

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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21 November 2024

## Members of Stotfold Town Council:

**You are hereby summoned** to attend the **Building Management Committee** meeting to be held in the **Stotfold Council Chamber, Greenacre Centre, Valerian Way, Stotfold** on **Wednesday 27 November 2024 at 7.30pm** for the purpose of transacting business detailed in the agenda.

Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold, for information.



**E Payne**  
**Town Clerk**

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## Members of the public:

In addition to attendance in person, you are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings are recorded for minute taking purposes, and will be deleted after Minutes are approved.

Members of the public are invited to observe the meeting and may speak in the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk) or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).



IN COLLABORATION WITH SLCC, NALC, OWW, COUNTY ASSOCIATIONS

The seven principles of public life  
Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence from Town Council members.

For Decision

### 2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a. To receive Member's declarations of interest in items on the agenda.
- b. To consider any requests for dispensations.

For Decision

### 3. PUBLIC SECTION

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

For Information

### 4. MINUTES OF THE PREVIOUS MEETING

To approve the minutes of the Council meeting held on **25th September 2024** as a true record of the meeting.

For Decision

### 5. CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

For Information

### 6. REPORTS

To note the following reports:

#### 6.1. Daily Hire Request

To consider a report on a Memorial Hall hire request.

For Decision

#### 6.2. Q2 BM Income & Expenditure Report

For Members to note the Committee's Income & Expenditure Report.

For Information

#### 6.3. Building Schematics Drawings - Legionella

To consider a report on Building Schematics related to the Legionella Risk Assessment.

For Information

### 7. WORK PROGRAMME

To view this Committee's Work Programme.

For Information

**8. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

For Discussion

**9. DATE OF NEXT MEETING AND SUPPORTING REPORTS**

Wednesday 8th January 2024.

**10. CONFIDENTIAL ITEM**

That in accordance with Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

**10.1. Greenacres VAT Option**

To consider a report on VAT option for the Greenacre Centre.

For Decision

**10.2. Library Cafe Update**

To consider a report on the library cafe.

For Decision

**10.3. Cemetery Chapel**

To consider a report on the cemetery chapel.

For Decision



**MINUTES OF THE MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE  
HELD ON WEDNESDAY 25 SEPTEMBER 2024 AT IN THE COUNCIL CHAMBER,  
GREENACRE CENTRE, VALERIAN WAY, STOTFOLD AT 19:00**

Committee Members present:

Councillors S Hayes (Chair), D Matthews (Vice Chair), S Buck, M Coper, S Dhaliwal, and N Venneear.

Also Present:

Cllr L Miller  
Cllr Headington (virtual)

In attendance:

E. Payne, Town Clerk

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**1 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Hyde, Saunders, and Talbot. It was **RESOLVED** to:

*To accept apologies.*

**2 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS**

There were no Declarations of Interests relating to items on the agenda

**3 PUBLIC SECTION**

There were no Members of the Public present.

**4 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous meeting held on 17 July 2024 were received and it was **RESOLVED** to:

*Adopt them as true record of the meeting.*

**5 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION**

The Clerk's report was received. Members were advised that the Clerk had received an item of correspondence about setting up an Emergency Centre for people in distress during emergencies e.g. flooding. Members requested that this was brought to the next meeting.

Cllr Cooper reminded Members that the Greenacre Centre is the emergency centre for Roecroft School. The relocation of the library may affect this status, and the Clerk was asked to raise this with the school.

Members sought clarification installation of the Mossman AED. They were advised that it had been delivered and Officers are waiting on a date for installation. on the EV charging points.



Members asked for an update on the EV charging points at the Memorial Hall. There was an update in the Clerk's report and an installation date was due in the next calendar month. It was **RESOLVED** to:

- a) ***The Town Clerk to liaise with Roecroft School regarding emergency use of the Greenacre Centre.***
- b) ***The Clerk to bring an item to the next meeting about using the Greenacre Centre as an Emergency Hub***
- c) ***Note the report.***

## **6 REPORTS**

### **6.1 Fees & Charges 2025-26**

Members received a report with proposed hall hire charges for 2025-26. It was **RESOLVED** to:

***Recommended the updated fees and charges to the Governance & Resources Committee***

### **6.2 Budget 2025-26**

Members received the proposed budget for 2025-26 for this Committee. Members noted the zero income for the Simpson Centre after the relocation of the library and the implications on the rates and utilities. Members reviewed the proposed income for the Memorial Hall, and it was agreed to increase this to £25K. The income for the Greenacre Centre was queried with the relocation of the café and the forecast figure for 2024/25. The Clerk will review this figure.

