alston      (carried)

**vi) 2014 State Jumping Equitation Championship report – Mrs K Wood as circulated**

**C44/14 That the State Jumping Equitation Championship report be accepted.**

Moved: Mrs E Caswell      Seconded: Mrs S Adams      (carried)

**vii) 2014 State Showjumping Championship report – Mrs K Wood as circulated**

**C45/14 That the State Showjumping Championship report be accepted.**

Moved: Mrs J Frankum      Seconded: Mrs E Caswell      (carried)

**6. RECOMMENDATIONS FROM THE EXECUTIVE COMMITTEE**

**C46/14 That 'Peacock stirrups' not be permitted for use at Pony Club.**

Moved: Mr M Syme      Seconded: Mrs A Jones      (lost)

**C47/14 Ratification of the change of date for 2014 State Mounted Games Championship from 4-5 October to 20-21 September.**

Moved: Mrs E Caswell                      Seconded: Mr A Newham                      (carried)

**C48/14 That the positions of MPIO, complaints handler and complaints officer need to be independent of each other at both a state, zone and club level. The positions of complaints handler and complaints officer are only required once a formal complaint has been made, and so can be appointed on an ad hoc basis by the relevant President.**

Moved: Mr M Syme                      Seconded: Mr J Kay                      (carried)

**C48/14 Ratification of Dates for 2014 as below:**

State Camp	4-9th January
Executive, ZCI, AGM & Council meetings	29-31st March
RAS (pony club day)	8th April
Easter weekend	3 – 6th April
Sporting & Campdraft Championships	11-12th April
Dressage Championships	18-19th April
Jumping Equitation Championships	16-17th May
Showjumping Championships	4-5th July
Polocrosse Championships	10-12th July
Executive, ZCI & Council meetings	26-28th July
One Day Event Championships	12-13th September
Nationals Murray Bridge SA	25-30th September
Mounted Games Championships	10-11th October
Executive, ZCI & Council meetings	29-30th November, 1 December
Showriding Championships	5- 6th December

Moved: Mr M Syme                      Seconded: Mr J Kay                      (carried)

**C49/14 Ratification of the following appointments for State Championships:**

	Technical Delegate	Scorer	Scanning
Mounted Games	Philip Logue (TBC)	Michael Trotter	F Kelleher/M Syme
One Day Event	Jim Scobie (TBC)	Michael Trotter	F Kelleher/J Frankum
Showriding	Jenny Frankum	Carol Hodges	F Kelleher/J Kay

Moved: Mr M Syme                      Seconded: Mr J Kay                      (carried)

As part of our Work Health and Safety obligations we will be sending out a copy of the Safe Work Australia – Guide To Managing Risks When New and Inexperienced Persons Interact With Horses to all clubs.

The State Office will develop and circulate a new member Induction Process. Mr J Kay said that our rules in most cases were duplicated in the guide however we needed to develop the Induction Process for new members which would also include a guide to horse selection. Mr J Kay said that we need to be very mindful of having qualified instructors at pony club and that ZCI's needed to encourage more people to complete NCAS.

The guide also recommended a book written by Jan Myers, Horse Safe – A Complete Guide which was available via <http://www.publish.csiro.au/pid/5130.htm> this book covers a lot of ground and always mentions to check with your sports rules. Mrs J Frankum said that Riding book also was a great reference for anyone new to pony club.

Mr J Kay said that we also needed to develop a Near Miss form and that this should be broken up into two distinct categories i.e. Near Miss at club or zone level which should be kept at club or zone level this would be for when a horse kicks out etc. so that it can be documented and if a pattern occurs action needs to be taken and at state level for issues which will impact on the larger pony club community i.e. problems with bits, spurs or other gear which needs to be sent to the state office for investigation.

**C50/14 That we adopt the Officiating Volunteer Guideline.**

Moved: Mr M Syme Seconded: Mr J Kay (carried)

**C51/14 That due to changes with the Associations website, Mywebsite hosting will cease at the end of October 2014.**

Moved: Mr M Syme Seconded: Mr J Kay (carried)

**C52/14 That an Administration Workshop be held in conjunction with the ZCI Seminar on the 21-21st February 2015. The ZCI Seminar be open to all ZCI's or their representative and the Administration Workshop be open to a maximum of two (2) representatives from each Zone i.e. Zone delegates, Zone/Club presidents. If necessary a ballot will be conducted for these two (2) positions.**

Moved: Mr M Syme Seconded: Mr J Kay (carried)

By-law for State Executive only.

**C53/14 No person may serve on the State Executive for a period of more than eight (8) consecutive years.**

Moved: Mr M Syme Seconded: Mr G Temm (carried)

**7. QUESTIONS TO THE EXECUTIVE - Nil**

**8. APPLICATIONS to host State Championships received.**

One application from Zone 19 received for the State Mounted Games Championship 20-21 September 2014.

