



CAMBOURNE TOWN COUNCIL
District of South Cambridgeshire

FINANCE AND POLICY COMMITTEE

A meeting of this Committee was held at The Hub Community Centre, Cambourne on Tuesday 17th December 2019. Meeting commenced at 19.15

Present:

Cllr J O'Dwyer (Chairman)
Cllr P Gavigan
Cllr S Krintas

Cllr J Patel
Cllr R Poulton
Cllr G Thompson

In attendance:

John Vickery – Town Clerk
Heather Nigbur-Day – Deputy Town Clerk

1 member of the Public were in attendance for the meeting.

1. APOLOGIES

Apologies for absence had been received from Cllr E Spanner. Acceptable reasons for absence had been received.

It was:

RESOLVED that the apologies from Cllr E Spanner be received and approved.

2. MINUTES

It was:

RESOLVED that the Minutes of the meeting [FIN M75](#) held on Tuesday 22nd October 2019 were confirmed as being a correct record and duly signed by the Chairman.

3. MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION
for items on the agenda.

Cllr J Patel made a declaration of interest in agenda item 7, as the Treasurer of the CYP.

Cllr G Thompson made a non-pecuniary interest for agenda item 6.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman wished everyone a happy Christmas and a good new year.

Signed

Dated 17th March 2020

5. FINANCIAL STATEMENT

5.1 To receive a report on the Schedule of Payments as attached.

The Town Clerk clarified information on some of the payments.

It was:

RESOLVED to receive and approve the Schedule of Payments.

5.2 To receive a report on the current financial position as at 12.12.19. The Clerk answered queries.

It was:

RESOLVED to receive the report on the current financial position as at 12.12.19.

5.3 To receive the Bank Reconciliations as at the 1st November and 2nd December 2019. The Clerk answered queries.

It was:

RESOLVED to receive and approve the Bank Reconciliation.

6. TIMEBANK

The Town Clerk gave a verbal report. A request for clarification on clause 15 had been sent and the Clerk was awaiting a reply.

It was discussed that if the Timebank was a working party of the Council then support could be given by way of being covered by insurance and where applicable, use of meeting rooms would be free of charge. It was discussed that the work Timebank had achieved so far had been beneficial to the local community and would be detrimental to let the good work fold, by not lending our support.

A working party would need to be formed and terms of reference established, this would then be presented at the Council Meeting in January 2020.

It was:

RECOMMENDED that the Timebank would be supported in principal and the necessary actions taken for review at the Council meeting on 14th January 2020.

7. BUDGET 2020-2021

The budget has been formulated to include all the requests from the Council and Committees; including the planned replacement of the maintenance equipment.

In the next financial year, there are no s106 monies due. These are expected to start coming through 2020-2021 subject to commencement dates for West Cambourne.

The main increases in the Budget over 2019/20 are:

- Staffing: updated staffing structure, allowance for the approved National pay agreement.
- £24,000 per year for the next 2 years for Pedestrian Crossings (this is £6.38 per band D household).
- Carry over of the £50,000 towards replacement of Skate Park.

Signed

Dated 17th March 2020

DRAFT

FIN/M76

- Carry over of the funding towards the introduction of 20 MPH speed reductions in Cambourne and the zebra Crossing at Lancaster Gate £74,000.
- Funding for Joint initiative with Cambourne Village College £6,500.
- Outdoor table tennis tables
- Resurfacing of play areas- excessive wear.
- A designated place for older kids/teenagers- youth pod, seating arrangement. They would like it in an open space but not close to residential areas. If the youth council works as an initiative it would start in April 2020- which would work well with budget timing.
- Volleyball Courts are very successful and reasonably priced. The nets are cheap and white lines just need to be painted. They are very well used elsewhere and for a small investment it is a big positive impact on the community.
- Later evening clubs- Marquee system, some form of night club. Put to the youth council. Would need to be a formal event- to be effective.

As indicated in the 2019/2020 agreed estimates the budget has been based on a 3% increase in the band D rate which enables the Parish Council to meet the risk management threshold, for the next years 3 making allowance for the West Cambourne which will be coming on stream, the numbers of band D will be adjusted as required in future years. The only issue is that the current level of risk shows that we will not have sufficient balances.

