

# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 23 July 2018**.

### Those present

Cllr Angela Alder  
Cllr Eric Buckmaster  
Cllr Ruth Buckmaster

Cllr Annelise Furnace  
Cllr Don Hall  
Cllr Heather Riches

### In attendance:

1 member of the public  
R Bowran - Town Clerk

Joanne Sargent – Town Projects Manager

Welcome by the Mayor,  
Prayers were read by Cllr Riches

### 18/46 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Cllr Beeching – on holiday, Cllr Burmicz – work commitment and Cllr Royle – family illness.

Cllrs Adamopoulos, Coysten and Shaw were absent

### 18/47 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members  
There were none.

### 18/48 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Town Council.

**Mr Greg Leary** asked about progress on the reinstatement of the Elmwood footpath.

*Clerk reported that the council had now received solicitor's bill for £400 in respect of legal advice on the issue. Cllr E Buckmaster responded that the transfer of funds was being processed. Clerk sought clarification that the work could commence using council funds and anticipating reimbursement from the HCC funding source. This was given.*

*Cllr E Buckmaster mentioned a complaint by Fawbert and Barnard school about the roadway past the "Ancient Raj" site. Advice from Herts Highways was that since this is not a highway and thus will not be maintained by them, the school should consider assuming ownership and make their own markings.*

### 18/49 MINUTES

**Resolved:** To approve as a correct record the minutes of the Annual Meeting of the Town Council held on 25 June 2018 (M02)  
[prop Cllr R Buckmaster; secd Cllr Burmicz]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

- **Resolved:** To change the date of the Finance and Policy Committee and the Planning Committee meetings from 10 June 2019 to 17 June 2019.  
*[prop Cllr E Buckmaster; secd Cllr Hall]*

**18/50 PLANNING COMMITTEE**

**Received and Noted:** The minutes of the Planning Committee Meeting held on:

- 25 June 2018 (P02)

**Received and Noted:** The draft minutes of the Planning Committee Meeting held on:

- 16 July 2018 (P03)

**18/51 AMENITIES COMMITTEE**

**Received and Noted:** The draft minutes of the Amenities Committee Meeting held on:

- 16 July 2018 (A01)

*Cllr E Buckmaster commented that familiarisation visits to the cemetery should be open to all members and not just the Amenities Committee. He also commented on elements of Risk Management associated with the SYPRC committee taking on the responsibility for playground inspections.*

**18/52 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive Mayor's appointments and communications.

- 29/6/18 Buntingford TC. reception
- 01/7/18 Joint EHDC.(Chairman) and B/S TC (Mayor) Civic Service and Sawbo Fun on the Field Event (same day)
- 04/7/18 Evangelical Church re revamp of adjacent building – interesting mix of attendees and shared views
- 06/7/18 Home Instead – celebrating 10th year in Sawbo
- 14/7/18 HCC Chairman's garden party at County Hall
- 20/7/18 Elvis Night – B/S Mayor's charity event for Age Concern B/S
- 24/7/18 tomorrow will be attending Spellbrook School leaver's church service at Gt.St.Mary
- Would like to propose sending a letter of congratulation to Ruby Class at Spellbrook School for their achievement in being gaining the UK-wide Virtual Competition with the highest results out of all the participating Reception classes in the UK *This was agreed*
- Mayor's Charity Quiz evening on Saturday 06 October at Bullfields.

**18/53 REPRESENTATIVES REPORTS**

- County Councillor E Buckmaster reported:
  - Hertfordshire residents are invited to take part in a consultation on flooding in the county.  
Hertfordshire County Council is reviewing the county's Local Flood Risk Management Strategy, and wants to hear residents' views by Friday 24 August.  
The council works alongside a number of organisations which have responsibility for tackling flooding in Hertfordshire, which can include advising residents on practical measures they can take to protect themselves and their property.  
The draft revised strategy includes:
    - New proposals for working with community based groups.
    - A commitment to publish the best available surface water flood risk data.

- Measures to support individuals to manage their own flood risk.
- Clarification of the circumstances under which the county council will investigate flooding.
- A new approach for helping prioritise flood risk management schemes.
- Updated policies relating to drainage.

The consultation asks a range of questions including: whether you agree with our approach to managing flood risk, what approach we should take to working with other people, and how we can best support people who are at risk of flooding.

These views will be used to update the draft strategy before it is adopted by the county council later this year.

