

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the offices of the Board on
16th June 2021 at 2pm

Members

Chairman - * Mr K C Casswell

* Cllr P Bedford	* Mr M Brookes
* Mr J Fowler	* Mr P Holmes
* Mr M Rollinson	

* Member Present

In attendance: Mr I Warsap (Chief Executive)
Mr D Withnall (Finance Manager)
Mr P Nicholson (Operations Manager)
Mr J Scott (Brewin Dolphin)

1801 TO APPROVE THE AMENDED STANDING ORDERS - Agenda Item 1

The Finance Manager explained that there were temporary amendments made to the Standing Orders last year to allow remote meetings to take place due to COVID-19, which had an expiry of 7th May 2021. There has now been a permanent replacement paragraph added to allow for remote meetings to continue, which will be presented at the next meeting of the Board for approval, but are required to be presented at the beginning of any meeting prior to that due to the temporary version having expired. All APPROVED.

1802 RECORDING THE MEETING - Agenda Item 2

Members were informed the meeting would be recorded.

1803 APOLOGIES FOR ABSENCE - Agenda Item 3

There were no apologies of absence.

1804 DECLARATIONS OF INTEREST - Agenda Item 4

There were no declarations of interest.

1805 TO RECEIVE A VERBAL REPORT FROM JAMES SCOTT OF BREWIN DOLPHIN - Agenda Item 4(a)

The Chairman welcomed Mr J Scott from Brewin Dolphin, who gave a verbal update on the two investment portfolios. A client report for each of the portfolios were circulated to all members of the committee.

Mr J Scott referenced the global pandemic of COVID-19 and what an interesting journey it has been over the last 12 – 14 months. Also highlighting that February and March 2020 were the worst six weeks experienced since 1987 and the finance crisis in 2008/9.

Mr J Scott reminded the committee of the two portfolios;

- Bourne North Fen - £350,000 - Risk Category 5 mandate (medium/low risk)
- Board investment - £500,000 – Risk Category 3 mandate (very low risk)

Mr J Scott continued by adding that both portfolios have an income focus in terms of investment objective.

Mr J Scott referred the committee to the period performance bar chart and the cumulative performance line graph within the portfolios circulated, highlighting that the blue shows how each of the portfolios has done and the grey showing the benchmark the portfolio is measured against.

Mr J Scott referenced the strong recovery of April / May / June 2020 which tapered off in the summer. A strong recovery was then seen again in November 2020 based upon the COVID-19 vaccination being signed off by the various authorities. November 2020 being the strongest performing month of this century.

Mr J Scott added that there has been a slow start to this year as markets were unsure what was going on with inflation and interest rates, with stronger months during spring 2021.

Mr J Scott continued that the view of the Central Bank is that it is transitory and that it will work its way out of the system over the coming year. The typical response may be to increase interest rates to try and bring inflation rates under control. Mr J Scott also added that levels of debt seen now haven't been seen since the second world war and so it may be preferable to let inflation run higher as opposed to increasing interest rates.

Mr J Scott noted that currently, the Board investment is at £501,210.44 and the Bourne Fen portfolio is at £363,808.90 so are both doing nicely. Mr J Scott noted the challenge with income due to the global economy having been shut down because of the global pandemic therefore reducing economic activity and therefore reducing the capacity for companies to pay out dividends. Mr J Scott noted the extent that dividends have been cut over the 12 – 18 months as a result of this, with predictions being that it will take until 2024 to get dividends back to where they were before the global pandemic.

The Finance Manager explained to the committee that it is estimated the income will be down by £3,200 in the coming year. For the Bourne Fen Farm investment this relates to how much rate alleviation will be given to the landowners of Bourne North Fen. It is currently set at 2.4p in the £ and has been at this level for many years. Next year, the shortfall will either have to be taken out of the cash reserves or reduce the alleviation which will artificially increase the rate for landowners in Bourne North Fen.

Mr J Scott further referred to some business' who have been paying out more dividend than the business could cope with and have used COVID-19 as a reason to cut, which should have been done a long time before perhaps.