If the Council wishes to levy a precept that gives a zero band D increase the Parish Council will not be able to proceed with some of our aims like the pedestrian crossings, skatepark or road safety initiatives.

Attached is the

- consultation letter from SCDC regarding Band D numbers for 2020-2021.
- letter from Cambourne Youth Project regarding funding.
- draft budget with all suggested elements included.

There was a discussion about increasing the precept, but it was pointed out that a £1 band D increase would only give an additional £3854.60.

It was:

RECOMMENDED that the Town Council set a precept of £532,290.00, which is an increase of 3% which equates to £4.02p to support the projects outlined in the report. 5 out of 6 Councillors supported the report, with 1 Councillor abstaining.

8. CORRESPONDENCE

No correspondence had been received.

9. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

MOVE: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public are excluded from the Meeting.

It was:

Signed

Dated 17th March 2020

RESOLVED to exclude the press and public from the meeting.

CONFIDENTIAL ITEMS

10. STAFFING

To receive a report from the Town Clerk.

It was:

RESOLVED to receive the report and agree to the necessary actions.

11. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Re-admittance of the press and the public.

MOVE: that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

It was:

RESOLVED to re-admit the press and Public.

12. DATE OF NEXT MEETING – 17th March 2020

The meeting closed at 20.10

MBOURNE TOWN COUNCIL

District of South Cambridgeshire

Council Meeting 17th December 2019

FINANCIAL STATEMENT

5.1 To receive the schedule of payments attached.

RECOMMENDATIONS:

That the schedule of payments attached be received and the payments be approved

Signed

Dated 17th March 2020
5-15

SCHEDULE OF PAYMENTS**Paid Accounts**

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
16-Oct-19	B1424	80.00	16.00	96.00	Briar Security	Sports pavilion call out	1812	
16-Oct-19	B1425	94.00	18.80	112.80	C&J Supplies	Football container keys	1208	
16-Oct-19	B1426	325.00	0.00	325.00	Cambridge Medical Training	First aid course	501	
16-Oct-19	B1427	120.00	24.00	144.00	Cambridge Security Services	September unlocking Hub and Blue School	1419	M
16-Oct-19	B1428	4,016.16	0.00	4,016.16	Came & Company	Maintenance vehicle insurance	205	A
16-Oct-19	B1429	127.28	25.45	152.73	CBS	Stationery	405	
16-Oct-19	B1430	58.00	11.60	69.60	Cooleraid	Paper cups	1414	
16-Oct-19	B1431	125.00	25.00	150.00	Dormakaba	Hub door	1410	
16-Oct-19	B1431	125.00	25.00	150.00	Dormakaba	Hub door	1410	
16-Oct-19	B1432	74.29	14.86	89.15	Mackays	Nuts and bolts	1208	
16-Oct-19	B1433	7.49	1.50	8.99	Madingley Mulch	Outdoor varnish	1107	
16-Oct-19	B1434	100.00	0.00	100.00	Marcus Gibbins	Wasp treatment	1107	
16-Oct-19	B1435	353.55	0.00	353.55	Maxwell Amenity	Grass seed	1205	
16-Oct-19	B1436	32.00	6.40	38.40	McVeigh Parker	Fencing posts	1105	
16-Oct-19	B1437	210.00	0.00	210.00	MiJan Ltd	Internal audit fee	202	
16-Oct-19	B1438	750.00	150.00	900.00	S&C Slatter	Bimonthly with sports champ	1201	
16-Oct-19	B1439	30.20	6.03	36.23	Scamblers	Fuel filter, air filter	1109	
16-Oct-19	B1440	93.15	18.62	111.77	Screwfix	Cables ties and barrier tape etc	1107	
16-Oct-19	B1440	103.15	20.60	123.75	Screwfix	Tools etc	1103	
16-Oct-19	B1441	18.00	3.60	21.60	Shanard	Post mix	1105	
18-Oct-19		80.83	4.04	84.87	Southern Electric	Electric - Leisure Centre	1407	M
21-Oct-19		270.00	48.17	381.80	EE	Mobile Phones	403	M
22-Oct-19		6,405.29		6405.29	PAYE		102	M
24-Oct-19		311.58	62.31	373.89	Southern Electric	Electric - Blue School	1407	M
26-Oct-19		19,763.31	0.00	19,763.31	Payroll		101	M

