

29 April 2013

To the Members of the Borough Council

You are summoned to attend the Annual Meeting of the **Eastbourne Borough Council to be held at the Town Hall, Grove Road, Eastbourne**, on **Wednesday, 8 May 2013 at 6.00 pm** to transact the following business.

Agenda

- 1. Election of Mayor.**
- 2. Minutes of the meeting held on 20 February 2013 (pages 291 to 299) (previously circulated).**
- 3. Notification of apologies for absence.**
- 4. Appointment of Deputy Mayor.**
- 5. Investiture of Mayoress.**
- 6. Mayor's Chaplain - Notification of Appointment.**
- 7. Executive arrangements.**

Leader of the Council to report:

- (a) Any changes in respect to the names of those Councillors serving on the Cabinet and the Councillor appointed as Deputy Leader of the Council (and Deputy Chairman of the Cabinet) and the respective areas of responsibility for each member of the Cabinet.
- (b) That the terms of reference and constitution of the Cabinet be as set out in the Council's Constitution.
- (c) That delegations to individual Cabinet members in respect of executive functions have not been made at this time.

8. Establishment of Council committees, appointment of Chairmen, deputy chairmen and members to serve on Council committees, appointment of chairman and non-executive directors on boards and other appointments.

(1) To agree the proposed number and allocation of seats, receive nominations and vote thereon. *Please see reports 8(a) and 8(b) referred to below*

(2) To confirm the continuation of the following bodies with terms of reference as set out in the Council's Constitution that have a fixed membership or to which members are appointed by the Chief Executive, Deputy Chief Executive or relevant Head of Service as the need arises:

- Equality Steering Group
- Council Panels
- Recruitment Panels
- Task Groups
- Project Boards

(3) That the existing independent persons (Mr Allen Gales, Mr Trevor Elliott and Mr Anthony Meier) appointed under the provisions of the Localism Act 2011 continue to hold office for the period up to May 2014.

(a) Political balance and allocation of seats. Report of Senior Local Democracy Officer - Attachment 08a. (Pages 1 - 4)

(b) Nominations from Group Leaders - Attachment 08b. (Pages 5 - 10)

9. Programme of meetings for 2013/14 - Attachment 09.
(Pages 11 - 12)

The calendar was last approved by Council on 21 November 2012. It is subject to the following changes:

Planning Committee in May 2014 has been moved to 13 May (from 20 May) to avoid the week of the European Parliament elections now expected on 22 May.

Joint Staff moved to 10 July 2014 (from 19 June 2014).

10. Delegation of non-executive functions.

Council to approve the delegation of non-executive functions, including terms of reference, to Committees, Sub-Committees and other Council bodies as set out in the relevant sections of the Council's Constitution.

11. Scheme of Delegation to Officers and Proper Officer List.

Council to approve the Scheme of Delegation to officers and proper officer list as set out in the relevant sections of the Council's Constitution.

12. Appointments to Outside and Other Bodies. To receive nominations from Group Leaders - Attachment 12. (Pages 13 - 18)

One body membership is currently vacant and a nomination is invited:

- **Eastbourne Amalgamated Charities** – nomination of trustee to serve a 4-year term until May 2017.

In addition there are 3 new bodies (local organisations in receipt of major grants from the Council) added to the list for which nominations are required for a councillor to act in an **observer capacity**, as follows:

- **Salvation Army Eastbourne Steering Group.** To meet 6 monthly locally to monitor grant funding.
- **East Sussex Credit Union Board of Directors.** Meetings likely to be in Brighton.
- **Eastbourne and Wealden YMCA Youth Activities Steering Group.**

Nominations in respect of the above, together with any amendments proposed by Group Leaders to the listings in the appendix, will be reported at the meeting.

**Robert Cottrill
Chief Executive**

Please note that at the conclusion of the Annual Meeting there will be a brief 10 minute interval before the Ordinary Meeting of the Council which will follow.

This page is intentionally left blank

MEETING: Annual Council

DATE: Wednesday 8 May 2013

SUBJECT: Application of political balance rules to the allocation of seats on Council bodies

REPORT OF: Senior Local Democracy Officer

Purpose: To bring before the annual meeting information governing the allocation of seats for the 2013/14 Council year in order that proposals and nominations can be put before the annual meeting of the Council.