**C54/14 That the 2014 State Mounted Games Championship be hosted by Zone 19 at Londonderry Pony Club.**

Moved: Dr F Kelleher Seconded: Mrs J Frankum (carried)

Two zones applied for the 2015 State Jumping Equitation Championships – 16-17 May 2015. Zone 5 and Zone 26, Zone representatives Mrs J Alston (Zone 5) and Mrs L Beneke (Zone 26) spoke on behalf of their applications.

Following questions a vote was held.

**C55/14 That the 2015 State Jumping Equestrian Championship be hosted by Zone 26 at Hawkesbury Showgrounds, Racecourse Rd, Clarendon.**

Moved: Mrs L Beneke Seconded: Mrs J Frankum (carried)

One application from Zone 8 received to host the 2015 State Showjumping Championships 4-5 July 2015.

**C56/14 That the 2015 State Showjumping Championship be hosted by Zone 8 at Warialda Showgrounds, Warialda.**

Moved: Mr J Kay Seconded: Mr M Syme (carried)

Mrs K Britton requested that all further applications to host 2015 Championships be submitted before the November 2014 meeting.

## **9. NOTICES OF MOTION**

### **Zone 25 Motion.**

C57/14 That State Dressage Championships are conducted in age groups with rider's nominating their level of competition within the following two age groups.

AGE GROUP	LEVEL	TESTS
Under 13's	Preliminary	1.1 and 1.3
Under 13's	Novice	2.1 and 2.3
13 and under 25	Preliminary	1.1 and 1.3
13 and under 25	Novice	2.1 and 2.3
13 and under 25	Elementary	3.1 and 3.3
13 and under 25	Medium	4.1 and 4.3
Championship Round -all ages -minimum 10 entries to run	Advanced	5.1 and 5.3

### **Eligibility of Horses & Riders**

The following applies

- a. Under 13 years broken into two grading levels – Preliminary and Novice
- b. 13 years and under 25 years broken into four levels – Preliminary, Novice, Elementary and Medium.
- c. All ages eligible to compete in Championship round but must choose either Championship Round or chosen level within their age groups.
- d. Horses must compete within their grade based on points accumulated.

#### **Grading of Horses**

- a. Horses will compete in the grade they hold at the closing date of nominations.
- b. Riders applying for grading are to submit performances on the nominated horse to Zone Chief Instructors.
- c. Tests of Preliminary standard are open to horses which at closing date of entries have gained less than 50 points.
- d. Tests of Novice standard are open to horses which at closing date of entries have gained 40 points and less than 80 points.
- e. Tests of Elementary standard are open to horses which at closing date of entries have gained 70 points and less than 120 points



- f. Tests of Medium standard are open to horses which at closing date of entries have gained a minimum of 110 points.
- g. Tests for Championship round are open to horses which at closing date of entries have gained a minimum of 110 points and open to all ages eligible at the competition.

### **Upgrading**

Riders wishing to upgrade horses from one level to a consecutive level higher (e.g. Preliminary to Novice, Novice to Elementary, Elementary to Medium) before the horse has reached the required number of points should apply to the zone chief instructor and provide three separate performances of 60% or more before an upgrade can be granted.

### **Downgrading**

- a. Horse/Rider combination may only be downgraded once.
- b. Downgrading is effective from the original date of application, not when approved.
- c. A rider who can demonstrate they have not competed at their horses grade of competition or higher for a period of two years will be permitted to downgrade their horse one level only.
- d. Rider may only downgrade one horse per calendar year
- e. A horse may only be downgraded once per calendar year
- f. Downgrading ONLY applies to a horse/rider combination

### **Scale of Points**

Horses are graded on a points system. Points are given to a horse when placed at any Pony Club Dressage competition, including state championship competition.

- a. The horse must obtain at least 55% to have the points credited.
- b. All levels (Preliminary, Novice, Elementary and Medium) accumulation of points as follows:  
1st place = 10 points, 2<sup>nd</sup> place = 9 points, 3<sup>rd</sup> place = 8 points, 4<sup>th</sup> place = 7 points, 5<sup>th</sup> place = 6 points, 6<sup>th</sup> place = 5 points, 7<sup>th</sup> place = 4 points, 8<sup>th</sup> place = 3 points, 9<sup>th</sup> place = 2 points and 10<sup>th</sup> place = 1 point.

Moved: Mrs A Jones                      Seconded: Mrs S Adams                      (lost)

Mrs J Frankum recommended that changes to the grading system for Dressage could be one of the items discussed at the Zone Chief Instructors Seminar.

## **10. AGENDA ITEMS**

- Work Health and Safety – Mrs K Britton said that the Safe Work Australia guide had already been discussed and that copies would be made available to all Clubs and Zones via the website and the bi-monthly mail out. The office would also develop the Near Miss forms which would be available on the website. Safe Work Australia have also developed guidelines for Traffic Management at Events that will be circulated Mrs K Britton requested that Councillors remind members that they are bound by all NSW road rules at pony club activities and that they should act accordingly.