Signed

Dated 17th March 2020

26-Oct-19		10,198.63	0.00	10,198.63	Pension		103	M
28-Oct-19	B1442	90.00	18.00	108.00	Briar Security	Blue school access control maintenance	1419	A
28-Oct-19	B1442	105.00	21.00	126.00	Briar Security	Blue school intruder alarm maintenance	1419	A
28-Oct-19	B1443	318.96	63.79	382.75	British Sugar	Topsoil	1105	
28-Oct-19	B1444	203.40	40.68	244.08	CCL Supplies	Compactor sacks	1107	
28-Oct-19	B1445	1,600.00	320.00	1,920.00	Complete Cleaning	Hub and Blue school cleaning	1417	M
28-Oct-19	B1445	1,330.00	266.00	1,596.00	Complete Cleaning	Sports facilities cleaning	1820	M
28-Oct-19	B1446	230.00	46.00	276.00	Landsman Ltd	Fireworks toilets [R]	1111	
28-Oct-19	B1447	87.00	17.40	104.40	Premier Logos	Christmas Market banners	1412	
28-Oct-19	B1448	44.69	8.94	53.63	Scamblers	Throttle cable	1107	
28-Oct-19	B1449	220.00	0.00	220.00	SLCC	Heather membership renewal	207	A
28-Oct-19	DD	39.05	1.95	41.00	Southern Electric	Cricket Pav - Woodfield Lane	1806	M
28-Oct-19	DD	469.45	93.89	563.34	Southern Electric	Electricity - The Hub	1407	M
28-Oct-19	DD	1,046.67	209.33	1,256.00	Scottish Power	Electricity - MUGA	1202	M
28-Oct-19	DD	1,661.60	324.32	1,985.92	BT	Rental charges	403	½
29-Oct-19	DD	35.00		35.00	ICO	Membership Renewal	207	A
31-Oct-19	DD	55.68	13.92	69.60	CoolerAid	Water Coolers	1421	
01-Nov-19	DD	55.30	11.06	66.36	Brightvisions	Office 365	404	M
01-Nov-19	DD	81.00		81.00	SCDC	Rates - Cemetery	906	M
01-Nov-19	DD	102.00		102.00	SCDC	Rates - LC Cricket pavilion & pitch	1811	M
01-Nov-19	DD	150.24	7.51	157.75	Eon	Electric - Feeder Pillar Greenhaze Lane	1102	M
01-Nov-19	DD	164.00		164.00	SCDC	Rates - GC Cricket pavilion & pitch	1811	M
01-Nov-19	DD	258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
01-Nov-19	DD	457.00		457.00	SCDC	Rates - MUGA	1206	M
01-Nov-19	DD	550.92		550.92	SCDC	Bins - Hub, BS, Pavilions	1422	M
01-Nov-19	DD	565.00		565.00	SCDC	Rates - Sports Pavilion	1811	M
01-Nov-19	DD	589.00		589.00	SCDC	Rates - Trailer Park	1711	M
01-Nov-19	DD	638.00		638.00	SCDC	Rates - The Hub	1415	M
01-Nov-19	DD	808.50		808.50	Pennon Water Services	Water - Blue School	1414	M
04-Nov-19	DD	32.30	1.62	33.92	Eon	Electric - Caravan Park	1705	M

