

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Central Services Committee meeting held, in committee, in the Function Suite, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB, on Monday 4th December 2006 at 7.45 p.m.

PRESENT:- Councillor Mrs M Chambers (in the chair)

Alderman J Norris MBE
Councillor J Bunting
Councillor J Cochrane
Councillor D Drysdale
Councillor M Long
Councillor G Robinson
Councillor J Spratt

IN ATTENDANCE:- Director of Administration & Community Services,
Capital Projects Officer, Facilities Coordinator,
Assistant Members' Services Officer

APOLOGIES:- Apologies were recorded on behalf of Councillor
Jeffers

CS/2006/326 : MONEYREAGH COMMUNITY FACILITY

By way of background, the Director of Administration & Community Services reminded Members that in January 2006 the Architects had been in attendance at the Central Services meeting and had outlined their proposals for the new community facility along with the estimated prices. Further costings were tabled in April 2006 and accepted. On the basis of their report Members had accepted the design and figures recommended.

She further explained that tender bids had recently been received from five companies, all of which were well above the original estimate provided in January 2006.

The Chair then welcomed Mr Patrick Toal, Architect, to the meeting. Mr Toal circulated a report detailing the five tenders received, the lowest of which being Tal Ltd in the sum of £749,762. The report also included a revised estimate at current market prices, details of estimated additions/variations and proposed

areas of savings. Mr Toal recommended that a bill of reductions could be prepared, subject to the client's instructions, in order to reduce tender costs.

Members expressed their concern at the variance in tender price, from the figures originally outlined by the Architect. While it was accepted that there might be certain increases, due to cost of living and site complications, it was felt that this explanation did not adequately account for such a vast deviation from the original estimate. It was also pointed out that, in taking its decision to proceed, the Council had based its decision on the estimates provided. Concerns were therefore expressed as to the audit implications in this regard.

Mr. Toal explained that certain changes could be made to the specification which would allow for some further reductions in the tender price. He also stated that he had only received the documentation last week and had not yet had an opportunity to discuss the detail with the contractor. He hoped therefore that the figure could be further reduced once the preliminaries were reconsidered.

Councillor Spratt expressed his dismay that certain elements, such as lighting, were being proposed as matters that could be taken out of the specification, and he felt that this suggestion was a nonsense. He further stated that the Council had been presented with an overall scheme and estimated figures, and had, in good faith, taken this to the local community. It would therefore be very late in the day to go back on what was originally promised, simply because Architects had got their figures wrong.

Councillor Bunting felt that the Council had been badly advised and it had left the Members in a very difficult position given the Big Lottery timescale and deadline. The Director of Administration & Community Services confirmed that there was always a possibility that the lottery money could be lost, if further delay occurred. However she undertook to check this with the funders as soon as possible.

Councillor Robinson stated that the Committee had three options, to proceed with the project at the tender price, to seek a reduction in the tender price, or to retender. Members agreed that this was an extremely important decision and, in order to give it full consideration, it was suggested a working group be set up to meet with immediate effect, in order to consider the next steps.

The Architect left the meeting at this point.

Members then discussed their concern regarding the professional advice given which had resulted in the current situation. Following questions, the Capital Projects Officer confirmed that it would be possible to retender on an open tender basis, if the advertisement could go into the press as soon as possible. Discussion then ensued on the professional fees and the implications in this regard. Following further discussion it was RESOLVED that

- (a) the Moneyreagh Community project be put out to public tender as quickly as possible on an open tender basis.
- (b) That a working group comprising Councillors J Beattie, M Chambers, J Cochrane, B Hanvey and J Spratt, be set up to consider and expedite the retendering process.
- (c) that further consultation take place with the Architects and Capital Projects Officer regarding the specification and contract detail.
- (d) That the Director of Administration & Community Services contact the Big Lottery to explain the Council's reasons for retendering and a possible delay in the commencement date of the build.
- (e) That the leaflet distribution and sod cutting ceremony be put on hold at this present point in time.