## **11. CORRESPONDENCE**

1. Email from M Clark re Jockey Safety Vests – read and discussed Dr F Kelleher suggested that Councillors advise their members of this survey and the outcome that the Tipperary Vest were no longer permitted for use by jockeys.
2. DPI biosecurity bulletin re Hendra Virus case at Murwillumbah – tabled and Mr P Painter noted that it had been reported that this outbreak had infected a number of people who were being monitored.

3. Letter Zone 5 re finals for Sporting Championship – tabled and noted that the Handbook contains the rules in regard to the conduct of the sporting championships including finals for these games however that the schedule would include information in future.
4. Media releases NSW Sport minister & Federal ministers re funding – tabled Mrs K Britton noted that funding for 2015 Sports Development Fund would be the same as 2014 with a review into future needs of sport in place. Mrs K Britton also asked members to lobby their local members as NSW funding is the lowest per capita.
5. Proposed dates for 2015 – already discussed
6. Pony Club Australia May Delegates minutes – tabled and discussed in President report
7. Safe Work Australia – Guide to managing risks when new and inexperienced persons interact with horses – Discussed previously
8. BCS minutes of Executive meeting - tabled
9. Sport NSW – update in regard to SDP funding for 2014/15 – as per item 4 with NSW only receiving \$36.38 per head of population compared to NT \$1,706.65, WA \$199.60, QLD \$202.67, SA \$181.23, VIC \$104.00, ACT \$349.00, TAS \$210.95 – sourced from State Sport & Recreation Dept. Annual Reports 2012/13.
10. Office of Children’s Guardian (OCG) – 3rd phase in Sports – Mrs K Britton provided an update noting that volunteers and sporting organisations would need to start to comply with the new Working with Children Checks 1/4/15 – 31/3/16. Mrs K Britton advised that she was attending an OCG workshop in early August and would be speaking on the implementation process within Pony Club and that the OCG hoped to have some sport specific fact sheets available shortly which would be circulated to clubs. Mrs K Britton reminded all clubs that they needed to go online and register as an ‘employer’ so that they could complete the verification process when members provided their WWCC registration numbers, this was the most important section of the process and could be overlooked.
11. Safe Work Australia – Traffic Management Guide – Events – discussed in WH&S on agenda
12. Application to host State Jumping Equitation 2015 – Zone 5 and 26 – already discussed
13. Application to host State Showjumping 2015 – Zone 8 – already discussed
14. Stuart Ayres MP information on study into future needs of sport & recreation infrastructure in NSW – Pony Club registered to participate in the study.
15. PCA – information on MG Specialist option available through SAO – tabled.
16. K Wood request to look into pots recommended for use at MG – already discussed
17. Request for special dispensation from Zone 19 for a rider to transfer twice within one year – letter read.

**C58/14            That dispensation be given for second transfer within a calendar year for the rider noted in the request.**

Moved:            Dr F Kelleher                            Seconded: Mrs K Wood                            (carried)

## **12. GENERAL BUSINESS**

- Mrs J Frankum advised that the University of Sydney (Camden) were holding a series of lectures with one of the being on Equine nutrition on the 27/8/14 see their website for further information.
- Mrs K Wood updated the meeting on the Dressage Judges School that Zone 9 held recently and recommended that all Zones utilise Mr Peter Shaw for a clinic, Mrs J Frankum said that Ms Jane Frankum was working on a course through Mr Shaw so that we could have our own qualified judges and that more information would be provided.
- Query received in regard to bling on helmets, Mrs J Frankum stated that a motion has been passed limiting the amount of bling on a rider including helmets, however agreed that there was nothing listed in the gear rules on the website. Requested for Mrs K Britton to check old minutes

(5-6 years ago) for exact motion date. – **Action** Mrs K Britton checked through minutes for the last 6 years and was not able to find any motion in relation to this matter.

- Mrs E Caswell said that she had a problem with a rider who had large holes in their ears and wore earrings that were outside of our rules the matter was discussed at the ZCI meeting and it was agreed that the rider be allowed to ride only if the hole was covered with a blank plug (spacer) that filled the hole.
- Mrs E Caswell asked by her Zone, why their (Zone 28) motion had not been resubmitted for this meeting? Mrs K Britton advised that the minutes of the previous meeting (as was passed earlier in the meeting) stated that the motion would be held over until a review of the relevant section of the hand book had been completed. Mrs E Caswell noted that this was incorrect, however agreed that the minutes had been approved as a true and correct record. Mrs J Frankum said that the Advisory Committee had discussed grading and would present something to the next meeting for consideration.
- Mrs M Smith congratulated Mrs D Cullen on receiving an OAM in the recent Queens Birthday list.

### **13. CLOSE MEETING**

There being no further business Mrs D Cullen thanked everyone for their attendance and closed the meeting at 12noon.