It was **RESOLVED** to:

***Recommended the updated fees and charges to the Governance & Resources Committee***

### **6.3 Memorial Hall Feasibility Study**

Members received a report on undertaking a feasibility study for the refurbishment of the Memorial Hall. It was **RESOLVED** to:

- a) ***Commission a full structural survey of the Memorial Hall at a cost of £900 to be undertaken by Ashridge Surveyors***
- b) ***Once the structural survey has been undertaken commission a feasibility study for the Memorial Hall after the structural survey has been completed at a cost of £185 to be undertaken by Andrew Allen***

### **6.4 Citizen's Advice at GAC**

Members received a report regarding Citizen's Advice using the Greenacre Centre for outreach. It was **RESOLVED** to:

***Approve the free use of a room at the Greenacre Centre for Citizen's Advice to operate an outreach service.***

### **6.5 Simpson Centre Fire Risk Assessment**



Members received a report on recommended repairs and upgrades to the Fire Alarm system at the Simpson Centre. It was **RESOLVED** to

- a) ***Approve the repairs as outlined in the report at a cost of £1,548.78***
- b) ***Commission a fire risk assessment at a cost of £900.***

## **6.6 Political Party Use of Town Council Facilities**

Members received a report on the use of Town Council facilities by political organisations. Members considered the importance of residents to have access to Members of Parliament and the security issues that have arisen previously with attacks on MPs. It was **RESOLVED** to:

- a) ***Subject to a suitable risk assessment the Town Council will hire facilities to the sitting Member of Parliament.***
- b) ***The Town Clerk will devise a protocol for the hiring of facilities to be agreed by the next meeting.***

## **7 WORK PROGRAMME**

Members received this committee's work programme. It was **RESOLVED** to note the report.

## **8 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

There were no items raised.

## **9 DATE OF NEXT MEETING**

Wednesday 27 November 2024.

## **10 CONFIDENTIAL ITEMS**

### **10.1 Simpson Centre**

This item will be deferred to Full Council meeting on 9 October 2024

### **10.2 Stotfold Library**

This item will be deferred to Full Council meeting on 9 October 2024

The meeting closed at 19:40

**SIGNED BY CHAIR:** .....

**MINUTES APPROVED (date):** .....



**STOTFOLD TOWN COUNCIL**

**COMMITTEE: BUILDINGS MANAGEMENT COMMITTEE**

**DATE: 27 NOVEMBER 2024**

**OFFICER RESPONSIBLE: JEANETTE EVERITT – FACILITIES OFFICER**

**SUBJECT: DAILY HIRE RATE REQUEST**

**1. SUMMARY**

1.1 The Town Council has received a request to hire the Memorial Hall on a Wednesday between 9am and 6pm. The hirer has requested a day rate rather than our usual hourly rate.

**2. RECOMMENDATION**

2.1 Members are asked to:

- a) Consider if they want to offer a day rates to hirers;
- b) If so, the hire charge for a daily rate;
- c) Agree the definition of a 'day' for this purpose.

**3. BACKGROUND**

3.1 The request has come from a Regular Hirer and therefore the hourly rate would be £15.30 (£17.00 per hour – 10% regular hirers discount).

3.2 The Hirer has expressed that this would be too expensive and has asked for a discounted day rate.

**4. FINANCIAL**

4.1 This Hirer currently has use of storage facilities at the Memorial Hall for which we do not charge.

4.2 The Town Council currently earn £58.14 per week from this hirer. This additional request would be an additional hire per week. A 9-hour hire (0900-1800) would be £137.70 per day.