CS/2006/327 : MINUTES

TABLED: Minutes of the Central Services Committee of 13 November 2006
(copy previously circulated)

MATTERS ARISING FROM THE MINUTES

CS/2006/328 : GEORGE BEST WORKING GROUP (Minute CS/2006/294 refers)

The Director of Administration & Community Services reported that she had been invited to attend a press launch of the public appeal for sponsorship for the statue and portrait and sought Members' guidance on the matter and the Council's position regarding the portrait in view of the fact that the Trust had turned down the Council's nominated representative. After discussion, it was proposed by Councillor Spratt, seconded by Alderman Norris and

RESOLVED that the Council be recommended to withdraw from the Working Group and Trust.

REPORT FROM THE DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES – SECTION ONE – ADMINISTRATION MATTERS

Nothing to report

REPORT FROM THE ADMINISTRATION MANAGER – SECTION TWO
(The Director of Administration & Community Services apologised on behalf of the Administration Manager, who was on leave, and presented the report in her absence)

CS/2006/329 : CIVIC DINNER FOR RUC WIDOWS ASSOCIATION

The Director of Administration & Community Services reported that arrangements were now under way for the above event, which would take place in Castlereagh Hills Golf Club. Councillor Spratt stated that the date had now been confirmed as Monday 22nd January 2007.

Noted.

CS/2006/330 : MAYOR'S AT HOME EVENT

The Director of Administration & Community Services reported that the Mayor's At Home event was scheduled to take place in the Civic Offices on Friday 15 December 2006 and that invitations would follow in due course. Members were asked to note the date in their diaries.

Noted.

CS/2006/331 : VISIT TO ULSTER HOSPITAL CHILDREN'S WARD BY MAYOR

The Director of Administration & Community Services reported that it was normal custom and practice each year that the Mayor was invited to visit the Children's Ward at the Ulster Hospital prior to the Christmas holidays. The date for this year's visit had been provisionally set for 21 December 2006. She stated that in past years the Mayor and Mayoress had distributed selection boxes to children during the visit and she asked Members' approval to use any selection boxes left over from the Christmas Tree Lighting Ceremony, which had been bought through the civic budget, as the items were perishable.

RESOLVED: that approval be given to the distribution to children in the Children's Ward of the Ulster Hospital by the Mayor of any selection boxes left over from the Christmas Tree Lighting Ceremony.

CS/2006/332: REQUESTS FOR COUNCIL PLAQUES

The Director of Administration & Community Services reported that a large number of requests for a Castlereagh Borough Council plaque had been received from other local authorities. She advised that the cost of each plaque was £40 and that these were purchased through the civic promotions budgets. The Director asked whether officers should accede to the requests at a cost of £400 or whether they should be turned down on the grounds of cost implications.

After discussion it was

RESOLVED that the officers accede to requests from other local authorities for a council plaque at no cost on condition that Castlereagh Borough Council receives a plaque in return from the Council making the request.

CS/2006/333 : LA MON BURSARY

The Director of Administration & Community Services reported that, at the time of setting the financial estimates for 2005/06, an amount of £4,000 had been included within the civic budget as a donation to the La Mon Bursary. She now sought Members' approval to draw down this money so that it can be lodged in the bank account of the La Mon Bursary Trust.

RESOLVED approval be given to the drawing down of £4,000 from the civic budget to be transferred to La Mon Bursary Trust.

REPORT FROM THE DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES – SECTION THREE – COMMUNITY SERVICES MATTERS

CS/2006/334 : ONE SMALL STEP CAMPAIGN

The Director of Administration & Community Services reported that she had received a letter from Mr Trevor Ringland regarding the One Small Step Campaign, which had been endorsed by 20 councils throughout Northern Ireland (copy previously circulated). She indicated that the letter also referred to a website contact address should Members require further details. Members stated that the Council had already taken its decision in this regard and therefore there was no further need to continue to table such correspondence.

Noted.

CS/2006/335 : CITIZENS ADVICE BUREAU

The Director of Administration & Community Services tabled for Members' information statistics for the CAB outreach project for the period July – September 2006 (copy previously circulated).

Noted

CS/2006/336 : ASTRO TURF PITCH CREGAGH

The Director of Administration & Community Services reported that a meeting with the Chief Executive of the South Eastern Education & Library Board had taken place on Friday 1 December 2006. She advised that the Chief Executive had undertaken to review the contract terms with a view to pursuing legal action against the contractor. The Chair indicated that she had asked the Chief Executive to provide the Council with copy of the tender documents, contracts &

guarantee periods for the building and had been told that there was no reason why the Council could not get copies.