Mr M Brookes questioned whether the portfolios are exposed to risk of the business? Mr J Scott responded that the aim is to achieve the optimum return at a given level of risk and so he manages the portfolios within the risk mandate set.

The Chairman believed that the capital needed protecting. Also adding that having it in the bank would mean very little interest returned (NatWest currently paying 0.01% interest). Mr J Scott added that the portfolios are paying 2.86% and 2.92%.

Mr M Rollinson questioned whether the portfolio summary for the Board's investment included within the management accounts could also be included for the Bourne Fen Farm portfolio? The Finance Manager suggested he can include it within the management accounts in future so that the committee get a monthly update.

Mr P Holmes clarified that the Bourne North Fen rate could be altered? The Finance Manager confirmed this was correct, also noting that there are cash reserves in the Bourne North Fen account also. The Finance Manager explained that the committee are the trustees of the fund. He further explained that the landowners of Bourne North Fen are charged the 13.14p rate but are then credited 2.4p of it. If the 2.4p was reduced to 2p, the 0.4p will just be seen as an increase to the landowners of Bourne North Fen.

Mr J Fowler questioned if the percentage of bonds would increase or decrease if inflation increases? Mr J Scott explained that, initially, the value of bonds would decrease, if inflation increases there is a likelihood of interest rates increasing which will then drive capital back towards cash. This will likely result in a decrease in fixed income markets and yields increasing. The Board investment at risk level 3 has a high exposure to fixed income and so will likely have a negative impact on capital values.

All AGREED for both investment portfolios to continue at the risk level mandates previously agreed.

The Chairman, and committee, thanked Mr J Scott for his attendance and report.

1806 MINUTES OF THE PREVIOUS MEETINGS - Agenda Item 5

(a) 20TH JANUARY 2021

Minutes of the meeting held on 20th January 2021, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

(b) **CONFIDENTIAL – 20TH JANUARY 2021**

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

(c) 7TH APRIL 2021

Minutes of the meeting held on 7th April 2021, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

(d) **CONFIDENTIAL** – 7TH APRIL 2021

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

(e) 5TH MAY 2021

Minutes of the meeting held on 5th May 2021, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record with the following amendment:

- Minute 1768(b) – typing error – the Executive Committee meeting should be scheduled for Tuesday 14th December as opposed to November.

(f) **CONFIDENTIAL** – 5TH MAY 2021

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

(g) 12TH MAY 2021

Minutes of the meeting held on 12th May 2021, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record with the following amendment:

- Start time should be 10:00am not 2:00pm

(h) **CONFIDENTIAL** – 12TH MAY 2021

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

1807 MATTERS ARISING - Agenda Item 6

(a) 10 YEAR PLANT REPLACEMENT BUDGET - Minute 1715(f)

It was confirmed that the 8” mobile pump has been ordered, although a slightly different specification, it is still suitable for operations.

(b) CONFIDENTIAL – BOARD MEMBERS INVOLVEMENT - Minute 1708(h)

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

(c) SOUTH LINGS WATER PARTNERSHIP (SLWP) ESIF BID

The Chairman informed the committee that the SLWP ESIF Bid is no longer going ahead.

(d) CONFIDENTIAL – CHIEF EXECUTIVE OFFICER – Minute 1782

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

1808 TO RECEIVE THE 2020/21 ACCOUNTS - Agenda Item 7

The Finance Manager noted to the committee that when analysing the accounts as a whole they look healthy, but this is because it includes money that has been brought forward from last year to this due to not yet being spent.

Current regulations dictate that you have to record grant income in the year it is received and grant expenditure in the year it is expended. There are multiple schemes that have not yet been completed, due to COVID-19 and other reasons, meaning there is a large sum of money still not spent. The Finance Manager explained that of the £2.4 million in the bank, £1.6 million of that isn't the Board's it is the Environment Agency's (EA), It was confirmed that the EA are satisfied with the reasoning for not being able to complete the works. The completion date on the PSCA Recovery order isn't until the 31st December 2021.