4.3 If Members agreed a reduced day hire rate, this would enable the Town Council to secure a hirer for every Wednesday between 9am and 6pm generating an income however this would be at a reduced rate from what could be achieved if the hall was hired out at its usual rates to other hirers. At present, there is not an existing demand for this time slot, so the Memorial Hall is vacant during this time.

4.4 When making this decision Members should factor in the fairness to existing Regular Hirers who hire for any duration. As should this be agreed for one hirer, others may request a similar agreement, or a discount that matches that offered in this instance.

4.5 If Members did wish to proceed with a day rate, then instructions should be given as to qualifying criteria which can be applied to other hirers.

**5. IMPLICATIONS**

Strategic Plan:	N/A
Risk Management:	Risk of losing hirer if day rate not offered.
Legals:	N/A
Resources/Stakeholder:	Town Council and Hirers
Contracts/Finance:	Potential income generation or lost.
Crime & Disorder:	N/A
Equalities:	N/A
Biodiversity:	N/A

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** BUILDING MANAGEMENT  
**DATE:** 27 NOVEMBER 2024  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** BUILDING MANAGEMENT COMMITTEE  
 INCOME & EXPENDITURE Q2

**1. SUMMARY**

- 1.1 It is a requirement outlined in the Terms of Reference for this Committee that a report is reported on the Income and Expenditure after the second quarter has been finished.
- 1.2 This report explains variances over/below 10% of forecast budget.

**2. RECOMMENDATION**

- 2.1 Members are asked to note the report.

**3. BACKGROUND**

- 3.1 Comments on the attached income and expenditure report are below:

<b>Cost Centre</b>	<b>Account Code</b>	<b>Comments</b>
51 – Simpson Centre	5002 – Simpson Hall Hire	No income generated in 2024/25
	5003 – Simpson Centre	Income from café tenant. Will not meet forecast levels as tenant will be moving out at a date in the future.
	5004 – Library Utilities	This is invoiced at the end of the financial year and is 40% of total costs
	5005 – Library Lease	This is invoiced pro rata.
	510 – Electricity	Under forecast budget at the moment as majority of expenditure happens during Q3/4.
52 – Memorial Hall	506 – Water Charges	Invoice due shortly.
	508 – Gas	Gas fired central heating. More consumption in Q3/4.
	509 – Electricity	Under forecast budget at the moment as majority of expenditure happens during Q3/4.
53 – Buildings General	512 – Maintenance	

55 – Greenacre Centre	5009 – Income Solar Panels	No income received to date. Will chase.
	506 – Water Charges	Water consumption not as heavy as forecast due to library's delayed relocation.
	509 – Electricity	Under forecast budget at the moment as majority of expenditure happens during Q3/4.

#### 4. FINANCIAL

4.1 The budget for all committees is agreed by the individual committee and then ratified by Full Council.

#### 5. IMPLICATIONS

<b>Strategic Plan</b>	N/A
<b>Risk Management</b>	Regular review of income & expenditure is a control
<b>Legals</b>	N/A
<b>Resources/Stakeholders</b>	Officer
<b>Contracts/Financials</b>	Contracts in place for services and utilities.
<b>Crime &amp; Disorder</b>	N/A
<b>Equalities</b>	N/A
<b>Biodiversity</b>	N/A