For more information, and to take part in the consultation, visit: [www.hertfordshire.gov.uk/floodriskconsultation](http://www.hertfordshire.gov.uk/floodriskconsultation)

- **Hertfordshire County Council pledges to reduce plastic** Hertfordshire County Council is taking a stand against single-use plastics by encouraging staff and residents to reduce the amount of plastic they use this July. The council has already taken steps to reduce single-use plastics across its main sites by removing plastic cutlery and cups from staff restaurants, and making reusable coffee cups available to staff at-cost. Eventually, disposable coffee cups will be removed from staff coffee shops altogether. There are many simple changes we can all make. Follow the Waste Aware Facebook page for tips and ideas throughout July.
- **Young people launch video to tackle hate crime in Hertfordshire** Young people working with YC Hertfordshire launched a video on the International Day against Homophobia, Transphobia and Biphobia, to encourage the reporting of hate crime. The video was created by young people from the Who Not What group of LGBTQ young people, supported by YC Hertfordshire. It depicts a young person who is targeted because of her sexuality and, subsequently, is supported by a Hate Crime Officer to report the crime. The group of 18 and 19-year-olds created the video, following a successful bid for money from the Big Lottery Reaching Communities Fund in 2016. The money is designated to improve and promote services and support for lesbian, gay, bisexual and transgender young people in Hertfordshire. The money will be partly used to fund three videos, with the aim of increasing the confidence and emotional wellbeing of young people, as well as increase confidence in reporting incidents of victimization. Back in October the young people put their heads together to come up with an idea for a film and from there created a script and story boards.
- **National Citizen Service (NCS) summer programme** Dozens of young people in Hertfordshire have already embarked upon a summer of learning new skills as they set off on a four-week National Citizen Service (NCS) programme with YC Hertfordshire. More than 1000 young people from Hertfordshire are taking part in the programme this summer. The programme is designed to boost young people's confidence and equip them with the skills needed as they approach adulthood. Each young person starts the programme with a week-long residential stay, during which they take part in challenges and team-building exercises. They then return to Hertfordshire, where they complete a further week-long residential, followed by a two-week social action project where the young people work in groups to plan and implement a project which benefits their local community. If you would like to visit an NCS programme this summer please contact [peter.hosier@hertfordshire.gov.uk](mailto:peter.hosier@hertfordshire.gov.uk)
- **Hertfordshire's condom distribution scheme for young people** The new wallet distribution, which went live on 1<sup>st</sup> June, proved much more effective than C-Card when it was piloted by staff across Hertfordshire as it is much more accessible for young people. For further information about the above initiatives, or the work of YC Hertfordshire in general, please contact [peter.hosier@hertfordshire.gov.uk](mailto:peter.hosier@hertfordshire.gov.uk)
- **At Full Council on 17 July there was a report on Hertfordshire's Strategic Plan for Children and Young People.** The plan outlines the council's vision for giving every child, young person and their family the opportunity to live happy and fulfilling lives. It has been developed through discussions with staff, young people and partners and highlights the council's ambition in relation to Children's services Outcome Bees. Be safe, Be Healthy, Be Ambitious, Be Independent, Be resilient. A web based version will be created which will include Video Clips of young people and staff talking about the support provided and the difference it made. These will be regularly updated. The three year plan will build on what we are already doing well and target our resources on those children, young people and families that really need our help and guidance.

- **Libraries** It was announced recently that the council will consider whether or not to deliver Libraries Services by a Public Service Mutual. This will be discussed at Cabinet Panel and Cabinet in September.
- **Family Centre Service** launches across Hertfordshire in November 2018. Building on our successful Children's Centre, Health Visiting and School Health Nursing programmes, Family Centres bring these services together to provide families, from pre-birth through to 19 years, with the best possible start in life and support through to young adulthood.
- **Spellbrook** I am looking into the possibility of having a speed indicator device outside Spellbrook School. I understand a Police radar team may be monitoring speeds for us to help with the process. It will need to go within the 30mph zone but will be visible long before that looking north.
- **Vantorts/Fair Green** Highways officers will put together a package of measures for me based on the traffic report and my requests to go into the budget process for TRO's and eventual implementation. This will include, effectively, one way traffic through Sheering Mill Lane dogleg and priorities. I am also discussing at an early stage a 20mph zone for Sawbridgeworth.
- **Nascot Lawn** In August I'll be chairing another scrutiny topic group on respite services for families of severely disabled children. This will be examining the Section 75 legal agreement terms between Herts Valleys CCG and HCC following the ceasing of funding by the CCG of Nascot Lawn.