Mr M Rollinson referenced the Natural Flood Management (NFM) scheme work with Lesley Sharpe, noting that a ratepayer has contacted him after being approached by Lesley regarding a potential NFM scheme on his land. Mr M Rollinson felt it may be beneficial to organise a trip for landowners with potential for NFM schemes on their land to see the works at Swaton. The Operations Manager responded that he would like it to be on the Southern Works Inspection Tour and the relevant landowners could be invited as guests.

(a) PERIOD 12 MANAGEMENT ACCOUNTS

Mr P Holmes noted the £867.40 outstanding drainage rates, questioning if this is related to the landowner withholding paying his rates due to a dispute over culvert contributions. The Finance Manager confirmed that the £867.40 is in relation to last years accounts 2020/21, whereas the landowner is currently withholding payment relates to this year's rates for 2021/22.

(b) DRAFT 2020/21 UNAUDITED FINANCIAL STATEMENTS

The Finance Manager referred the committee to the dates the fixed assets were last valued, highlighted in red. He noted that they are due for valuation every five years and so were due in March 2021 but have not been completed.

The valuer is currently doing it and will send the values through in time for the Board. The Finance Manager noted that the only elements it will change on the balance sheet are 'Land & Buildings' and 'Non Operational Assets' within Fixed Assets, which the Finance Manager believed would increase. It will increase the Investment Revaluation Reserve by the same amount and so will not actually affect The Board's accounts, it will just change the valuation of the Board.

During the meeting, the valuations of the Board's assets were sent to the Finance Manager, as below:

- Depot: £720,000 to £990,000
- Bungalow: £130,000 to £165,000

These valuations will be included in the accounts and presented to the Board.

(c) ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) - YEAR ENDED 31 MARCH 2021

The Finance Manager noted that the Internal Auditor is still completing his section of the AGAR, following receiving substantial assurance at the internal audit. It will all be completed to be presented to the Board.

1809 TO RECEIVE A REPORT ON FINANCE & RATING - Agenda Item 8

(a1) 10 YEAR 2021/22 BUDGET & ESTIMATES

The Finance Manager noted that at the end of the financial year 2021/22 there will be £390,000 more to take out of the general reserve than has been budgeted for as result of the last few years.

This budget and estimate shows the impact this would have, highlighting the amount of yellow which indicates the reserve % of expenditure being below the aim of 20%. It is at its lowest in 2027/28 at 9.21% of expenditure.

The Finance Manager therefore anticipated that the Executive Committee would not be satisfied with this and so a management meeting was held to try and find a way around alleviating this situation. With a reduction of £320,000 being required, as explained in the following.

The plant account had an exceptional year (low gas oil prices, low maintenance on the machines and a lot of external work meaning more rechargeable work) which has therefore left the plant account looking very healthy. It is therefore proposed to take £100,000 from the plant account and move it into the general reserve. The Finance Manager also explained that it wasn't preferable to be putting the drain maintenance schemes or pumping station maintenance work at risk and so the only other remaining area to find additional funds was from the capital schemes of which £218,000 has been identified to be deferred into future years. The 10 Year Capital Schemes budget will there be re-prioritised over the summer and presented to the Works Committees in September. The Finance Manager informed the committee that £318,000 worth of savings has been found in total over a three year period.

(a2) 10 YEAR 2021/22 BUDGET & ESTIMATES

In light of finding the £318,000 the Finance Manager explained that he has adjusted the 10 year budget and estimates, as presented in the agenda.

The Chairman questioned what the council have been told in regard to the increase in rates? The Finance Manager explained that they are given the 10 year budget and estimates but highlighted that the rate increases have not been adjusted. Cllr P Bedford noted that having spoken to Rob Barlow who is prepared for an increase in IDB rates because of them no longer being able to use red diesel and the increase this will cause.

The Finance Manager noted that for Black Sluice IDB, stopping using red diesel will equate to around 2% (£42,000). The Chief Executive noted that other IDBs with the larger diesel engines running pumps are looking at 6.5% / 7% increase in rates.