## Detailed Income &amp; Expenditure by Budget Heading 18/11/2024

Month No: 7

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>51 Simpson Centre</b>								
5002 Income - Simpson Hall Hire	345	0	0	0			0.0%	
5003 Income - The Simpson Centre	6,295	2,440	4,570	2,130			53.4%	
5004 Income - Library Utilities	1,781	0	2,000	2,000			0.0%	
5005 Income - Library Lease	1,312	625	2,565	1,940			24.4%	
Simpson Centre :- Income	<b>9,733</b>	<b>3,065</b>	<b>9,135</b>	<b>6,070</b>			<b>33.6%</b>	<b>0</b>
505 Rates - Simpson	8,907	9,798	9,100	(698)		(698)	107.7%	
507 Water Charges - Simpson	772	404	400	(4)		(4)	101.0%	
510 Electricity - Simpson	3,025	1,819	4,500	2,681		2,681	40.4%	
Simpson Centre :- Indirect Expenditure	<b>12,704</b>	<b>12,021</b>	<b>14,000</b>	<b>1,979</b>	<b>0</b>	<b>1,979</b>	<b>85.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,972)</b>	<b>(8,956)</b>	<b>(4,865)</b>	<b>4,091</b>				
<b>52 Memorial Hall</b>								
5001 Income - Mem Hall	27,129	13,861	16,000	2,139			86.6%	
Memorial Hall :- Income	<b>27,129</b>	<b>13,861</b>	<b>16,000</b>	<b>2,139</b>			<b>86.6%</b>	<b>0</b>
504 Rate	4,491	4,491	5,100	609		609	88.1%	
506 Water Charges	490	243	1,600	1,357		1,357	15.2%	
508 Gas	2,916	1,246	4,000	2,754		2,754	31.1%	
509 Electricity	1,198	998	2,300	1,302		1,302	43.4%	
Memorial Hall :- Indirect Expenditure	<b>9,095</b>	<b>6,977</b>	<b>13,000</b>	<b>6,023</b>	<b>0</b>	<b>6,023</b>	<b>53.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>18,034</b>	<b>6,884</b>	<b>3,000</b>	<b>(3,884)</b>				
<b>53 Building - General</b>								
512 Maintenance	16,349	11,797	12,000	203		203	98.3%	
518 Bin Hire	2,775	1,390	5,250	3,860		3,860	26.5%	
538 Service Contracts	17,062	10,710	16,000	5,290		5,290	66.9%	
Building - General :- Indirect Expenditure	<b>36,186</b>	<b>23,897</b>	<b>33,250</b>	<b>9,353</b>	<b>0</b>	<b>9,353</b>	<b>71.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(36,186)</b>	<b>(23,897)</b>	<b>(33,250)</b>	<b>(9,353)</b>				
<b>55 Greenacre Centre</b>								
5008 Income -GAC	217	676	15,000	14,324			4.5%	
5009 Income - Solar Panels FIT	369	0	400	400			0.0%	
Greenacre Centre :- Income	<b>586</b>	<b>676</b>	<b>15,400</b>	<b>14,724</b>			<b>4.4%</b>	<b>0</b>
504 Rate	15,207	15,968	15,400	(568)		(568)	103.7%	
506 Water Charges	399	200	4,000	3,800		3,800	5.0%	
508 Gas	6,544	3,768	7,500	3,732		3,732	50.2%	

## Detailed Income &amp; Expenditure by Budget Heading 18/11/2024

Month No: 7

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
509 Electricity	11,056	5,558	18,500	12,942		12,942	30.0%	
537 Cleaning Contract	14,271	7,842	13,500	5,658		5,658	58.1%	
538 Service Contracts	(2,140)	0	0	0		0	0.0%	
Greenacre Centre :- Indirect Expenditure	<b>45,336</b>	<b>33,337</b>	<b>58,900</b>	<b>25,563</b>	<b>0</b>	<b>25,563</b>	<b>56.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(44,751)</b>	<b>(32,661)</b>	<b>(43,500)</b>	<b>(10,839)</b>				
Grand Totals:- Income	<b>37,448</b>	<b>17,602</b>	<b>40,535</b>	<b>22,933</b>			<b>43.4%</b>	
Expenditure	<b>103,321</b>	<b>76,232</b>	<b>119,150</b>	<b>42,918</b>	<b>0</b>	<b>42,918</b>	<b>64.0%</b>	
<b>Net Income over Expenditure</b>	<b>(65,873)</b>	<b>(58,629)</b>	<b>(78,615)</b>	<b>(19,986)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(65,873)</b>	<b>(58,629)</b>	<b>(78,615)</b>	<b>(19,986)</b>				

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** BUILDINGS MANAGEMENT  
**DATE:** 27 NOVEMBER 2024  
**OFFICER RESPONSIBLE:** COLIN ROGERS, PROJECTS OFFICER  
**SUBJECT:** SCHEMATIC DRAWINGS – LEGIONELLA

**1. SUMMARY**

1.1 As part of the previous Legionella Risk Assessment, to comply with ACoP L8 (Fourth Edition) and HSG274 Part 2 hot & cold systems, Officers have obtained quotes from companies able to provide schematic drawings of the water systems in the following locations under the control of Stotfold Town Council. In addition, as the annual risk assessments are also due this has also been requested from the suppliers tendered.

