

CYNGOR CYMUNED YR YSTOG CHURCHSTOKE COMMUNITY COUNCIL

E J Humphreys MA Oxf, FdA Community Governance, FSLCC Clerc i'r Cyngor | Clerk to the Council

2 Rowes Terrace, Plough Bank, Montgomery, Powys, SY15 6QD.

MINUTES of COUNCIL ORDINARY BUSINESS MEETING on Thursday 23rd February 2023 at 7.30pm

at Churchstoke Community Hall and remotely on Zoom-Pro platform.

1.0 Welcome, Attendance, Apologies for Absence and Remote Meeting Etiquette: to record attendance, to receive and resolve if desired on apologies for absence, and to remind attendees to show civility and respect to all throughout the meeting in line with the obligations of the Code of Conduct.

Attendance at the hall: Cllr M J Jones, Cllr R K McLintock (Vice-Chairman), Cllr A Richards, Cllr J N Wakelam, Cllr D N Yapp.

The Chairman welcomed Councillors and Clerk and reminded attendees to show civility and respect to all throughout the meeting.

Attendance online: Cllr B L Smith (Chairman), Cllr C P Smith.

Apologies for absence approved by Council: None.

Apologies for absence received: Cllr D Bebb, Cllr J Jones, Cllr M A Whittall.

Other Members Absent: None.

In attendance: E J Humphreys (Clerk to the Council).

2.0 Declarations of Members' Interests and Dispensations: to receive declarations of interest from Members in accordance with Part III of the Local Government Act 2000, which established the Local Government Code of Conduct for Members, and to note Members' dispensations. Members are asked to submit any declaration forms to the Clerk (papers 2a-b previously circulated).

Members declared personal/ prejudicial interests at the start/ during the meeting as follows:

Agenda Number	Item	Councillor	Nature of Declaration
None			

3.0 Public Participation: to receive members of the public who wish to address the council in respect of any item of business included in the agenda. Any member of the public wishing to speak must notify the Clerk by email to clerk@churchstoke.org or telephone 01686-668790 or in person, no later than 15 minutes prior to the start of the meeting. Members of the public addressing the council are asked to respect matters of confidentiality and privacy.

None.

4.0 Electoral Matters: Co-Option to vacancies: Hyssington ward: to receive expression(s) of interest, if any, and to resolve to co-opt to vacancies. The Chairman reminded Council of the vacancies remaining after the elections 5th May'22 and the Council's Notices of Co-Option. The Clerk reported no further expressions of interest have been received.

5.0 Minutes of Previous Meetings

5.1 To approve & sign the minutes as a correct record of the Ordinary Business Meeting 19th January 2023 (paper 5.1 previously circulated). The minutes of the Ordinary Business Meeting 19th January 2023 were reviewed.

RESOLVED

The minutes of the Ordinary Business Meeting 19th January 2023 are approved and signed as a correct record.

- 5.2 To report, for information purposes only, matters arising from the minutes of the remote Ordinary Business Meeting 19th January 2023.

 None.
- 6.0 County Councillor & County Council Report: to receive updates for information on County Council matters from the county councillor who is unable to attend (paper 6 previously circulated).
 Council received the written report from Cty Cllr D Bebb in his absence.

7.0 Planning & Building Control

- 7.1 Planning & Building Control General Correspondence:
 - 7.1.1 Planning Aid Wales/ One Voice Wales: The Value of Planning and how it positively impacts our Welsh Communities: to receive information and invitation to attend an online joint event 22nd Mar'23, and to resolve, if desired, on attendance (paper 7.1.1 previously circulated). Council received information and invitation for the joint event. The Clerk invited Members to let him know if any wished to attend the training events.

Action – Members to inform Clerk

7.1.2 Planning Aid Wales: to receive and resolve attendance at the latest training opportunities (papers 7.1.2a-b previously circulated). Council received details of training opportunities and latest news from Planning Aid Wales. The Clerk invited Members to let him know if any wished to attend the training events.

Action – Members to inform Clerk

7.1.3 Welsh Government: Consultation TAN15 Development, flooding and coastal erosion – further amendments: to receive the consultation closing 17th Apr'23, to resolve whether to respond and if so to resolve

to elect a working party to recommend a response to the March meeting (papers 7.1.3 previously circulated).

The Chairman referred members to the consultation document.