The Director of Administration & Community Services indicated that, since the last report to the Committee, the condition of the pitch had substantially worsened and, on health & safety advice and with the permission of the Chair, it had now been closed. In response to a query, the Facilities Coordinator indicated that closure of the pitch entailed a loss of revenue amounting to £400-£500 per week. The Director indicated that there were also insurance implications if the pitch had not been closed.

The Director stated that the Committee should consider whether to undertake repairs to the pitch to make it playable and advised that the estimate for such repairs amounted to approximately £3,000. Members were concerned that repairing the pitch would not guarantee that no further problems would arise due to the poor quality of the surface.

The Director advised that the Board had indicated that they would appoint an arbitrator who would determine whether the damage was due to natural wear or tear or a design fault. The Facilities Coordinator stated that, within seven months of the pitch opening, faults had occurred in the area now causing problems and the contractors had been recalled at that time to repair the seams.

After further discussion, it was

RESOLVED

- (a) that, due to the enforced closure of the pitch, the Council request provision by the Board of copy tender and contract paperwork as a matter of urgency.
- (b) That the Board be asked to appoint without further delay an arbitrator to determine the cause of the fault in the pitch surface and to make formal recommendations.
- (c) That the Board be advised that the local community had voiced concern at the failure to repair the pitch and its subsequent closure and had indicated that consideration was being given to involving the local press in the issue.
- (d) That the Council also indicate to the Board that it was considering the option of replacing the pitch direct and deducting the costs involved from outstanding monies owed to the Board for the original contract.

CS/2006/337 : NORTHERN IRELAND COUNCIL FOR VOLUNTARY ACTION - NICVA

The Director of Administration & Finance reported that Community Services staff had been contacted by representatives from NICVA who pointed out that the Council was the only local authority in the province who had not registered with their organisation. She advised that the annual membership fee ranged from £40 to £250 per annum based on the organisation's annual income.

Noted.

CS/2006/338 : ARTS STRATEGY

The Director of Administration & Community Service tabled for Members' information a copy of the Arts Strategy for the period 2006-2007 (copy previously circulated). She stated that, while this document had been included with the Arts Officer's report in June 2006, there was no minute recording adoption of the strategy.

RESOLVED; That the Arts Strategy for the period 2006-2007 be approved by the Council.

CS/2006/339 : CONSERVATORY EXTENSION TO CREGAGH YOUTH & COMMUNITY CENTRE

The Director of Administration & Community Services reported that the Council had received a request from the Cregagh Playgroup to provide an extension to the outdoor play area attached to the above centre. She advised that the extension would cost in the region of £20,237, and that the group hoped to receive 100% funding, from a number of community programmes.

The Director reported that, at a recent Advisory Committee Meeting at the centre, there had been general consensus by those in attendance that this request should be adhered to. She tabled the documentation for Members' consideration and approval (copy previously circulated) and she stated that, if Members were agreeable to this request, it was recommended that the drawings were also reviewed by Planning and by Building Control for consideration of any design implications.

RESOLVED: That the Council agree to the provision by Cregagh Playgroup of a conservatory extension to Cregagh Youth & Community Centre on the basis that community programme funding for the development would be obtained by the Playgroup and subject to the drawings meeting both Planning and Building Control approval.

COMMUNITY RELATIONS

CS/2006/340 : COMMUNITY RELATIONS GRANT APPLICATION – 29TH BELFAST SCOUT TROUP

The Director of Administration & Community Services reported that the 29th Belfast Scout Group was based in St Josephs Parish Hall, Carryduff and had connection to the local Church and Primary School. She stated that it was the largest scout troop in Northern Ireland with approximately 140 young people throughout the 3 sections i.e. Beavers, Cubs and Scouts, that it had 25 volunteer leaders and was affiliated to Scouting Ireland.