Signed

Dated 17th March 2020

04-Nov-19	DD	165.25		165.25	Barclays	Bank Charges A/C 93936082	203	M
11-Nov-19	DD	39.80	3.96	43.76	Barclaycard	Merchant services	203	M
13-Nov-19	DD	553.35	110.64	663.99	Fuel Genie	Petrol & Diesel	1109	M
15-Nov-19	DD	30.75	6.15	36.90	Barclay Credit Card	Red and white plastic chain	1107	
15-Nov-19	DD	10.40	2.08	12.48	Barclay Credit Card	Wall calendar 2020 and Diary	405	
15-Nov-19	DD	67.91		67.91	Barclay Credit Card	Refreshments	413	
15-Nov-19	DD	179.45		179.45	Barclay Credit Card	Arboricultural reference books	405	
15-Nov-19	DD	67.25		67.25	Barclay Credit Card	Keys	1809	
18-Nov-19	DD	183.45	9.17	192.62	Opus Energy	Electric - New Cricket Pavilion	1806	
19-Nov-19	B1450	100.00	0.00	100.00	Air Cadets	Fete donation	414	
19-Nov-19	B1451	100.00	0.00	100.00	Army Cadets	Fete donation	414	
19-Nov-19	B1452	80.00	16.00	96.00	Briar Security	Sports Pavilion - Firewall issues	404	
19-Nov-19	B1453	50.00	0.00	50.00	Cambourne Church	Fete donation for Cambourne Gospel Choir	414	
19-Nov-19	B1454	242.26	48.45	290.71	Cambs Lock & Safe	Lower Cricket rear door	1809	
19-Nov-19	B1455	240.00	0.00	240.00	CAPALC	Cemetery training course ICCM	501	
19-Nov-19	B1456	144.00		144.00	Coastline	Web Hosting	207	A
19-Nov-19	B1457	11.85	2.37	14.22	Cooleraid	Water	1421	M
19-Nov-19	B1458	11,003.34		11,003.34	CYP	Final S106 Payment	302	
19-Nov-19	B1459	85.00	0.00	85.00	CUFC Treasurers	Halloween donation	414	
19-Nov-19	B1460	4,395.00	0.00	4,395.00	Highline Blinds	Hub roller blinds	1413	
19-Nov-19	B1461	88.50	17.70	106.20	Premier Logos	LUC Banners [R]	1412	
19-Nov-19	B1462	300.00	0.00	300.00	Scouts	Fete donation	414	
19-Nov-19	B1463	115.72	4.15	119.87	Screwfix	Safety boots and gloves	106	
19-Nov-19	B1463	46.47	9.28	55.75	Screwfix	Coat hooks and mixer tap	1413	
19-Nov-19	B1464	484.37	96.87	581.24	Tudor Environmental	Polesaw	1101	
19-Nov-19	B1464	51.52	10.30	61.82	Tudor Environmental	Files, ear muffs and chisel chain	1101	
19-Nov-19	B1464	53.42	10.68	64.10	Tudor Environmental	Pruning saw, secateur and files	1101	
19-Nov-19	B1464	31.95	6.39	38.34	Tudor Environmental	Spade, Scythe stone	1101	
19-Nov-19	B1464	189.80	37.96	227.76	Tudor Environmental	Arbortec Trousers	106	

Signed

Dated 17th March 2020

19-Nov-19	B1464	38.00	7.60	45.60	Tudor Environmental	Litterpicking gloves	1412	
19-Nov-19	B1464	99.95	19.99	119.94	Tudor Environmental	Tree tags	1101	
21-Nov-19	DD	76.00	15.20	91.20	SGW Payroll	Payroll processing	207	M
21-Oct-19	DD	273.65	54.73	328.38	EE	Mobile Phones	403	M
22-Nov-19	DD	5,575.49		5,575.49	PAYE		102	M
25-Nov-19	DD	470.39	94.07	564.46	Southern Electric	Electricity - Leisure Centre	1407	M
26-Oct-19	DD	21,977.99	0.00	21,977.99	Payroll		101	M
26-Oct-19	DD	11,626.72	0.00	11,626.72	Pension		103	M
28-Nov-19	DD	1,351.63		1,351.63	Scottish Power	Electricity - MUGA	1202	M
29-Nov-19	DD	781.87	156.37	938.24	Southern Electric	Electric - The Hub	1407	M
02-Dec-19	DD	81.00		81.00	SCDC	Rates - Cemetery	906	M
02-Dec-19	DD	102.00		102.00	SCDC	Rates - LC Cricket pavilion & pitch	1811	M
02-Dec-19	DD	164.00		164.00	SCDC	Rates - GC Cricket pavilion & pitch	1811	M
02-Dec-19	DD	258.33	51.67	310.00	SWALEC	Hub - Gas	1416	M
02-Dec-19	DD	360.13		360.13	Shire Leasing PLC	Telephones	403	M
02-Dec-19	DD	457.00		457.00	SCDC	Rates - MUGA	1206	M
02-Dec-19	DD	550.92		550.92	SCDC	Bins - Hub, BS, Pavilions	1422	M
02-Dec-19	DD	565.00		565.00	SCDC	Rates - Sports Pavilion	1811	M
02-Dec-19	DD	589.00		589.00	SCDC	Rates - Trailer Park	1711	M
02-Dec-19	DD	638.00		638.00	SCDC	Rates - The Hub	1415	M
02-Dec-19	DD	808.50		808.50	Pennon Water Services	Water - Blue School	1414	M
02-Dec-19	DD	16,952.86		16,952.86	Public Works Loan		2004	½
03-Dec-19	DD	55.30	11.06	66.36	Brightvisions	Office 365	404	M
03-Dec-19	B1465	251.82	50.36	302.18	Amey	Skip Hire	1107	
03-Dec-19	B1465	251.82	50.36	302.18	Amey	Skip Hire	1107	
03-Dec-19	B1466	80.00	16.00	96.00	Briar	Sports Pavilion - Alarm keypad water damage	1809	
03-Dec-19	B1466	110.00	22.00	132.00	Briar	Blue School - Fob reader issues.	1413	
03-Dec-19	B1466	74.00	14.80	88.80	Briar	Access tokens x 10.	1413	
03-Dec-19	B1466	160.00	32.00	192.00	Briar	Blue school - Fire shutters	1413	
03-Dec-19	B1467	150.00	30.00	180.00	Cambridge Security Services	Unlock Hub & Blue School	1419	M