RESOLVED

CCC does not wish to respond to the consultation.

7.1.4 Other Planning Correspondence: to receive and circulate for information such other planning and building control general correspondence as will be brought to the attention of the council by the Clerk.

None.

7.2 Powys CC Planning Determinations: to report from Powys CC notifying the community council of planning decisions, if any, in the community council area (paper 7.2 previously circulated).

Council received notice of Powys CC planning determinations as follows:

Ref.	Site	Powys CC Decision
22/2138/VAR	The Gables, Weston Road, Minsterley	Approve
22/2091/HH	Green Lane Cottage, Green Lane	Approve

7.3 Planning Inspectorate Appeals: Notices of Appeals to receive & resolve responses to Notices of Planning Appeals including but not limited to those listed below. Later Notices may be considered at the discretion of the Chair.

Ref.	Appellant	Site	Description
None			

7.4 Pre-application Consultations by Developers: to receive & resolve responses to pre-application consultations by developers including but not limited to those listed below. Later applications may be considered at the discretion of the Chair.

Ref.	Applicant	Site	Description	
None				

- 7.5 Planning Applications:
 - 7.5.1 To receive, for information, representations regarding planning applications
 None.
 - 7.5.2 To receive & resolve responses to consultations; full application(s) detail(s) at http://pa.powys.gov.uk/online-applications/?lang=EN including but not limited to those listed below. Later applications may be considered at the discretion of the Chair.

Ref. Applicant Site Description

None

7.6 Applications for Works to Trees Subject to Tree Preservation Order or in a Conservation Area – to receive & resolve responses to consultations including but not limited to those listed below. Later applications may be considered at the discretion of the Chair.

The Chairman referred Members to the consultations.

RESOLVED

CCC responds to consultations on works to trees subject to tree preservation order or in a conservation area as follows:

Ref.	Applicant	Site	Description	rec.
23/0185/TRE	Mr Hans Tamegger,	Padog Bach,	Coppicing of diseased	S*
	Padog Bach,	Churchstoke	part of tree (tree no 3)	
	Churchstoke			

*23/0185/TRE: CCC supports the application on health and safety grounds.

Action – Clerk to process

7.7 Planning Enforcement:

7.7.1 From other bodies to CCC: to report for information, planning enforcement matters within the community as will be brought to the attention of the council by the Clerk.

Ref.	Site	Description
None		

7.7.2 From CCC to Powys CC: to report planning enforcement matters within the community.

The Chairman invited Members to bring forward planning enforcement matters within the community for the attention of the planning authority.

Ref.	Site	Description
None		

8.0 Recreation

8.1 Coronation of King Charles III: to discuss and resolve on CCC's contribution to the community commemorations/ celebrations for His Majesty The King's Coronation.

The Chairman reminded Members of the forthcoming coronation and of the assistance CCC provided to the community in celebration of the Platinum Jubilee in 2022.

RESOLVED

CCC makes grants available of £100 each to Churchstoke Recreation Association and Hyssington Village Institute to support coronation celebrations over the weekend 6th to 8th May'23 on application in advance and approved by the Clerk.

Action - Clerk to process

8.2 Field Allotments at Old Churchstoke: to note that the tenancies on the four one-acre allotments at Old Churchstoke end on 31st Mar'23 and to resolve whether to exercise the landlord's option for continuation for 3 years on existing terms (paper 8.2 previously circulated).

The Clerk reminded Members the tenancies on the four one-acre allotments at Old Churchstoke end on 31st Mar'23 with a landlord's option for continuation for another 3 years on existing terms.

RESOLVED

CCC notes the tenancies on the four one-acre allotments at Old Churchstoke end on 31st Mar'23 and exercises its landlord's option to offer continuation to existing tenants for another 3 years on existing terms.

Action – Clerk to process

8.3 To receive an update progress report regarding the damage to the Churchstoke Notice Board.

The Clerk reported further on quotations received for supply and delivery of like for like replacement and for installation, which have been forwarded to the council's insurer.

9.0 Reports from Outside Bodies

9.1 Churchstoke Recreation Association (CRA): to receive a report, if any, on developments at CRA (Cllr C P Smith).

Cllr C P Smith reported from meetings of CRA on 30th Jan and 16th Feb on the resignations of current Treasurer, Chair and Deputy-Chair, with the effect of there being insufficient management to administer the running of the community hall. Cllr C P Smith further reported another CRA meeting is arranged for 13th March at which it is hoped volunteer officers step forward. The Clerk advised that CCC is a custodian trustee but has no legal role in managing the charity or its activities.

