



**CYNGOR CYMUNED YR YSTOG
CHURCHSTOKE COMMUNITY COUNCIL**

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

Clerc i'r Cyngor | Clerk to the Council: E J Humphreys MA Oxf, CiLCA, PSLCC

**MINUTES of FULL COUNCIL ORDINARY BUSINESS MEETING
on Wednesday 27th June 2018, 7.30pm
at Hyssington Village Hall**

1.0 Attendance, Apologies for Absence, Dispensations, and Declarations of

Members' Interests: to record attendance, to receive and resolve if desired on apologies for absence, 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 (papers 1a-b previously circulated).

Attendance: Cllr D L Powell (Chairman), Cllr J Jones, Cllr R K McLintock, Cllr A Richards, Cllr B L Smith (Vice-Chairman), Cllr C P Smith, Cllr D N Yapp.

Apologies for absence approved by Council: None.

Other apologies for absence reported to meeting: Cllr G Jameson, Cllr M J Jones, Cllr J N Wakelam.

Other Members not present: None.

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

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

Agenda Number	Item	Councillor	Nature of Declaration
8.2	Recreation Field Leases & Mowing Arrangements	J Jones	Personal and prejudicial interest
8.2	Recreation Field Leases & Mowing Arrangements	D L Powell	Personal and prejudicial interest as committee member
8.2	Recreation Field Leases & Mowing Arrangements	D N Yapp	Personal and prejudicial interest

2.0 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 to the Council no later than 15 minutes prior to the start of the meeting.
None.

Cllr J Jones joined the meeting at this point.

3.0 Guest: Rev Carol Whittock, St Nicholas' Church: to welcome Rev Whittock to describe the Faith for the Future initiative of improvements and alterations at the Church.

The Chairman welcomed the Rev Carol Whittock to the meeting to describe the improvements and alterations at St Nicholas' Church Churchstoke, highlighting:

- The spiritual and social aspects of the work at the Church
- The thriving and growing numbers of the adults and youth groups
- Outreach work at the School and at St Nicholas House and chaplaincy at the Co-Op store and at the Sunday Market
- Festivals including Christmas Tree Festival, Carol Service, Christmas Bazaar, and Strawberry Tea
- A desire expressed by parishioners for a church building that is for purpose in the 21st century, which enables social as well as spiritual activity, with good heating, lighting, toilets, meeting space, performance space, kitchen, sound and vision facilities
- Thought being put into extending the use of the building with its new facilities to the community when not in use for regular Church activity, and potential for offering facilities and space for hire to the wider community
- Public consultation, by survey undertaken to 400 homes with a 15% return rate, plus a community meeting
- That the intention is not to compete with the existing community hall but to complement it – some activities being more suitable in the community hall and others in the church building
- Funding is still being sought, though much has already been raised through parishioner contributions.

Members asked questions and expressed several concerns including:

- Competition with the community hall endangering the viability of the community hall
- Car parking at the community hall for events at the church
- Removal of pews reducing the amount of seating for large events at the church.

The Chairman thanked the Rev. Whittock for attending, describing the proposals, and hearing the community councillors' views.

4.0 Minutes of Meetings: to approve & sign the minutes the minutes of:

4.1 Annual Meeting 30th May 2018 at Churchstoke Community Hall (paper 4.1 previously circulated)

The minutes of the Annual Meeting 30th May 2018 at Churchstoke Community Hall were reviewed.

RESOLVED:

The minutes of the Annual Meeting 30th May 2018 at Churchstoke Community Hall are approved and signed as a correct record.

4.2 Full Council Ordinary Business Meeting 30th May 2018 at Churchstoke Community Hall (paper 4.2 previously circulated).
The minutes of the Full Council Ordinary Business Meeting 30th May 2018 at Churchstoke Community Hall were reviewed.

RESOLVED:

The minutes of the Full Council Ordinary Business Meeting 30th May 2018 at Churchstoke Community Hall are approved and signed as a correct record.