Signed

Dated 17th March 2020

03-Dec-19	B1468	82.50	16.50	99.00	Cambs Lock & Safe	Fire exit door bolt adjustment	1413	
03-Dec-19	B1469	171.34	34.27	205.61	CBS	Stationary	405	
03-Dec-19	B1470	9.90	1.98	11.88	CCL Supplies	Jangro Hand Soap	1411	
03-Dec-19	B1470	142.25	28.45	170.70	CCL Supplies	Toilet rolls and kitchen rolls	1411	
03-Dec-19	B1471	12.97	2.59	15.56	Collings Brothers	Battery terminals	1104	
03-Dec-19	B1472	1,600.00	320.00	1,920.00	Complete Cleaning	Hub and Blue school cleaning	1417	M
03-Dec-19	B1472	1,330.00	266.00	1,596.00	Complete Cleaning	Sports facilities cleaning	1820	M
03-Dec-19	B1473	3.95	0.79	4.74	Cooleraid	Water bottle - The Hub	1421	
03-Dec-19	B1474	1,743.04	348.61	2,091.65	Coulson	Hire of dehumidifiers and carpet dryers	1809	
03-Dec-19	B1475	115.68	28.92	144.60	Dorma UK	Door maintenance - The Hub	1410	
03-Dec-19	B1476	128.70	32.10	160.80	GB Sport & Leisure	Boarding for replacement roof on play tower	1107	
03-Dec-19	B1477	344.40		344.40	J Parker Dutch Bulbs	Bulbs	1105	
03-Dec-19	B1478	2,486.00	497.00	2,983.00	Jez'Os [R]	Stage for Switch on	414	
03-Dec-19	B1479	166.25	33.25	199.50	Mackay	Aluminium plates	1107	
03-Dec-19	B1480	9.74	1.95	11.69	Madingley Mulch	Jeyes Fluid	1107	
03-Dec-19	B1481	973.60	170.00	1,143.60	NPH [R]	Nifty lifting platform	414	
03-Dec-19	B1482	8.78	1.76	10.54	QVS	Cartridge fuses	1107	
03-Dec-19	B1483	1,315.00	263.00	1,578.00	Real Christmas Trees	Replacement Christmas lights	1110	
03-Dec-19	B1484	151.50	30.30	181.80	Ridgeons	Plywood	1107	
03-Dec-19	B1485	750.00	150.00	900.00	S&C Slatter	Bi Monthly Sports Champ	1201	
03-Dec-19	B1486	81.10	8.22	89.32	Screwfix	Brushes, fillers and sanding roll	1107	
03-Dec-19	B1486	138.68	27.71	166.39	ScrewFix	Tape, insulation tape and drill bits	1107	
03-Dec-19	B1486	199.31	39.84	239.15	ScrewFix	Screws, boots, bungee cord	1107	
03-Dec-19	B1487	990.00	198.00	1,188.00	St Ives Town Council	Christmas Trees	1110	
03-Dec-19	B1489	370.00	74.00	444.00	Technical Surfaces Ltd	MatchFit Service	1207	6WK