There was a short discussion of the adverse effect in the community of losing a functioning hall and Members acknowledged the good work done by the CRA to reinvigorate the hall and see it through the hiatus of Covid.

9.2 Other outside bodies: to receive reports for information, if any, from representatives to other outside bodies. None.

10.0 Consultations

10.1 Powys Public Service Board: Well-being Plan: to receive the consultation closing 19th Apr'23, to resolve whether to respond and if so to resolve to elect a working party to recommend a response to the March meeting (papers 10.1a-c previously circulated).

The Chairman referred Members to the consultation.

RESOLVED

CCC does not wish to submit a corporate response to the consultation.

10.2 Powys Community Health Council: Setting priorities for Llais in 2023-24: to receive the consultation closing 28th Feb'23, to resolve whether to respond and if so to resolve to delegate the response to the Clerk after reference to a working party here elected (papers 10.2a-b previously circulated). The Chairman referred Members to the consultation.

RESOLVED

CCC does not wish to submit a corporate response to the consultation.

10.3 Sam Rowlands MS: Outdoor Education (Wales) Bill: to receive the consultation closing 17th Mar'23, to resolve whether to respond and if so to resolve to

delegate the response to the Clerk after reference to a working party here elected (papers 10.3a-c previously circulated).

The Chairman referred Members to the consultation.

RESOLVED

CCC does not wish to submit a corporate response to the consultation.

11.0 Finance and Assets

- 11.1 Finance Specific Correspondence
 - 11.1.1 Powys CC: Commercial Recycling: to receive costs for 2023-24 and to resolve if desired to fund budget shortfall from reserves (papers 11.1.1a-b previously circulated).

The Clerk reported the increased costs from the county council for servicing the waste bin at the recreation field from £6.07 in 2022-23 to £7.72 in 2023-24, and that costs are beyond estimated budget £6.68 for 2023-24.

RESOLVED

CCC will continue to fund its provision of the waste bin at the recreation field and fund the budget shortfall from reserves.

- 11.1.2 To circulate for information such financial correspondence, if any, as will be brought to the attention of the council by the Clerk. None.
- 11.2 Financial Year 2021-22: to resolve to receive external audit report and opinion, if available, for conclusion of audit (paper 11.2 to follow if received from external auditor).

The Clerk reported the external audit report and opinion has not yet been received.

11.3 Financial Year 2023-24: to resolve the Clerk's recommendation to take an annual discounted Zoom contract for remote meetings in the interests of savings to public funds.

The Clerk reported the opportunity and savings to be gained by switching from a Zoom Pro monthly contract to a discounted annual contract for CCC's remote meeting access, reducing the cost from 1st Mar'23 from £12.99 per month to £6.99 per month for 12 months.

RESOLVED

CCC approves, in the interests of value to the public purse, switching from Zoom Pro monthly contract to a discounted annual contract for CCC's remote meeting access.

Action – Clerk to process

11.4 Items Received Since Last Meeting: to report for information.

The Clerk reported items received since the last meetings as follows:

Payer	Description	£
NatWest Bank	Gross interest Jan'23	17.36
	Total	17.36

11.5 Items for Payment: to resolve to approve items for payment as follows: The Chairman referred Members to the items listed for payment.

RESOLVED CCC authorises payments as follows:

Chq	Payee	Description	£ex vat	£vat	£total
1521	E J Humphreys	Zoom Pro Jan'23	11.99	2.40	14.39
1522	Border Wildlife Management	Mole control rec field & cemetery 2022/23 no.1	100.00	0.00	100.00
1523	E J Humphreys	Reimburse Norton360 Premium computer protection	79.16	15.83	94.99
1524	Ch'stoke Rec Assoc	Room hire Oct'22-Jan'23	89.60	0.00	89.60
1525	Powys CC	Recreation field refuse bin Oct-Dec'22	36.42	0.00	36.42
1526	E J Humphreys	Reimburse admin exp Q2	164.58	13.34	177.92
1527	E J Humphreys	Com Gov L6 deposit pro-rata	26.81	0.00	26.81
1528	E J Humphreys	Reimburse cemetery refuse bags	111.17	0.00	111.17
	Total for authorisation this meeting 619.73 31.57 651.30				
To report items previously authorised					

1529 E J Humphreys Clerk net salary Feb'23 As employmer	nt contract
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Action – Clerk to process

11.6 Financial Balances: Consolidated Bank Balances: to report consolidated balances to date after transfers, receipts & payments.