The Director reported that the project for which funding had been applied for involved working through a seven stage preparatory programme which would take place during various meetings where the concept of community relations, group gelling, team building and trust in others would be carried out through a youth lead programme. She advised that the desired outcome of this project was to create and develop an understanding of the group's own cultural identity to bring about a greater appreciation of other cultures and traditions. It was hoped this would increase confidence in explaining their views as a Catholic Scout Group to others from a Protestant Scout Group once this preparatory project was completed

The Director reported that costs applied for were as follows:

Residential overnight in the Mournes (introduction of programme and gelling, transport (£70) food (£100), Fees (£85)	£255.00
Team working 10 pin bowling	£100.00
Trip to Windsor Park and match (the aim of the visit is to encourage the young people to experience an activity that is not normally associated with their tradition or community background)	£250.00
Ardnalvalley Team Building Event incl food	£100.00
Materials (flip chart, markers, blindfold, bean bags)	£50.00

Attached is a full description of the programme objectives.

The Director of Administration & Community Services stated that, having considered the above funding breakdown and discussed current Community Relations priorities with the funders, she felt that funding should focus on the Single Identity element and not the social activities. To this end she recommended that the 29th Belfast Scout Troop receive £235 as a contribution towards the Single Identity element to include £50 for materials, £100 for food and £85 for fees. She stated that other costs applied for did not fall within the Community Relations criteria (copy previously circulated).

During the discussion members made reference to the term ‘North of Ireland’ that was used in the application pointing out that the name should read ‘Northern Ireland’.

RESOLVED: that the Council make a contribution of £235 to 29th Belfast Scout Troup.

CS/2006/341 : ULSTER SCOTS EVENT

The Director of Administration & Community Services reminded Members that, at its meeting in November, the Committee had agreed to approve a request for a contribution towards a proposed Ulster-Scots Evening to be held on Friday 19 January. She advised that all proceeds would be in aid of the Mayor’s Charity – Marie Curie Living Rooms Appeal. She stated that funding was requested for the entertainment element of the evening, as follows:

Gilnahirk Pipe Band	£200
Lucy Mulholland (ceilidh caller)	£50
Bright Lights Drama Group	£200
Gareth Fulton (poetry recital)	£50
Total	£500

Councillor Bunting asked officers to make sure that the Ulster Scots spelling of ‘kailye’ was used and not the Irish ‘ceilidh’, given that this was an Ulster Scots event.

RESOLVED: That £500, from the Cultural Activities budget in the Community Relations Programme, be allocated to the entertainment element of the Ulster-Scots Evening planned for Friday 19 January 2007 as this met with the aims and objectives of Castlereagh Borough Council Community Relations Programme.

REPORT FROM THE ART’S OFFICER

CS/2006/342 : VERBAL ARTS FESTIVAL 2007 – DRAFT PROGRAMME

The Director of Administration & Community Services reported that Castlereagh’s annual Verbal Arts Festival would take place from 14th to 28th February 2007 in venues around the Borough and would offer a variety of opportunities for individual and community involvement in the verbal arts, from performances, poetry recitals, storytelling, lyric writing and drama workshops.

The Director presented the following draft programme and expenditure for Members’ approval and advised that more detailed information would be available in the January report.

Opening Event

Opera performed by members of Castle Ward Opera Company. Castle Ward Opera will perform either Cossi Fan Tutti (excerpts from) or a modern satire entitled 'How the Peace and Reconciliation Money was Spent'.

Venue: Belvoir Players Studio

Approximate Cost: Artist's fees: £1,500, Equipment and venue hire: £300, Catering: £100

Performances

'Someone Who'll Watch Over Me', performance of the award winning play by the original cast.

Location: Belvoir Players Studio

Approximate Cost: £800

'Importance of Being Michael', play based on the life of Michael Maclaimor, performed by John Keys

Location: Belvoir Players

Approximate Costs: Artist's fees: £400, Venue hire: £150

Belfast Nashville Songwriters Festival Concert- performances from four leading folk and country song writers

Location: Civic Centre

Approximate costs: Artist's costs £1,000, equipment hire £200

Poetry and Literature Recitals

Glen Patterson- reading from his recent work 'Lapsed Protestant'

Location: Cregagh Library

Cost: £150

Michael Longley- reading from Louis McNeice (not confirmed yet)

Location: Tullycarnet Library

Approximate Cost: £200

Oral Tradition

Children's Storytelling- Aideen McBride

Possible schools: Torbank, Longstones, Moneyreagh

Venue: Dundonald Library, Moneyreagh Primary, Forestside Shopping Centre

Approximate cost: Artistic costs £200

Alex Pascale- Storytelling on the theme of race and identity
Targeted audience: Older people
Venue: Towel House plus one other residential care home
Approximate cost: Artistic costs £550