Contact: David Robinson, Senior Local Democracy Officer.
Telephone 01323 415022 or internally on extension 5022.

1. Introduction

1.1 Whole council elections were last held in May 2011 and not due to be held again until 2015. The total number of councillors used in the calculation of committee seat numbers is 27 and the break down of seats between the two groups is 15 Liberal Democrats and 12 Conservatives. The seat allocations are set out below.

2. Current Structure

2.1 This paper is based on the current structure, however the Council's current constitutional arrangements allow for either a 7 or an 8 member Scrutiny Committee. A 7 seat option was chosen in 2012/13. This paper assumes continuation of the 7 seat option. Similarly, the size of the 2 Licensing Committees may be between 10 and 15. This paper assumes that membership of these committees will be 13 for 2013/14. Leaders have submitted nominations on this basis.

2.2 Base percentages:-

<i>No. of Councillors: 27</i>	<i>% seats on Council</i>
Liberal Democrats 15	56
Conservatives 12	44

2.3 **Committees.** The allocation of seats in accordance with the rules is as follows:-

Committee	No. of Seats	Controlling Group	Opposition
Planning	8	5	3
General Licensing	13	7	6
Audit and Governance	8	5	3
Totals:	29	17	12

2.4 **Scrutiny Committee.** This committee is not listed above as although the political balance rules apply the calculation and allocation of seats is required to be done separately. The reason for this has to do with the legislation under which "Scrutiny and Overview" committees are constituted. Although there is provision for an 8 seat committee, recent practice has been to have 7 members. The current political proportions favours a 7 seat committee. (An 8 seat committee would require a 5/3 split.) The proposed allocation of seats in accordance with the rules is therefore as follows:-

No. of Seats	Controlling Group	Opposition
7	4	3

2.5 **Licensing Act Committee.** This committee is not listed above as the political balance rules do not apply. It is however politically balanced as a matter of local discretion. See the paragraph below as to committee membership numbers.

2.6 **General Licensing Committee and Licensing Act Committee.** The law requires there to be not less than 10 members and not more than 15 members of a Licensing Act Committee. The Council has previously agreed that the membership of both the Licensing Committees should be the same and that the same member should chair both committees. There is some benefit in being able to select members for sub-committees from as wide a pool as possible. The nominations made for this year assume a 13 member committee. Although there is provision for 5 members to be appointed as chairs of Licensing sub-committees, only 3 nominations have been made.

2.9 **Advisory Bodies**

Body	No. of Seats	Controlling Group	Opposition
Conservation Area Advisory Group	4 (or 3)	2	2 (or 1)
Downland Forum	4 (or 3)	2	2 (or 1)

In 2012/13 the Conservation Area Advisory Group had 4 members. Past Council practice has been to allow the opposition an equality of seats.

In 2012/13 the Downland Forum had 3 members and nominations have been made on the basis that this continues.

- 2.10 **Eastbourne Homes.** The established practice is that the non-executive directors on the board comprise 4 councillors (or exceptionally, another person with relevant experience).
- 2.11 **Other Task Groups and Boards.** So far as is possible, groups are recommended to retain existing membership so as to maintain continuity and allow members to continue or complete work already begun.

David Robinson
Senior Local Democracy Officer

29 April 2013

(der\P:council\12.05.09\pol bal rep)

This page is intentionally left blank

Council Year 2013/2014

Schedule of Group Nominations, including appointments to the Cabinet by the Leader

Notes: (1) Where the number of members of a body is variable, the optional additional member number is bracketed - please see the accompanying paper on the application of the political balance rules where the different options are considered.

(2) Substitutes are allowed where indicated. The Council's Constitution requires that these be named and appointed at the Annual meeting. A number equal to the number of committee members from a Group up to a maximum of 3 are allowed for that Group unless stated otherwise.

CABINET (Leader of the Council plus 5 additional members of the controlling group). The formal appointment of the 5 members (other than the Leader) is to be made by the Leader following his/her appointment by the full Council. Although the Council has previously determined that the size of the Cabinet shall be between 4 and 6 in total it is open to the Leader to recommend the Council to agree a different size. The law requires that the Cabinet shall have at least 3 but not more than 10 members (including the Leader).