The Clerk reported the M&G Investments Charibond quarterly statement for 1st Oct'22 to 31st Dec'22 as follows:

Fund	Number of shares	Share Price (p)	Value at 31/12/2022 (£)
Charibond	100	108.31	108.31

The Clerk reported on gross, ring-fenced funds & net available bank balances as follows:

Item	Current acc. £	Reserve acc. £
Gross balances	1,000.00	24,491.73
Less consolidated ring-fenced funds	0.00	8,431.23
Net balances available	1,000.00	15,060.50

12.0 Highways & Rights of Way

- 12.1 Highways & Rights of Way Specific Correspondence
 - Powys CC: Emergency closure C2146 Coed Lane 2nd to 6th Feb'23: 12.1.1 to receive retrospective information on closure (papers 12.1.1abpreviously circulated). Council received notice of closure.
 - Powys CC: Emergency closure C2146 Coed Lane 14th to 16th 12.1.2 Feb'23: to receive retrospective information on closure (papers 12.1.2a-b previously circulated). Council received notice of closure.

- To receive for information such other items of highways/ rights of way correspondence as will be brought be brought to the attention of the council by the Clerk.
 Council received notice of emergency closure B4385 at Brompton Mill 22nd to 28th Feb'23 (papers previously circulated to councillors).
- 12.2 Reports from CCC to Powys CC/ Shropshire Council: to report and resolve if desired, highways/ rights of way maintenance matters, if any.

 The Chairman invited Members to bring forward highways matters for the attention of the highways authorities.

RESOLVED

CCC reports highways matters to Powys CC/ Shropshire Council as follows:

a) A489 at opposite entrance to Orchard Close: broken drain needs repair.

Action – Clerk to process

13.0 Correspondence

- 13.1 One Voice Wales (OVW)/ Society of Local Council Clerks (SLCC)
 - 13.1.1 OVW: Training Jan-Mar'23: to receive details and to resolve on attendance, if desired, as an approved duty (papers 13.1.1a-b previously circulated).

The Clerk reported the OVW training schedule and invited Members to let him know if they wished to attend. The Clerk reminded Members that Standing Orders require councillors to undertake Code of Conduct training within 6 months of accepting office.

Action – Members to inform Clerk

13.1.2 OVW: Cyber Awareness Training for Councillors: to receive the Welsh Government presentation on free cyber training for councillors and to resolve to encourage councillor take up (paper 13.1.2 previously circulated).

Council received the Cyber Awareness presentation given at the OVW Large Council Committee. The Clerk reminded Members of the potential cyber vulnerability of councillors and the council and recommended take up of the free awareness training.

RESOLVED

CCC encourages all councillors and Clerk to complete the cyber security awareness training available free of charge via OVW and courtesy Welsh Government funding.

Action – Members to inform Clerk

- Cllr B L Smith and Cllr C P Smith requested access to the training.

 Action Clerk to process
- 13.1.3 OVW: Buckingham Palace Garden Parties 2023: to report, for information, the Clerk's delegated decision to nominate Cllr J N Wakelam into the draw for attendance (paper 13.1.3 previously circulated).

Council received the invitation to nominate. The Clerk reported due to the short deadline, 13th Feb'23, it was necessary for the Clerk to invite nominations and make and report a delegated Clerk's decision. There being only one nomination the Clerk reported delegated decision to nominate Cllr J N Wakelam into the draw.

13.1.4 Welsh Government: Request for Nominations for the King's New Year 2024 Honours: to receive invitation (closing 31st March) to nominate for King's Honours, to resolve whether to respond and if so to resolve to elect a working party to recommend a response to the March meeting (papers 13.1.4a-c previously circulated). Council received the invitation to nominate for King's New Year 2024 Honours.

RESOLVED

CCC makes no nomination(s) for the King's New Year 2024 Honours.