The Chairman questioned whether the rate should be increased further to allow for the increase in cost (£42,000) as a result of no longer being able to use red diesel. The Finance Manager noted that it will come out of the plant account and didn't feel it necessary at this time to increase the rate further.

The Chief Executive questioned whether the reserve % of expenditure aim of 20% is enough given the increase in fluvial emergency events occurring? The Finance Manager noted that this is something to consider when generating the budgets in the autumn.

It was confirmed that there is no grant work included after 2025/26 as it is a six year programme and so it is not yet known.

(b) 10 YEAR PLANT REPLACEMENT BUDGET

The Finance Manager presented the plant account with the £100,000 taken out to be moved into the general reserve (highlighted in orange). The depot repairs for H&S (£12,390) have also been added.

The Finance Manager highlighted that, even with the £100,000 transferred to the general reserve, the plant account remains positive.

Mr P Holmes further noted that there is £50,000 allocated for a Drott which is a 'luxury' and can be managed without. The Board's Officer's noted that it is proving challenging trying to find a suitable Drott currently. Mr M Rollinson noted that the Board may have more use for a Drott with the Natural Flood Management (NFM) work.

(c) 10 YEAR CAPITAL SCHEMES BUDGET

The Finance Manager explained that schemes have been prioritised and pushed back in the programme as opposed to getting rid of them completely in order to gain more resource in light of the £320,000 needed.

The Finance Manager presented the amended Capital Schemes Budget, noting that further work is going to be done on it for a further amended version to be presented to the Works Committee meetings in early autumn along with the re-prioritised programme of works.

The Finance Manager explained that the items highlighted in yellow have been taken out of the programme to be re-prioritised in future years and the item highlighted in purple has been agreed to be changed from Great Hale PS work to work on the pumps at Wyberton Marsh PS. The Operations Manager noted that an estimate has been received for the three pumps at Wyberton Marsh PS which is £18,000 per pump and so if all three pumps require refurbishment there is not enough in the budget to do so (£46,000). Once two have been done, it will be known how much they have cost and will then be in a position to make a decision about the third pump.

The Finance Manager concluded by adding that desilting works from last year have run into period 1 and 2 of 2021/22 for which no budget was allocated. To recover this overspend the start of the desilting season will be delayed by two months to recover £93,000 in periods 9 and 10 which will result in a reduced program, compared to previous years, in winter 2021/22.

1810 TO REVIEW AND APPROVE ACCOUNTS OF BOURNE FEN FARM - Agenda Item 9

The Finance Manger noted the slight loss of £212 which is a result of a reduction in income for the past year.

1811 TO CONSIDER PERIOD ONE MANAGEMENT ACCOUNTS - Agenda Item 10

The Finance Manager noted that these management accounts were produced solely by the Acting Finance Supervisor.

1812 TO RECEIVE THE 2020/21 INTERNAL AUDIT REPORT - Agenda Item 11

The Finance Manager highlighted the achievement of 'substantial assurance' and that there is nothing further to report. The committee commended everybody involved for this achievement.

1813 TO RECEIVE AN UPDATE ON THE BLACK SLUICE (BOSTON) GRAVITY COMPLEX DOCUMENTATION - Agenda Item 12

The Chief Executive noted that he has been in contact with Norman Robinson's (EA) deputy who has informed that there will be an update received in relation to the Black Sluice (Boston) Gravity Complex documentation before the Board Meeting on 30th June.

It has also been suggested that the Operations Manager and Pump Engineer to meet on site at the Black Sluice (Boston) Gravity Complex to be involved with the preparation of an emergency contingency plan.

The Chairman has been told that there is contingency plan document and so can't understand why it still hasn't been circulated to the Board. The Chairman expressed his disappointment at the length of time it has taken the EA to circulate this documentation with the Board (3 years). The Operations Manager noted that a meeting has been agreed for July, with the EA also wanting to know what the Board's emergency plan involves.