1	Leader of the Council: Tutt <i>Responsibilities aligned with Chief Executive and including the Community Strategy, Local Strategic Partnership, the Corporate Plan and economic development.</i>
2	Deputy Leader: Mattock <i>Financial services including accountancy, audit, purchasing and payments.</i>
3	Bannister <i>Direct assistance services including revenues and benefits, housing and community development, bereavement services and the Crime Reduction Partnership.</i>
4	Heaps <i>Commercial and recreational services including sport and leisure, theatres, tourism, events and Devonshire Park, galleries and museums..</i>
5	Tester <i>Core support and strategic services.</i>
6	Wallis <i>Place services including cleansing and recycling, parks and Downland, engineering, building and development control, planning policy and strategy, environmental health and licensing.</i>

OPPOSITION "SHADOW CABINET" (Notification for information)

1	Opposition Leader: Elkin (to shadow Chief Executive aligned responsibilities).
2	Deputy Leader: Ansell (to shadow financial services).
3	Howlett (to shadow core support and strategic services).
4	Jenkins (to shadow planning and regeneration).
5	Ede (to shadow commercial and recreational services including tourism).
6	Murdoch (to shadow cleansing and recycling, parks and Downland and engineering services).
7	West (to shadow community services).

COMMITTEES

Scrutiny Committee (7 members, not members of the Cabinet or the Mayor. Chairman to be appointed from the largest opposition group. and Deputy Chairman from the controlling group.

Controlling Group		Opposition	
1	D/Ch: Shuttleworth	5	Ch: Warner
2	Coles	6	Belsey
3	Murray	7	Cooke
4	Ungar	Substitutes:	
Substitutes:		1	Taylor
1	Harris	2	Jenkins
2	Stanley		

Planning Committee (12 trained Councillors - not Cabinet members. 8 as members of the Committee and 4 as substitutes).

Controlling Group		Opposition	
1	Ch: Ungar	6	Taylor
2	D/Ch: Harris	7	Jenkins
3	Hearn	8	Liddiard
4	Miah	Substitutes:	
5	Murray	1	Howlett
Substitutes:		2	Murdoch
1	Coles		
2	Stanley		

Licensing Act and General Licensing Committees (Between 10 and 15 trained Members (13 proposed for 2012/13) – not Cabinet members).

Controlling Group		Opposition	
1	Ch: Shuttleworth	8	Ansell
2	D/Ch: Ungar	9	Cooke
3	Coles	10	Liddiard
4	Murray	11	Murdoch
5	Hearn	12	Warner
6	Stanley	13	West
7	Thompson		

Sub-Committee Standing Chairmen: (Between 3 and 5 members drawn from the membership of the Licensing Committees – currently 3)

1	Shuttleworth
2	Ungar
3	<i>vacant</i>
4	<i>No nomination made</i>
5	<i>No nomination made</i>

Audit and Governance Committee (8 Councillors, to include the lead Cabinet member for finance).

Controlling Group		Opposition	
1	Ch: Ungar	6	To be advised
2	D/Ch: Mattock	7	To be advised
3	Harris	8	To be advised
4	Heaps	Substitutes:	
5	Tester	1	To be advised
Substitutes:		2	To be advised
1	Hearn		
2	Shuttleworth		

ADVISORY GROUPS

Conservation Area Advisory Group 4 (or 3) members, not Planning Committee members, plus external advisors)

Controlling Group		Opposition	
1	Ch: To be advised	3	Belsey
2	D/Ch: Shuttleworth	(4)	Warner

Joint Staff Consultative Committee (3 members, 2 from the controlling group and 1 from the largest opposition group, plus Staff representatives. Controlling Group's representation to include at least 1 Cabinet member. Chairmanship alternates between Employer's and Staff Sides). *N.B. Employer's Side will take chair in 2013/14*

Controlling Group		Opposition	
1	(D/)Ch: Tester	1	Howlett
2	Bannister		
Substitutes:		Substitutes:	
1	Ungar	1	Elkin
2	Murray	2	Ansell

TASK GROUPS:

Grants Task Group (3 members)

Controlling Group		Opposition	
1	Ch: Mattock	3	West
2	Shuttleworth		

Downland Forum (3 members)

Controlling Group		Opposition	
1	Coles	3	Murdoch
2	Hearn		

EBC COMPANY DIRECTORSHIPS:

Eastbourne Homes - Non Executive Directors (4)

Controlling Group		Opposition	
1	Tutt	3	West
2	Hearn	4	Warner

Wealden and Eastbourne Lifeline Board - Non Executive Directors
(2 councillors)

Controlling Group		Opposition	
1	Mattock	2	West

CloudConnX Board – Director (Council's Chief Executive)

1	Robert Cottrill
---	-----------------

PROJECT BOARDS:

Activating Eastbourne: Cllrs: Bannister and Elkin.