13.1.5 OVW: Training Needs Survey: to receive the survey closing 31st Mar'23 and to resolve whether to respond and if so to elect a working party to recommend a response at the March meeting (paper 13.1.5a-b previously circulated). Council received the training needs survey.

RESOLVED

CCC does not wish to respond to the training needs survey.

13.1.6 To receive and circulate for information such other items of OVW/ SLCC correspondence as will be brought be brought to the attention of the council by the Clerk.

The Clerk reported other correspondence from One Voice Wales/ Society of Local Council Clerks, highlighting certain items, which will be circulated electronically post meeting where electronic copies are available, and set out in appendix 1.

Action – Clerk to process

13.2 General Correspondence

13.2.1 Powys CC: Climate and Nature Action Forum: to receive information and invitation to attend a Climate and Nature Action Form 14th June, to resolve, if desired, on attendance and response to agenda survey closing 17th April (papers 13.2.1a-b previously circulated). Council received information and invitation to attend a Climate and Nature Action Form 14th June, along with a survey for agenda items.

RESOLVED

CCC does not wish to attend the forum or respond to the agenda survey.

13.2.2 Powys CC: PCC & Town and Community Councils Liaison Meeting: to receive, for information, papers from the quarterly liaison meeting 19th Jan'23 (papers 13.2.2a-e previously circulated).

Council received papers from the quarterly liaison meeting 19th Jun'23 for information.

13.2.3 To receive and circulate for information such other items of general correspondence as will be brought be brought to the attention of the council by the Clerk.

The Clerk reported general correspondence, highlighting certain items, which will be circulated electronically post meeting where electronic copies are available, and set out in appendix 2.

Action – Clerk to process

14.0 Chairman's Announcements, Items for Future Agenda & Date of Next Meeting

- 14.1 Chairman's announcements: to receive for information announcements from Chairman and Members.
 None.
- 14.2 Items for future agenda: to bring forward for information, items for consideration by the Clerk for future agendas.
 None.
- 14.3 Date of next meetings: Ordinary Business Meeting: 30th March 2023 at Hyssington Village Hall and remote online.

15.0 Confidential Session

15.1 Resolution to Exclude the Public and Press: Under the Public Bodies (Admission to Meetings) Act 1960 (2) to resolve that members of the public and press be requested to leave the meeting by reason of the [specified] confidential nature of the business about to be transacted.

RESOLVED

Under the Public Bodies (Admission to Meetings) Act 1960 (2) CCC resolves that members of the public and press be requested to leave the meeting by reason of the [specified] confidential nature of the business about to be transacted.

15.2 Confidential Correspondence [confidential reason: data protection of individuals]: to receive, and resolve if desired, such other business or correspondence of a confidential nature as will be brought to the attention of the council by the Clerk.

None.

Meeting ended – 8.42pm.

Appendix 1: One Voice Wales/SLCC correspondence circulated post meeting

- 🔓 01 OVW Conf pack 27th Oct'22 Importance of CTCs building resilient species for nature 250123.pdf
- 🖒 02a OVW Important information Section 6 reports 090223.pdf
- 🔓 02b OVW Reporting guidance s6 eng 6-11-19 (1).pdf
- 🔓 02c OVW Section 6 Reporting Template for C^0TCs 2022.pdf
- 03 PSOW Link to Public Services Ombudsman for Wales Training Film re Code of Conduct Training 200123.pdf
- 🔓 04a Powys PSB POWYS DRAFT WELLBEING PLAN CONSULTATION 300123.pdf
- 🔓 04b Powys PSB PSB Wellbeing Plan Engagement (1).pdf
- 🔓 05 WGov Cynnal Cymru Carbon Literacy Training Revised date for Cohort 4 260123.pdf
- 🔓 06 WGov TAN15 Development, flooding & coastal erosion further amendments 310123.pdf
- 🛃 07 WGov Ministerial Review of Play Report 030223.pdf
- 🗟 08 WGov People's Practice Peer-to-Peer Network Transition Towns 130223.pdf
- 🔓 09a WGov Vacancy Assistant commercial property lawyer 260123.pdf
- 🔒 09b WGov Vacancy Research Officer Senior Research Officer 080223.pdf
- 🔓 10 Welsh Water Invitation to online launch of Welsh Water's Biodiversity Report 100223.pdf
- 🛃 11 Powys CHC CHC Llais 310123.pdf
- 占 12a Cyfle Cymru Healthy Working Wales 140223.pdf
- 🛃 12b Cyfle Cymru Rebranded Leaflet [FINAL].pdf
- 13 Rally North Wales Leaflet_Eng 200123.pdf