It was confirmed that the Board now have access to the EA cameras of the Black Sluice (Boston) Gravity Complex.

The Operations Manager further added that it could be visited as part of the Northern Works Committee Inspection Tour in the autumn.

1814 TO REVIEW HR ARRANGEMENTS - Agenda Item 13

(a) EXTRA STATUTORY HOLIDAYS

The Chief Executive informed the committee of the three extra statutory days that employees are entitled to which are taken on the Tuesday after Easter bank holiday the Tuesday after late May bank holiday and the day after Boxing Day at Christmas.

The Chief Executive explained that with the 9 day working fortnight this can mean that it is only a two day working week for employees with the non-working Friday that week.

The Chief Executive therefore proposed that the three extra statutory days are either all moved to the Christmas shutdown or added to the employee's holiday entitlement. This won't make a difference really as employees are not losing any holiday entitlement and will still be required to take annual leave at Christmas to cover the shutdown.

The committee felt it would be best to add the three extra statutory days to the employee's annual leave entitlement. All AGREED.

(b) CONFIDENTIAL – ADMINISTRATION ARRANGEMENTS

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

1815 TO CONSIDER CONSENTING WORKS WITHIN THE WELLAND & DEEPINGS IDB EXTENDED AREA - Agenda Item 14

The Chief Executive explained that he has recently been informed that the Chief Executive of the Witham and Humber IDBs (Witham 3rd, Witham 1st, Upper Witham, North East Lindsey IDB) has also been approached by Lincolnshire County Council (LCC), in addition to Black Sluice IDB, about taking on the consenting works on behalf of LCC within the extended area of the Welland & Deepings IDB, who are giving it up.

The Chief Executive further explained that he has suggested to LCC a part of the Welland & Deepings IDB area that the Board would be willing to take on if Welland & Deepings IDB were willing to continue with the remaining section.

The Chief Executive is currently waiting for a report from LCC, also highlighting that this wouldn't be implemented until 1st April 2022 in a Memorandum of Understanding.

The Chief Executive further noted that he believes Welland & Deeping IDB are not currently consenting any works within this area and so it may well mean an emergency meeting is held to cover the area immediately.

Mr M Rollinson felt it was logical for the Witham and Humber IDB's to be involved due to the location of the Upper Witham catchment.

All AGREED to continue engaging with the concept of taking on consenting works on behalf of LCC in part of the Welland & Deepings IDB extended area.

1816 ANY OTHER BUSINESS - Agenda Item 15

(a) SOUTH LINCS WATER PARTNERSHIP (SLWP)

The Chief Executive referenced the SLWP and that there have been positive responses to the draft Gateway 1, with the aim being to have a shortlist of sites by autumn 2021 and single site selected by spring 2022.

The aims for the reservoir are:

- No negative environmental impact
- Sustainable water
- Mitigation for loss of land for the South Lincs Reservoir
- Opportunities & additional benefits

The SLWP have set three workstreams as follows:

- Ambitions
- Technical Opportunities
- Financial constraints / funding opportunities

The Chief Executive further noted that Lincolnshire County Council (LCC) and the Lincolnshire Enterprise Partnership (LEP) are having a meeting around Systematic Conservation Planning (SCP) on 29th June which will be followed by a series of further meetings.

The Chief Executive highlighted the opportunities this reservoir could bring, especially for farming. He further added the amount of water pumping into the South Forty Foot Drain (SFFD); explaining that on the lowest year in the past 8 years, the IDB still pumped 150 mega litres on average into the SFFD every day. On the highest year, the IDB pumped 332 mega litres per day on average. The 8 year average is therefore 200 mega litres entering the SFFD every day.

The Chief Executive questioned who he should be asking for the ambitions for the reservoir? The Chairman noted that, at some point, the MPs will need to push the concept from a political point of view.

The Chief Executive also noted that he has challenged Water Resources East (WRE) about the time the Administration Assistant spends doing the minutes, agendas, correspondence for the SLWP. However, it may be that WRE offer to take on the administrative duties going forward.