Ulster Scots- lecture or recital by ... (tbc) accompanied by exhibition boards on loan from the Ulster Scots Agency
Venue: Civic Centre/ Library
Approximate Cost: Artistic costs £300. Exhibition loan: free

Workshops

Lyric Writing Workshops delivered by Belfast Nashville Festival
Targeted audience: Teenagers and community centre
Venue: Our Lady and St Patrick's College, and Cregagh Community Centre
Approximate cost: £800 artist's fees

Issues based drama workshop (details tbc)
Targeted audience: teenagers
Venue: Community Centre/ Youth Club (tbc)
Approximate cost: £500 artist's fees

Promotional Material and Advertising

Folded colour A3 Festival Flyer, 3000 copies designed and printed by White Arc Design: £700
Two to three adverts in local papers: £1,000

The Director sought Member's approval for the above programme and related expenditure. She advised that the artistic costs of the festival were covered by the annual Arts Council Lottery grant (£10,000 per annum spread across the three festivals) and that the other detailed expenditure was budgeted for under the under CBC's Arts Projects budget.

RESOLVED: that the programme for the Verbal Arts Festival be approved.

CS/2006/343 : SUSAN LAVERY PAINTING PRESENTATION

The Director of Administration & Community Services reported that the Newtownbreda based artist, Susan Lavery, would like to present the Council with a painting as a token of her appreciation for recent support and opportunities she had received through the Castlereagh Arts programme.

She advised that Susan was the recipient of the Ernest Anderson Bursary 2006, attending two weeks at the Tyrone Guthrie artists centre in July and September.

She stated that Susan had also exhibited her work in the Ulster Hospital Artscare corridor and had facilitated a mixed media workshop in Dundonald Library as part of Castlereagh Visual Arts Festival 2006.

The Director indicated that the painting was an abstract mixed media piece entitled 'Infiltration', size approximately 175 x 120 cm and was unframed. She said that Susan's paintings sell through the Tom Caldwell Gallery on the Lisburn Road and the value of the piece was approximately £1,000. She stated that Castlereagh Borough Council would have to pay for the framing of the painting, approximately £80 to £100 and that the location for display of the painting would be at the Members' discretion.

RESOLVED that the Council accept the gift of the painting offered by Susan Lavery with framing costs to be paid for from the arts projects budget and that a suitable location be identified for it to be displayed in one of the Council's buildings.

COMMUNITY DEVELOPMENT PROJECTS

CS/2006/344: PARENTS AND TODDLERS PILOT PROJECT IN THE BALLYORAN CENTRE

The Director of Administration & Community Services reported that the Community Development Worker had been looking at options to increase the usage of the Ballyoran Centre. At present most of the groups using the centre tended to be older people's groups and the Community Development Worker would like to run a six week parent and toddlers project in the Ballyoran Centre. Depending on the level of interest, the officer would then work with the group to help them become constituted and run themselves and so be in a position to pay the Council for the hire of the facility.

The Director sought Members' approval for the Community Development Worker to have the use of the Ballyoran Centre at no cost other than the cost of her time in order to run a six-week parent and toddler group starting in January 2007.

RESOLVED that the Council give approval to the Community Development Worker to have the use of the Ballyoran Centre at no cost other than the cost of her time in order to run a six week parent and toddler group starting in January 2007.

CS/2006/345 : VOLUNTEER PROJECT

The Director of Administration & Community Services reported that, in partnership with the Capacity Building Officer and the Sports Development Officer, the Community Development Worker was currently looking into developing a volunteer recruitment drive and also developing a database for

volunteers. She advised that the volunteers could be used by many of the community groups as well the Council in terms of the summer scheme for child/ adult ratios. She stated that meetings with other organisations would also be set up to get their advice and guidance on how to proceed with this project.

The Director sought Members' approval for staff to devote their time to this new project.

RESOLVED: that approval be given to staff to develop a volunteer development project.