Appendix 2: General correspondence received circulated post meeting

- 🛃 01a R George MS New Year message & calendar 110123.pdf
- 🔓 01b R George MS February Newsletter from Russell George MS 030223.pdf
- 🔓 02 Wales Air Ambulance update 170123.pdf
- 占 03 Audit Wales Local authorities find it difficult to empower people & communities to be more self-reliant 240123.pdf
- 📤 04 SaTH NHS Trust Find out latest from Shrewsbury & Telford Hospital NHS Trust 310123.pdf
- 6 05 Powys CC Community Grant to Support Cost of Living Activity 250123.pdf
- 🔓 06a Powys CC For Town & Community Councils PSB Wellbeing Plan Consultation 300123.pdf
- 🔓 06b Powys PSB PSB Wellbeing Plan Engagement (1).pdf
- 🔓 07a Powys CC Winter care and support communications toolkit 010223.pdf
- o7b Powys CC Winter_Pressures_2022-23_English_Subs.mp4
- 🔓 07c Powys CC Help us to help them FlyerPoster.pdf
- 🛃 07d Powys CC Winter care and support text to go with animation.pdf
- 🗟 08a Powys CC Community Ownership Fund Promotional Pack 210223.pdf
- 🗟 08b Powys CC LA Promotional Pack Round 2 Window 3 English.pdf
- 🔓 09 Powys CC King Charles III National Lottery funding projects to mark Coronation 230223.pdf
- 占 10 SpArC SPECIAL EVENTS at SpArC 170223.pdf
- 11 Ystadau Cymru BSc (Hons) Real Estate course University of South Wales 230123.pdf
- 🔓 12a MWWFRS Supports Register My Appliance Week 230123.pdf
- 12b MWWFRS Candle Safety 260123.pdf
- 🛃 12c MWWFRS Could you be a Firefighter 140223.pdf
- 12d MWWFRS Emotional Family Reunion for Firefighter 170223.pdf
- 12e MWWFRS Off-duty firefighter gives lifesaving CPR 200223.pdf
- 🛃 13a STFC Shrewsbury Town FC Academy 140223.pdf
- 13b STFC U6 Training Shrewsbury Academy Feb 28th 2023.jpg
- 🔓 14 OPCC Save the date Policing By Consent March 3 300123.pdf
- 15 WGov National Forest Woodland Liaison Officers 060223.pdf
- 16a NHS Wales Update from Emergency Ambulance Services Committee on EMRTS Cymru 260123,p...
- 🔓 16b NHS Wales EMRTS Review Briefing Note 5 26 January 2023.pdf
- 🔓 17 Powys CHC Setting priorities for Llais in 2023-24 240123.pdf
- 🔓 18a Powys CHC Powys CHC Newsletter Issue 10 Feb'23 170223.pdf
- 🛃 18b Powys CHC Newsletter Issue 10.pdf
- ┟ 19 PAVO Welshpool Montgomery & Llanfair Caereinion area Network Meeting 28 Mar'23 240123.pdf
- 20a PAVO Carers Wales Update from Beth Evans Careers Wales 240123.pdf
- 🔓 20b PAVO Carers Wales English Carers Summit 2023 Poster A4 PDF clickable link.pdf
- 20c PAVO Carers Wales English Carers Summit 2023 Poster A4 PNG Social Media.png
- 🛃 20d -PAVO Carers Wales 3293 Carers Summit 2022 Eng Report v2.pdf
- 🔓 21 PAVO Welshpool Montgomery & Llanfair Caereinion area Network Meeting 28 Mar'23 link 26012...
- 22a Valuation Tribunal Enquire to Town & Community Councils throughout Wales 310123.pdf
- 🔓 23a Play Wales Introducing our next events 010223.pdf
- 🛃 23b Play Wales Ministerial Review of Play report 060223.pdf
- 🔓 23c Play Wales Playful places new magazine available 090223.pdf
- 占 23d Play Wales February e-bulletin 150223.pdf
- 23e Play Wales Recruitment Play Wales Board of Trustees 230223.pdf