The Chief Executive lastly noted a virtual meeting attended with Tom Tebbs in Washington D.C. from the Yakima Basin collecting water scheme. Tom Tebbs noted that his family traces back to Swineshead.

(b) LOWER WITHAM FLOOD RESILIENCE PROJECT

The Chief Executive informed the committee that the Environment Agency have a potential £160 million grants available if they can get a £20 million contribution from other partners. Any assets within the area will be considered for allocation of funds for refurbishment.

(c) LINCOLNSHIRE LOCAL FLOOD RISK & DRAINAGE MANAGEMENT GROUP

The Chief Executive explained that a regional Incident Response Memorandum of Understanding has been produced that they want the Board to sign. They are planning an exercise in July to see how the new format will operate.

The Chief Executive next referred to the new FCERM Strategy Action Plan 2021, sharing the following relevant points:

- By 2030 Risk Management Authority's will use nature based solutions and improve the environment through their investments in flood and coastal resilience.
- By 2030 Risk Management Authority's will work with farmers and landowners to help them adapt their businesses and practices to be resilient to flooding and coastal change.
- Working with farmers and land managers to increase catchment resilience.
- New pilot sustainable farming incentive schemes
- Working with farmers and land managers from 2024 to maximise ELMS to reduce flood and coastal risks.
- Working with farmers, land managers, water companies, IDBs, other partners to develop a long term strategy for managing future fenland flood risk.
- NFM pilot projects.

(d) ELECTION ARRANGEMENTS

The Finance Manager explained to the committee that, as in line with the agreed Election Timetable, the Inspection of Register should have been advertised in May 2021 for 14 days but was overlooked, the Finance Manager apologised.

The Finance Manager therefore presented the amended timetable, as below, highlighting that time for objections will go beyond the Board meeting and so if any objections are received then another Board meeting will have to be held to approve the register, so the objections can be heard and considered.

10 th June 2021	Print Register of Electors by 10/06/2021
10 th June 2021	Advertise Inspection of Register for 14 Days on Website 10/06/21 to 24/06/21. Include details of election in Drainage Rate leaflet.
24 th June 2021	Close inspection of Register
25 th June 2021	Give 5 Days notice of Hearing for Objection to Register (If any) on Board's website.
1 st July 2021	Hear Objections to Register (if any)

1 st July 2021	List of objection inspection for 14 days on the Boards Website 01/07/2021 to 14/07/2021 (if any)
14 th July 2021	Inspection of objections list closed (if any)
14 th July 2021	Give 5 days Notice of Hearing for Objection of claims (if any)
20 th July 2021	Hear Objections to Claims (if any)
30th June 2021	Board Meeting (Board to approve the register) (If no objections)
21 st July 2021	Advertise approval of Register on website.
7 th September 2021	Advertise Notice of Election giving last date for receipt of nominations.
22 nd September 2021	Last Day for the receipt of nominations by the returning Officer.
23 rd September 2021	Notice to be sent to any candidates whose nomination papers were invalid.
23 rd September 2021	If a poll has to be taken - Publish notice of election on Boards Website, affix notice to door of office. Notify candidates of nomination.
23 rd September 2021	If insufficient nominations received notice given to such number of retiring members to make up number and declare such number of members elected on the Boards Website.
23 rd September 2021	If no poll, advertise notice that no poll to be held and declaring candidates elected on Boards Website. Inform each person of his/her election.
27 th September 2021	Last day for receipt of notices of withdrawal of nominations (5:00pm).
28 th September 2021	Printing of voting papers (if necessary).
11 th October 2021	Dispatch voting papers.
25 th October 2021	Election Day. If poll to be taken, all voting papers received by 12:00 noon.
26 th October 2021	Advertise on Boards Website results listing Board Members.

(e) BOARD MEETING ARRANGEMENTS

It was confirmed that the upcoming Board meeting on the 30th June 2021 will have to be virtual due to ongoing COVID-19 restrictions.

There being no further business the meeting closed at 16:45.