**2. RECOMMENDATION**

2.1 Members are asked to note the estimated cost. Officers will instruct the work to be carry out and facilitate their attendance.

**3. BACKGROUND**

- 3.1 As identified in the previous risk assessment, schematic drawings were listed as a required action. Officers will ensure these schematics are completed alongside the annual review of risk assessments, scheduled for early 2025 for all buildings except The Greenacre Centre (GAC). The GAC assessment will follow the completion of its refurbishment and library relocation works.
- 3.2 Additionally, the works identified in the 2023 risk assessments remain outstanding but are now being scheduled for completion by our Facilities Officer.
- 3.3 The buildings this will affect are:
1. The Mossman Centre;
  2. The Simpson Centre;
  3. Hitchin Road Recreation Ground Changing Rooms (The Tractor Shed)
  4. Arlesey Road Toilets;
  5. Brook Street Toilets;
  6. The Greenacre Centre;
  7. Stotfold Cemetery including chapel toilets and external taps and plumbing in the cemetery.
  8. Norton Road Allotments;
  9. Common Road Allotments;
  10. The Memorial Hall;
  11. Stotfold Football Club

**4. FINANCIAL**

4.1 The estimated cost for the schematic drawings is £5,500. Final quotes from several suppliers are currently awaited, after which the most suitable provider will be appointed to carry out the work. The annual risk assessment review would be approximately £1,000.00

4.2 An example of the estimated cost composition.

Sites Included -	Proposal Value [ex VAT]	
	Option 1 – UKAS LRA & Standard Schematics included	Option 2 – Standard Schematics Only.
The Mossman Centre	£570.00	£420.00
Simpson Centre	£865.00	£720.00
Hitchin Rd Recreation Ground	£505.00	£355.00
Arlesey Rd Toilets	£375.00	£290.00
Brook St Toilets	£375.00	£290.00
The Greenacre Centre	£865.00	£720.00
Stotfold Cemeterty	£485.00	£440.00
Norton Rd Allotments	£485.00	£440.00
Common Rd Allotments	£485.00	£440.00
Stotfold Memorial Hall	£675.00	£610.00
Stotfold Football Club	£865.00	£720.00
Organisational Level Reports	<i>Included No Charge - £0.00</i>	N/A
<b>OVERALL PROJECT TOTAL</b>	<b>£6,550.00</b> LRA & SCHEMATICS	<b>£5,445.00</b> SCHEMATICS ONLY.

5. IMPLICATIONS

<b>Strategic Plan:</b>	N/A
<b>Risk Management:</b>	Reducing the risk of Legionella in our buildings and water systems
<b>Legals:</b>	HSE ACoP L8 The control of legionella in water systems. HSG274 Part 2 hot & cold systems
<b>Resources/Stakeholder:</b>	Officers, hirers and tenants
<b>Contracts/Finance:</b>	Budgeted cost
<b>Crime &amp; Disorder:</b>	N/A
<b>Equalities:</b>	N/A
<b>Biodiversity:</b>	N/A

## BUILDINGS MANAGEMENT COMMITTEE - WORK PROGRAMME 2024-2025

Meeting Date	Agenda Item	Description	Officer Responsible
<b>27/11/2024</b>	Q2 Income and Expenditure Report	To receive this Committee's income and expenditure report along with any notes on variances.	Town Clerk
	VAT - Option to Tax Greenacre Centre	To consider how to manage the levying of VAT on hire income.	Town Clerk
	Building schematics quotes	To consider the quotations for building schematics regarding Legionella.	Project Officer
	Daily Hire Rate Request	To receive a report requesting a daily hire rate.	Facilities Officer
<b>08/01/2025</b>	Building Hirer Agreement	To review the building hire agreement form and procedure.	Facilities Officer & Public Realm Manager
	Use of Greenacre Centre for Children's Centre	To consider a request to use the Greenacre Centre for Children's Centre activities.	Democratic Services Manager
	Ranger Relocation	To considered the hiring and relocation cost of moving the Rangers to the barn.	Public Realm Manager

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