Airbourne Strategic Board: Cllrs: Ede, Heaps and Tutt.

At Home Eastbourne Project Board: Cllr Bannister.

Cultural Working Group: Cllrs: Ede and Heaps.

Devonshire Park Project Board: Cllrs: Elkin, Heaps, Howlett and Tutt.

Drive Programme Board (formerly SSDS and Agile Boards): Cllrs: Mattock, Tester and Howlett.

Housing and Economic Development Project Board: Cllrs Bannister and Tutt.

Local Plan Steering Group: Cllrs: Jenkins, Stanley, Tutt, Ungar and Wallis.

Low Carbon Governance Board (formerly Solarbourne Governance Board): Cllrs: Bannister, Mattock and Wallis.

Princes Park Group: Cllrs: Bannister, Wallis and Stanley.

Redoubt Museum Policy Group: Cllrs: Heaps and Ede.

Strategic Property Board: Cllrs Mattock, Warner and Tester

Terminus Road Project Board (joint with ESCC): Cllr Tutt

OTHER:

Black and Minority Ethnic (BME) Champion: Cllr Miah.

Councillors appointed to hold a Youth Brief: Cllrs: Heaps, Murray and Liddiard.

Disability Champion: Cllr Coles.

Heritage Champion: Mrs Rebecca Madell.

Hospitals Champion: Hon. Freeman Mrs Elizabeth Walke.

Annual Council – 8 May 2013

Agenda items 8(b) and 12

(Group nominations and outside body appointments)

Supplementary paper

This paper adds to or amends information previously published in the agenda papers.

At item 8(b) – Schedule of Group Nominations

Audit and Governance Committee

Conservative Group nominations are Councillors Belsey, Cooke and Taylor, plus Councillors Ede and Murdoch as substitutes.

Conservation Area Advisory Group

Correction to schedule (controlling group membership is unchanged from 2012/13): Councillor Shuttleworth (Chairman) and Councillor Thompson (Deputy Chairman).

Joint Staff Committee

Clarification that the Employers' Side will take the chair in 2013/14.

Grants Task Group

Councillor Bannister (in place of Councillor Mattock). Councillor Bannister as Chair.

At item 12 – Outside Body Appointments

Eastbourne Amalgamated Charities. Trustee to serve 4-year term until May 2017. Leader of the Council to be authorised to make a nomination.

Eastbourne and Wealden YMCA Youth Activities Steering Group. Councillor to act in an observer capacity. Councillor Murray.

East Sussex Credit Union Board of Directors. Councillor to act in an observer capacity. Councillor Thompson.

East Sussex Health and Wellbeing Board. Councillor to act in an observer capacity. Councillor Tester.

Salvation Army Eastbourne Steering Group. Councillor to act in an observer capacity. Councillor Bannister.

Calendar of Meetings April 2013 - May 2014

MEETING:-	Time	2013								2014				
		May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Annual Council	6pm	8												7
Council (*motions deadline 11am)	6pm	8		17 (*8)		18 (*9)		20 (*11)			19 (*10)			7
Cabinet	6pm	29		10		4	23		11		5	19		28
Scrutiny Committee	6pm		3			2	+15		9		3			
Planning Committee	6pm	21	11	9	6	3	1/29	26		7	4	4/25	15	13
Conservation Area Advisory Group	6pm	14		16	27		8	19		7	18		1	13
Licensing Committees	6pm			15			7			13		17		
Audit and Governance Committee	6pm		26			25			4			12		
Joint Staff Committee	2.30pm			10		11		27				5		
Joint Waste Committee	4pm		7 E'brne			6 Hastings			6 Lewes					
Elections		2 County												22 Euro

Page 11

Agenda Item 9

Notes:

Council in May - Ordinary Council will follow-on from Annual Council (with a short interval in-between).

Scrutiny Committee - +15 October 2013 features the annual finance seminar.