CS/2006/346 : BALLYBEEN AFTER SCHOOL CLUB

The Director of Administration & Community Services reported that the Community Development Worker had recently been reviewing the attendance at the Ballybeen After Schools Club and the relevant staffing complement. She stated that the Council had been paying three staff to provide an after schools club that was attended on some occasions by only 17 children. She stated that the ratio adopted by the Council was 1 leader to 10 children. Several members indicated that most community development after schools projects involved parents operating the club, hiring the room from the Council and being assisted by Council staff. The Director reported that the Ballybeen club had now been reduced to three days per week. However she had been advised that a petition was being organised by the parents of children attending the club. The Director sought Members' views on whether the Council should continue to provide this service.

After discussion it was

RESOLVED that the Ballybeen After Schools Club be maintained until Christmas on a three day basis and reviewed at that stage.

CS/2006/CS/347 : REPORTS FROM OFFICERS - COMMUNITY SERVICES DEPARTMENT

Tabled:- Reports from the Community Relations Officer, Community Development Workers, Capacity Building Officer, Community Sports Development Officer and Arts Development Officer (copies previously circulated).

The Director of Administration & Community Services drew Members' attention to each of the Community Services Officers' reports, attached to her own report.

Noted.

ANY OTHER BUSINESS

CS/2006/348 : CLONDUFF COMMUNITY CENTRE (Minute CS/2006/325 refers??)

The Director of Administration & Finance tabled for Members' information copy of the minutes of the User Group Meeting of Clonduff Community Centre of 14 March 2006, as requested at the last meeting of the Committee.

Noted.

CS/2006/349 : ENLER PROJECT

The Director of Administration & Finance reminded Members that at the last Council meeting planning approval for the above project was granted, thereby providing a green light for the centre to proceed. For Members' information she detailed below the Project revised programme outlining the key dates involved.

ENLER PROJECT REVISED PROGRAMME

Submission of planning application	August 2006
Detailed design and client sign off (assuming permission granted)	December 2006
Commence working drawings	January 2006
Commence bill of quantities	March 2006
Tender date	1 May 2007
Return tenders	1 June 2007
Report on tenders	8 June 2007
Order to commence	15 June 2007
Start on site	1 July 2007
Completion and handover	1 October 2008

Noted.

CS/2006/350 : FUNDING FOR TEA DANCE AT CREGAGH

The Director of Administration & Community Services reminded Members that Community Services staff had been requested to make a number of funding applications in respect of funding for the tea dance at Cregagh.

She reported that, in conjunction with the Council's Grants Officer, funding had been secured as follows:-

Transport Costs	-	£2,600
Entertainment	-	£1,200
1 x Trip	-	£250
Lunch	-	£250
Total Cost	-	£4,300

Members welcomed this offer of funding.

Noted

CS/2006/351 : CASTLEREAGH COMMUNITY SAFETY PARTNERSHIP

The Director of Administration & Community Services reported that she had received a request from Mr Darren Curtis to attend the January meeting of Committee in order to appraise Members of progress to date and to seek the Committee's views on potential projects to be considered for the future.

During the discussion that ensued, Members expressed concern that both the Community Safety Partnership and the DPP were involving themselves in areas that were the Council's responsibility and were making commitments and building expectations for matters outside their control. Councillor Bunting suggested that a letter be written to the CSP explaining the Council's reasons for withdrawing from the Youth Strategy as this was an issue that had been raised at the last meeting of the Partnership. Alderman Norris agreed to raise the Youth Strategy issue at the Technical & Environmental Services Committee and ensure that a letter was sent. Councillor Bunting stated that the letter should be copied to the LSP and to Members who sit on the LSP. As a general principle, Councillor Bunting requested that any correspondence about or to the LSP should be copied to the Members who sit on that body.

After discussion it was

RESOLVED:

- (a) that Mr Darren Curtis be invited to attend a special meeting of the Committee in January to appraise Members of progress to date and to seek the Committee's views on potential projects to be considered for the future.
- (b) that Alderman Norris would raise the Youth Strategy issue at a meeting of the Technical & Environmental Services Committee and ensure that a letter is forwarded to the CSP detailing the Council's reasons for withdrawal.
- (c) that any correspondence which officers send regarding DPP/CSP/LSP should be copied to the relevant elected Members for their information.

The meeting ended at 10.00 pm

CHAIRMAN

CHIEF EXECUTIVE

Adopted by the Council this _____ day of
_____ 2006 with the exception of
Minute Nos. _____

MAYOR

CHIEF EXECUTIVE