5.0 Matters Arising from Minutes for Information: to report matters arising for information from the minutes of:

5.1 Annual Meeting 30th May 2018 at Churchstoke Community Hall.

5.1.1 (8.2f) Election to Positions of Special Responsibility – Internal Audit & Financial Scrutiny

The Clerk reported that Cllr J N Wakelam has confirmed acceptance of Special Responsibility for Internal Audit & Financial Scrutiny.

5.1.2 (8.2i) Election to Positions of Special Responsibility – Posting of Information & Notices to Community Notice Boards

The Clerk reported that Cllr J N Wakelam has confirmed acceptance of Special Responsibility for Posting of Information & Notices to Snead Notice Board.

5.2 Full Council Ordinary Business Meeting 30th May'18 at Churchstoke Community Hall.

None.

6.0 Planning Matters:

6.1 Planning Specific Correspondence: to receive, and resolve if desired, planning specific correspondence:

6.1.1 Powys CC: Local Development Plan (LDP) Supplementary Planning Guidance (SPG): to receive abeyance notice of six-week public consultation on the first set of SPG from 11th Jul'18 to 21st Aug'18 (paper 6.1.1a-b previously circulated).

Council received advance notice that Powys CC will be holding a six-week public consultation on the first set of LDP-SPG from Wed 11th Jul'18 to 5pm Tue 21st Aug'18, including:

- Biodiversity
- Affordable Housing
- Planning Obligations.

Noted.

6.1.2 Other Planning specific correspondence (if any)

None.

6.2 Powys CC Planning Determinations: to report from Powys CC notifying the community council of planning decisions in the community council area if any.

The Clerk reported notification of planning determinations by Powys CC as follows:

Ref.	Site	Powys CC Decision
None.		

6.3 Planning Inspectorate Appeals

6.3.1 Notification(s) of Determination of Appeal: to receive information from the Inspectorate as listed below.

Council received and noted the notifications below:

Ref.	Appellant	Site	Description
APP/T6850/A/18/3195389 (paper 6.3.1a previously circulated)	Mr G Griffiths	Tyddyn, Old Churchstoke	Withdrawn

6.3.2 Notice(s) of Appeal: to receive & resolve responses to Notices of Planning Appeal including but not limited to those listed below. Later Notices will be considered at the discretion of the Chair.

Ref.	Appellant	Site	Description
None.			

6.4 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 will be considered at the discretion of the Chair.

Ref.	Applicant	Site	Description	rec.
None.				

6.5 Planning Applications: to receive & resolve responses to consultations; full application(s) detail(s) at <http://www.powys.gov.uk/en/planning-building-control/search-view-and-comment-on-planning-applications/> including but not limited to those listed below. Later applications will be considered at the discretion of the Chair.

Ref.	Applicant	Site	Description	rec.
None.				

6.6 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 will be considered at the discretion of the Chair.

Ref.	Applicant	Site	Description	rec.
None.				

6.7 Planning Enforcement:

6.7.1 From Powys CC to CCC: to report for information, planning enforcement matters within the community

Ref./ Site	Description
None.	

6.7.2 From CCC to Powys CC: to report for information, planning enforcement matters within the community.

The Chairman invited Members to bring forward planning enforcement matters as follows:

Ref./ Site	Description
None.	

7.0 One Voice Wales/ Society of Local Council Clerks: to receive reports of AGM/ conference/ area meetings/ guidance notes/ training/ correspondence.

7.1 OVW: New 2018 Model Standing Orders: to receive new model standing orders (papers 7.1a-c previously circulated).

Council received a copy of the latest model standing orders. The Clerk reported that they will be reviewed against current standing orders in due course. Noted.

7.2 Other OVW/SLCC correspondence: to receive and circulate other OVW/SLCC correspondence received from/via OVW/SLCC.

The Clerk reported other correspondence, highlighting certain items, which will be circulated electronically post meeting where electronic copies are available, and set out in appendix 1.

Action – Clerk to circulate documents post-meeting

8.0 Recreation:

8.1 Cae Camlad Playground and New Play Area: to receive progress highlight report from the project team and to resolve to close the project (Cllr D L Powell).