Signed

Dated 17th March 2020

5.2 CURRENT FINANCIAL STATEMENT: the council has been keeping within its agreed revised budgets and spending in accordance with our Financial Regulations, copy of Finance Spreadsheet as at 12.12.19.

RECOMMENDATIONS: That the report on the Finance Spreadsheet as at 12.12.19 be received

5.3 Bank Reconciliations: to consider approving the Bank reconciliations as at the 1st November 2019 and 2nd December 2019

RECOMMENDATIONS:

That the bank reconciliation for 1st November 2019 and 2nd December 2019 be received and approved.

**CAMBOURNE PARISH COUNCIL
BANK RECONCILIATION AT 1st November 2019**

Prepared by John Vickery Parish Clerk and RFO 11/09/2019

Total Receipts of the Council up to 31st October 2019 988,510.17

Total Receipts of the CPEF up to 31st October 2019 1,230,964.82

Total Payments by the Council up to 31st October 2019 594,810.91

Total Payments by the CPEF up to 31st October 2019 961,192.97

Balance **A** **663,471.11**

Barclays Bank PLC

Account No

93936082

Statement from Bank dated 1st November 2019 1,331.63

Account No

90496049

Statement from Bank dated 1st November 2019 £ 403,692.02

Account No 23365964 CPEF

Statement from Bank dated 1st November 2019 £ 269,771.85

Total **674,795.50**

Unpresented cheques at 31st October 2019

Barclays

B1424	96.00
B1425	112.80
B1426	325.00
B1427	144.00
B1428	4,016.16
B1429	152.73
B1430	69.60
B1431	150.00
B1431	150.00
B1432	89.15
B1433	8.99
B1434	100.00
B1435	353.55
B1436	38.40
B1437	210.00
B1438	900.00
B1439	36.23
B1440	111.77
B1440	123.75
B1441	21.60
B1442	108.00
B1442	126.00
B1443	382.75
B1444	244.08
B1445	1,920.00
B1445	1,596.00
B1446	276.00

Signed

Date 22nd October 2019
13-15

B1447	104.40
B1448	53.63
B1449	220.00

	TOTAL	£	12,240.59
Unrecorded income at 31st October 2019			
	TOTAL		916.20
Balance	B	<u>£</u>	<u>663,471.11</u>
Check A-B			0.00
Petty Cash	Total		185.75
Balance including Petty Cash	Total	<u>£</u>	<u>663,656.86</u>

Signed		
Chairman	Clerk	Date
Independent Councillor Check		Date

Signed

Date 22nd October 2019
14-15

**CAMBOURNE PARISH COUNCIL
BANK RECONCILIATION AT 2nd December 2019**

Prepared by John Vickery Parish Clerk and RFO 11/09/2019

Total Receipts of the Council up to 29th November 2019 1,013,169.30

Total Receipts of the CPEF up to 29th November 2019 1,234,626.84

Total Payments by the Council up to 29th November 2019 661,459.76

Total Payments by the CPEF up to 29th November 2019 961,198.97

Balance **A** **625,137.41**

Barclays Bank PLC

Account No 93936082

Statement from Bank dated 2nd December 2019 1,243.09

Account No 90496049

Statement from Bank dated 2nd December 2019 £ 350,387.59

Account No 23365964 CPEF

Statement from Bank dated 2nd December 2019 £ 273,427.87

Total **625,058.55**

Unpresented cheques at 29th November 2019
Barclays

TOTAL £ -

Unrecorded income at 29th November 2019

TOTAL 78.86

Balance **B** **£ 625,137.41**

Check A-B **0.00**

Petty Cash Total **178.25**

Balance including Petty Cash Total **625,315.66**

Signed Clerk Date

Independent Councillor Check Date

Signed Date 22nd October 2019
15-15