European Parliament Elections 2014 -22 May 2014 (proposed date - subject to confirmation).

Planning - moved to 13 May 2014 (from 20 May 2014) to avoid European election week.

Joint Staff -moved to 10 July 2014 (from 19 June 2014).

(Draft submitted for approval to Annual Council on 8 May 2013)

This page is intentionally left blank

REPRESENTATION ON OUTSIDE AND OTHER BODIES 2013/2014

(*N.B. Where there is a change to the 2012/13 appointment/nomination or a new appointment the name is asterisked)

Organisation	Council's Representative(s)
3VA (Voluntary Action Eastbourne), observer.	Mrs Beryl Teso
Age Concern	Miss Olive Woodall and Cllr Pat Hearn (Board Member)
BHT Advice Eastbourne (formerly Eastbourne Housing Aid and Legal Centre)	Cllr Alan Shuttleworth
British Destinations (Annual Conference)	Relevant Cabinet Member (Cllr Carolyn Heaps) or nominee
British Destinations (nomination to Policy Committee if election arises)	Relevant Cabinet Member (Cllr Carolyn Heaps) or nominee
Cavendish Sports Centre Joint Liaison Committee	Cllrs David Elkin and Carolyn Heaps
Citizens Advice Bureau	Cllr John Ungar
Community Environment Partnership for Eastbourne	Relevant Cabinet Member (Cllr Steve Wallis) and relevant Shadow Cabinet member (Cllr Colin Murdoch) (or their respective nominees)
Community Safety Partnership	<i>See separate listing for this partnership and its linked groups and forums at end of this schedule.</i>
East Sussex Children's Services Scrutiny Committee	2 year term appointment rotated among districts and boroughs. Currently Cllr Gill Mattock (until 2014).
East Sussex Credit Union Board of Directors	*Nomination awaited (new for 2013/14 onwards). (To act as an observer without voting rights)
East Sussex Gypsy and Traveller Forum	Relevant Cabinet Member (Cllr Steve Wallis) and relevant Shadow Cabinet member (Cllr Annabelle West) (or their respective nominees)

East Sussex Gypsy and Traveller Members' Group	Relevant Cabinet Member (Cllr Steve Wallis) or nominee
East Sussex Health Overview and Scrutiny Committee (N.B. not to be a Cabinet member)	Cllr John Ungar
East Sussex Joint Waste Committee (Must be Cabinet members)	Relevant lead Cabinet members (Cllrs Gill Mattock and Steve Wallis) (Substitutes: Cllrs Margaret Bannister and David Tutt)
East Sussex Strategic Forum (Supporting People)	Relevant Cabinet Member or nominee. Nominee is Cllr John Ungar
East Sussex Strategic Partnership	Relevant Cabinet Member (Cllr David Tutt) or nominee. Council is represented by the Chief Executive
Eastbourne Amalgamated Charities (Trustees)	Council nominated trustees: Mr B R Etheridge until 31 May 2015 <i>One position currently vacant. Nomination awaited.</i>
Eastbourne and Wealden YMCA Youth Activities Steering Group	<i>*Nomination awaited (new for 2013/14 onwards).</i>
Eastbourne and District Enterprise Agency Limited (EDEAL)	Cllr David Tutt (or nominee)
Eastbourne Community Sports Network	Cllr Carolyn Heaps
Eastbourne Cultural Communities Network (ECCN)	*Cllr Jim Murray (new for 2013/14 onwards).
Eastbourne Housing Forum	Relevant Cabinet Member (Cllr Margaret Bannister) or nominee
Eastbourne Housing Partnership	Relevant Cabinet Member (Cllr Margaret Bannister) and relevant Shadow Cabinet member (or their respective nominees). Shadow nominee is *Cllr Annabelle West.
Eastbourne Leisure Trust	Cllr Jim Murray (N.B. observer/adviser without voting rights.)
Eastbourne Open Bowling Tournament Management Committee	Mrs Irene Sims