Cllr D L Powell reported for the project team that works are complete according to Project Initiation Document planned outputs and outcomes, and recommended that the project can be formally closed.

RESOLVED:

CCC notes the completion of the playground project according to Project Initiation Document planned outputs and outcomes, formally closes the project and redirects unused ring-fenced funding into future recreation provision to be determined as soon as possible and asks Cllr R K McLintock to enquire with the Hyssington Village Institute regarding potential investment at Hyssington.

Action – Cllr R K McLintock to enquire
Action – for July agenda

The Chairman thanked the project team for taking the work through to completion and thanked the Council for its support.

8.2 Recreation Field Leases & Mowing Arrangements: to recap on leases & mowing arrangements with the Churchstoke FC (CFC) for the recreation field and to resolve, if desired, to formalise such arrangements.

Declarations of Members' Interests:

- Cllr J Jones declared a personal and prejudicial interest and left the meeting for this item.
- Cllr D L Powell declared a personal and prejudicial interest and left the meeting for this item.
- Cllr D N Yapp declared a personal and prejudicial interest and left the meeting for this item.

The Vice-Chairman, Cllr B L Smith, took the Chair.

The Clerk recapped on existing agreements with the Churchstoke FC for the viewing stand and advertising rights, and the informal arrangements (Mar'17)

with the club for mowing of the playing field area (mowing being in lieu of the rents for the viewing stand and pitch side advertising).

RESOLVED:

CCC authorises that the informal arrangements with the Churchstoke FC are formalised and that mowing of the playing field area will be undertaken in lieu of rents for viewing stand and advertising rights.

Action – Clerk to process

9.0 General Data Protection Regulations (GDPR):

- a) To receive progress report on steps to GDPR compliance (paper 9a previously circulated).
The Clerk recapped the guidance towards compliance supplied by the Society of Local Council Clerks (ref May'18 meeting), and the reported,
- Awareness raising (and training) has been undertaken
 - Set up of email addresses for each council has been commissioned
 - Data Audit is underway, pending returns from councillors
 - Data Protection Policy is awaiting approval
 - Privacy Statements are awaiting approval.
- b) To remind councillors of the data audit of personal data held by councillors in the course of their work as councillors (paper 9b-1,2 previously circulated). Council received and noted the Clerk's briefing note and legal briefing from NALC on councillors' data protection responsibilities, and the advice on whether they need to notify the ICO of being Data Controllers.
- c) Members are asked to complete the data audit paper for return at the meeting (paper 9c previously circulated).
Council received the pro-forma from the Clerk to assist councillors with their individual data audit, which will go towards the Council data audit and councillors' decisions whether they need to register as Data Controllers in their own right. The Clerk asked Members to return the pro-forma for the record.
- d) To resolve, if desired, the Data Protection Policy and Privacy Statements (papers 9d-e previously circulated).
Council received draft Data Protection Policy and Privacy Statements prepared by the Clerk.

RESOLVED:

CCC approves and adopts the Data Protection Policy and Privacy Statements as presented.

Action – Clerk to process

10.0 Hyssington Village Green: to receive a verbal update report and offer from Friends of the Green at Hyssington FOTGAH to assist the land registration process, and to resolve if desired, on the way forward with registration (Cllr R K McLintock).

Cllr R K McLintock reported on the importance of liaison between FOTGAH and neighbours of the Village Green, and between FOTGAH and CCC, and a

written offer (previously circulated) from FOTGAH to assist the council with land registration.

RESOLVED:

CCC thanks FOTGAH for its offer, accepts its offer to assist the council with registration, and will retrieve registration documents from council solicitors for that purpose.

Action – Clerk to process

11.0 Consultation: Powys County Council: to receive, and resolve if desired, a consultation on a revised Home to School/ College Transport Policy (paper 11a-d previously circulated).

Council received the consultation, closing 20th Jul'18. The Clerk reported that CCC has obtained an extension of deadline until 26th July and recommended a task group to bring forward recommendations to the July meeting.

RESOLVED:

CCC does not wish to respond to the consultation.

Action – Clerk to process

12.0 Financial Reports.

12.1 Finance Specific Correspondence: to receive finance specific correspondence for information (if any).
None.

12.2 Financial Year 2017-18:

12.2.1 To receive and approve the Financial Accounts 2017-18 and to receive and resolve the Internal Audit report (papers 12.2.1a-b previously circulated).

The Clerk presented the Financial Accounts and internal audit report for 2017-2018 and answered Members queries.

RESOLVED:

CCC notes and adopts the internal audit report and approves the Financial Accounts for 2017-2018 as presented.

12.2.2 To approve the Annual Return of Accounting Statement, Governance Statement and Internal Audit Report for dispatch to the external auditor (paper 12.2.2 previously circulated).

The Clerk presented the Annual Return and Statement of Assurance required for external audit and answered Members queries.

RESOLVED:

CCC approves the Annual Return and Statement of Assurance 2017-18 as presented, and that the Annual Return and Statement of Assurance should now be submitted to external auditor for audit date 16th July 2018.

Action – Clerk to process

12.3 Items Received Since Last Meeting: to report.

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

Payer	Description	£
Nat West Bank	Gross interest May'18	1.67
M&G	Charibond dividend Feb-Apr'18	0.70
J & E Wakelam	Allotment rent Mar'18-Feb'19	30.00
L & S Bennett	Allotment rent Mar'18-Feb'19	30.00
I Bruntnell	Allotment rent Mar'18-Feb'19	35.00
L Atkins	Allotment rent Mar'18-Feb'19	45.00
W Steed	Allotment rent Mar'18-Feb'19	30.00
A Jones	Allotment rent Mar'18-Feb'19	12.50
G Jones	Allotment rent Mar'18-Feb'19	30.00
HM Revenue & Customs	Vat reclaim 2017-18	1,524.43
Powys CC	Recycling proceed Jan-Mar'18 (Q4)	150.99
Total		1,890.29

12.4 Items for Payment: to resolve to approve items for payment as follows:
The Clerk reported items for payment.

RESOLVED:

CCC authorises payments as follows:

Chq	Payee	Description	£ex vat	£vat	£total
1132	Greenfingers Landscape Ltd	Grounds Maintenance May'18 (invoice 33766)	337.50	67.50	405.00
1133	Churchstoke Bowling Club	Allotments water supply 01/11/17-16/05/18 (196day)	18.75	0.00	18.75
1134	Lee Stephens	Internal audit fee 2017-18 accounts	121.00	0.00	121.00
1135	A L & R A Powell	Cae Camlad playground reinstatement (inv 263)	1,270.00	254.00	1,524.00
n/a	HM Revenue & Customs	PAYE Q1 Apr-Jun (paper 12.3d)	0.00	0.00	0.00
DD	Public Works Loans Board	Playground loan 504503 instalment #5	1,525.19	0.00	1,252.19
<i>Sub-total for payment this meeting</i>			3,272.44	321.50	3,320.94
1136	E J Humphreys	Clerk net salary Jun'18	<i>Confidential employment sum</i>		

Action – Clerk to process

12.5 Financial Balances: to report consolidated balances to date after sweep, receipts & payments.
The Clerk reported on gross, ring-fenced funds & net available bank balances as follows:

Item	Current acc. £	Reserve acc. £
Gross balances	1,000.00	35,886.09
Less consolidated ring-fenced funds	0.00	10,178.33
Net balances available	1,000.00	25,707.76

13.0 Highways and Rights of Way Reports.

- 13.1 Rights of Way Consultations: to receive & resolve responses to consultations including but not limited to those listed below. Later applications will be considered at the discretion of the Chair).

Ref.	Applicant	Site	Description	rec.
None.				