Eastbourne Seniors Club (appointment of trustee)	The Mayor or his nominee. The Mayor's nominee is Cllr Janet Coles
Eastbourne Strategic Partnership	Relevant Cabinet Member (Cllr David Tutt) or nominee
Eastbourne Youth Forums (Junior and Senior)	Relevant Cabinet Member (Cllr Margaret Bannister) or nominee
Equality and Fairness Steering Group	Relevant Cabinet Member or nominee (Cllr Margaret Bannister is the nominee)
Friends of the Towner Management Committee	Councillor Carolyn Heaps
Friends of Redoubt / Fortress Access Group	Cllr Janet Coles
Hampden Park Sports Centre Joint Liaison Committee	Cllrs Pat Hearn and Jim Murray
Healthy Eastbourne Board	Relevant Cabinet Member (Cllr Margaret Bannister) or nominee
Kingsmere Neighbourhood Partnership (Executive Group)	Sovereign Ward Councillors (Cllrs Philip Ede, Gordon Jenkins and Patrick Warner)
Local Government Association	Leader of the Council (with voting rights), plus Deputy Leader and Opposition Leader (or their respective nominees); all of whom should be Cabinet or Shadow Cabinet members
Local Government Association – East Sussex Branch	Leader and Deputy Leader of the Council
Local Government Association Coastal Issues Special Interest Group	Relevant Cabinet Member (Cllr Carolyn Heaps) or nominee
Local Government Association Urban Commission	Relevant Cabinet Member (Cllr Margaret Bannister) or nominee
Local Government Association Rural Commission	Leader of the Council or nominee
Neighbourhood Management Executive Group (this body will shortly be established and will cover the Willingdon Trees, Old Town and Langney neighbourhood management projects)	Three councillors: One councillor is sought from each of Hampden Park, Devonshire and Langney wards. Cllrs Margaret Bannister, Pat Hearn and Alan Shuttleworth.

Royal Project (in support of the Royal Hippodrome Theatre)	Council nominated trustee: Cllr Mike Thompson
ROOM (nomination to South East Regional Executive Committee)	Cllr Barry Taylor to be nominated in event of election arising
Salvation Army Eastbourne Steering Group	<i>*Nomination awaited (new for 2013/14 onwards).</i>
South Downs National Park Authority	Cllr Janet Coles
Sussex Police and Crime Panel	Cllr John Ungar (Cllr Margaret Bannister is the named substitute)
Tourism South East	Relevant Cabinet Member (Cllr Carolyn Heaps) or nominee
South East Employers	Relevant Cabinet Member (Cllr Troy Tester) or nominee. (Cllr David Tutt is the named substitute)
South East England Councils	Relevant Cabinet Member or nominee. Nominee is Cllr Gill Mattock (with Cllr David Tutt as substitute)
Sussex Downs College	Cllr Stanley in the event that the college seek a nomination from the Council.
Sussex Area Environment Group (Environment Agency)	Cllr Steve Wallis to be nominated in event of vacancy arising.
Taxi and Private Hire Forum	All members of the Licensing Committee are invited to attend.
University of Sussex Court	The Mayor and Chief Executive

COMMUNITY CENTRE MANAGEMENT COMMITTEES

Hampden Park	Cllr Jim Murray
Langney	Cllrs Alan Shuttleworth (Langney ward) and David Tutt (St Anthony's ward)
Old Town	Cllr Carolyn Heaps
The Trees	Cllrs Colin Murdoch and Pat Hearn
Regency Park	Cllr Steve Wallis

COUNCILLOR REPRESENTATION ON THE EASTBOURNE COMMUNITY SAFETY PARTNERSHIP AND LINKED GROUPS AND FORUMS

Partnership Group	Representation	Councillor(s)
Community Safety Partnership Main Board	Portfolio holding Cabinet Member or nominee	Cllr Margaret Bannister
Joint Action Group (JAG)	Leader of the Council, Portfolio holding Cabinet Member, Opposition Leader and Opposition Shadow Cabinet spokesperson or respective nominees.	Cllrs David Tutt, Carolyn Heaps, Patrick Warner and Gordon Jenkins
Neighbourhood Watch Committee	One Member from either Group	Cllr Pat Hearn
Overseas Students Advisory Committee	Two Councillors, one from each Group	Cllr Neil Stanley and *Tom Liddiard
Nightwatch	One Member from either Group	Cllr Margaret Bannister
Shopwatch	One Member from either Group	*Cllr Margaret Bannister (new for 2013/14 onwards).
Neighbourhood Panels	Ward Councillors are invited to attend	

This page is intentionally left blank