- 13.2 From Powys CC/ Shropshire Council to CCC: to report for information, general maintenance (inc papers 13.2a-b previously circulated). Council received information from Powys CC as follows:
- C2055 Old Churchstoke to Priest Weston (Shropshire): very significant surface damage which Members report is leading the school bus contractor (Worthen Travel) to consider ceasing to travel that section of road. Shropshire Council replies that its officer is liaising with the contractor regarding repairs as they are too large for the general maintenance pot holing crews to fix. It also reports that a jetter is due to attend the site to ensure the existing drainage system is clear and working at full capacity and water will then be diverted to attempt temporary repairs to the water damage pot holes that have arisen.
 - B4385 between Blue Bell and Powys border near Little Brompton Farm: broken drain cover with traffic cone without advance warning signs causes traffic to veer into the on-coming carriageway. Shropshire Council replies that works orders have already been issued.
- 13.3 From CCC to Powys CC/ Shropshire Council: to report and resolve if desired, general maintenance.
The Chairman invited Members to bring forward general maintenance matters to bring to the attention of the highways and rights of way authorities.
- C2054 Wernddu Lane at Cemetery: collapsed road surface.
Action – Clerk to process
- 14.0 County Council Matters:** to receive & discuss other general Powys CC/ Shropshire Council matters.
- Powys CC: no report.
 - Shropshire Council: no report.

- 15.0 Correspondence:** to receive, and resolve if desired, items of correspondence which may be brought to the attention of the council by the Clerk.

- 15.1 Powys Teaching Health Board (PTHB): to receive details of the first phase of public events in support of the NHS Future Fit consultation (closing 4th Sep'18) on proposals affecting hospital services in Shrewsbury and Telford and to discuss and resolve how CCC will determine its own response (papers 15.1a-g previously circulated).
Council received details of the public consultation and consultation events in Newtown, Welshpool, Montgomery, Kerry and other locations in Montgomeryshire.

RESOLVED:

CCC asks councillors to attend the consultation events and will delegate a task group at the July meeting to bring back recommendations for a council response to the August meeting.

Action – Cllrs to attend

Action – for July meeting

15.2 Montgomery Town Council: to receive letter of thanks for CCC' donation towards the County War memorial (paper 15.2 previously circulated). Council received letter of thanks from Montgomery Town Council for CCC's donation of £100 towards the repairs of the county war memorial, and a statement that it will contact CCC later in the year with plans for Remembrance Sunday at the memorial. Noted.

15.3 Other general correspondence: to receive and circulate other general correspondence for information.
The Clerk reported other 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 circulate documents post-meeting

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

16.1 Chairman's Announcements: to receive announcements from Chairman and Members for information.

a) Chairman: reminded Members that there will be a Green Grants Committee meeting on 25th July prior to the ordinary business meeting.

16.2 Items for Future Agenda: to bring forward items for consideration for future agenda.
None.

16.3 Next meetings:

a) Green Grants Committee Meeting 25th Jul 2018, 7.30pm, at Churchstoke.

b) Full Council Ordinary Business Meeting 25th Jul 2018, following the Green Grants Committee, at Churchstoke.

17.0 Confidential Session Exclusion of Public and Press

17.1 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:



























In accordance with the Public Bodies (Admission to Meetings) Act 1960 (2) the Council 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.

17.2 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 – 9.21pm.

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

-  7.1a - OVW - FOR ACTION - New Model Standing Orders 2018 - 070618 email.pdf
-  7.1b - OVW - FOR ACTION - New Model Standing Orders 2018.pdf
-  7.1c - OVW - Correction to Standing Orders - 130618.pdf
-  7.2a-1 - OVW - Innovative Practice Conference 4 July 2018 - 140618.pdf
-  7.2a-2 - OVW - Agenda Innovative Practice Conference 4th July 2018.pdf
-  7.2b-1 - OVW - JULY TRAINING DATES Mid - 220618.pdf
-  7.2b-2 - OVW - JULY TRAINING DATES North - 220618.pdf
-  7.2b-3 - OVW - CODE OF CONDUCT TRAINING GRESFORD THU 14 JUN - 060618.pdf
-  7.2b-4 - OVW - Charing Skills at Howey 20th Jun'18 - 080618.pdf
-  7.2c - OVW - Montgomeryshire Area Cttee 11th Jul'18 - 220618.pdf
-  7.2d - SLCC - Wales Conf 5th Sep'18 - 110618.pdf
-  7.2e - WGov - Workshop 17 Jul'18 Practical insight CTCs & PSBs working to delivery local well-being plans - 250618.pdf
-  7.2f-1 - WGov - Revised Code of Practice Workforce Matters Two Tier Code Annual Monitoring Exercise - 200615.pdf
-  7.2f-2 - Letter - English Version.pdf
-  7.2f-3 - Letter - English Version - Annex A.pdf
-  7.2g-1 - WGov - Sustainable drainage newsletter number 2 - 050618.pdf
-  7.2g-2 - WGov - Schedule 3 Newsletter2 ENG.pdf
-  7.2h-1 - WGov - Inquiry into diversity in local government - 050618.pdf
-  7.2h-2 - WGov - Consultation letter - all other stakeholders (e).pdf
-  7.2i - WGov - Consolidation & amendment of the Use Classes Order & Permitted Development Order - 050618.pdf
-  7.2j - WGov - Finance Trainee Graduate Scheme - 190618.pdf
-  7.2k-1 - Swansea Univ - Children Young People & Democracy in Wales event - 050618.pdf
-  7.2k-2 - Swansea Univ - A4 landscape poster.pdf
-  7.2l-1 - OPCC - New funding opportunity - 160618.pdf
-  7.2l-2 - OPCC - Safer Dyfed-Powys Diogel Charity.pdf
-  7.2m - TBNT - Remembrance Day Silhouette Installation Grants - 150618.pdf

Appendix 2: Other general correspondence received circulated post meeting

-  15.1a - PTHB - NHS Future Fit Consultation first phase of local events confi...
-  15.1b - 180628-NHSFutureFit-DropInGalwHeibio.pdf
-  15.1c - 180614-NHSFutureFit-DrosDroPopUp-Newtown.pdf
-  15.1d - 180623-NHSFutureFit-DrosDroPopUp-Newtown.pdf
-  15.1e - 180627-NHSFutureFit-DrosDroPopUp-Montgomery.pdf
-  15.1f - 180719-NHSFutureFit-DrosDroPopUp-Welshpool.pdf
-  15.1g - 180822-NHSFutureFit-DrosDroPopUp-Kerry.pdf
-  15.1h - 180613-NHSFutureFit-DrosDroPopUp-Machynlleth.pdf
-  15.1i - 180613-NHSFutureFit-DrosDroPopUp-Llanidloes.pdf
-  15.1j - 180614-NHSFutureFit-DrosDroPopUp-Llanrhaeadr-ym-Mochnant.pdf
-  15.1k - 180713-NHSFutureFit-DrosDroPopUp-Llanrhaeadr-ym-Mochnant.pdf
-  15.1l - 180713-NHSFutureFit-DrosDroPopUp-Llanfyllin.pdf
-  15.1m - 180719-NHSFutureFit-DrosDroPopUp-Llanfair.pdf
-  15.2 - Montgomery TC - thanks County War Memorial donation - 110618.pdf
-  15.3a - R George AM - News from Russell George AM - 060618.pdf
-  15.3b-1 - Independent Review Panel - June Newsletter - 200618.pdf
-  15.3b-2 - Independent Review Panel - 180619-june-newsletter.pdf
-  15.3c-1 - OPCC - New funding opportunity - 160618.pdf
-  15.3c-2 - OPCC - Safer Dyfed-Powys Diogel Charity.pdf
-  15.3d - Powys CC Arwain - Farming Connect Events - 190618.pdf
-  15.3e - Powys CC Archives Summer2018 - 250618.pdf
-  15.3f - PTHB AGM Invitation Wed 18 Jul'18 2.00pm - 250618.pdf
-  15.3g - WGov - CTC PSB Workshop 17th July 2018 - 250618.pdf
-  15.3h - Powys CC - New Website Your Community Space - 270618.pdf
-  15.3i - Creative Play - Hello Summer latest newsletter - 050618.pdf