Cllr Alder noted the lack of logic in the pedestrian crossing place at Spellbrook school being in a 40mph speed restriction. *Cllr E Buckmaster said he would review the location of the 30mph limit with Highways.*

Cllr Furnace asked if Sawbridgeworth was included in the NCS programme. *Cllr E Buckmaster signposted the e-mail contact for the scheme*

Cllr Furnace asked about the unintended consequences of traffic limitations in the Vantorts Road Fair Green area, viz. increases in speed. *Cllr E Buckmaster would review this with Highways and said that a 20mph zone was being considered.*

- **District Councillor E Buckmaster reported:**
  - **East Herts Portfolio** Hertford Theatre .At Full Council on Wednesday I'll introduce a paper with recommendations for the Expansion of Hertford Theatre to increase capacity and add three cinema screens to enable first release viewings. Also to integrate more with Castle Gardens.
  - **Old River Lane and Arts Centre** Development Management Committee approved the plans last week for a new multi storey car park at Northgate End. This facilitates further work on Old River Lane where the surface car park and Charringtons House can be redeveloped. I am now chairing a steering group for the arts centre comprising officers and members of the Rhodes Trust, Bishops Stortford Town Council and East Herts.
  - **Leisure Contract** Also at Council on Wednesday I'll be recommending a change in emphasis for the Procurement Process. We were going for a Design, Build and Operate model. The intention now is to bring the Design and Build in house and to go out to tender for the operation. We are still in dialogue with the schools for the Joint Use Pools and I recently met with the incumbent and future Head teachers of Leventhorpe.
  - **District Plan.** Modifications now accepted by the Inspector. Anticipated Full Council in September for Adoption.

Cllr Riches asked how the CCG could approach EHDC about the allocation of housing to key workers, especially at the surgery. *Cllr E Buckmaster suggested writing to Kevin Steptoe Head of Planning and Linda Haysey, Leader of the Council and District Plan lead.*

Cllr Furnace asked how the new Leisure contract would affect the Leventhorpe Pool. *Cllr E Buckmaster said there was Government support funding to August 2019 and then need to await future direction. He had met with the outgoing and incoming heads and had useful discussions. Issues were about staffing as well as funding.*

- **District Councillor Alder reported:**
  - 13/7/18 Meeting with Jess Khanom and Cllr. Buckmaster re update on toilet Provision in Sawbo. Also talked about Town Green.
  - Drew attention to the need for the Parking officer to review decision re:

- fire exit arrangements for Hailey Centre users in event of a fire.
  - 17/7/18 East Herts Executive meeting
  - 24/7/18 tomorrow will be attending PAG meeting in East Herts.
- Hertfordshire Police were not present but reported:
  - 2 burglary dwelling, 3 theft of motor vehicle offences and 3 possession of controlled drug offences since the last town council meeting.
  - Bishops Stortford and Sawbridgeworth mini Police is starting in September; schools involved initially will be Hill Mead in Bishops Stortford and Spellbrook Primary School.
  - Lots of on-going partner working with housing officers in relation to local issues. PC Marshall has attended Chelmsford county court in relation to a possession hearing for a local property. This is on-going.
  - Thank you for your continued support from town council re CCTV. It continues to aid investigations and in recent weeks has assisted with the arrest of a high risk domestic abuse offender.
  - Bishops Stortford and Sawbridgeworth police cadets now have 42 recruits ready for the launch in September.
  - Currently experiencing a theft from motor vehicle series, multiple resources are being deployed on this including covert units around the town. 7 crimes reported to date. This is a county wide trend.
  - Sawbridgeworth Pubwatch continues to run but the scheme is being updated due to the new data protection legislation, the next meeting is scheduled for 5th September and the police will reinforce the community protection warning notices at this meeting.
- Other Representatives & Champions
  - Cllr Alder attended STACC meeting at Stansted Airport and UEG – User Experience Group
  - Cllr R Buckmaster reported on the AGM of SYPRC. The main theme being “thinking of the future” and that membership of the committee must be changed.
    - Cllr E Buckmaster said it could be right that a member just does not attend meetings.
    - Clerk advised that a member appointed by resolution cannot be arbitrarily dismissed and set out options provided for in Standing Orders
    - Cllr Alder said that there should be a change in the Rules of Management which will include attendance matters.

The mayor reminded all Representatives and Champions that council needs to have regular reports on their activities on behalf of the council.

**18/54 OFFICERS REPORTS**

- Town Clerk added to his report preliminary details about serving Sheering with Sawbobus.
  - Cllr Alder asked if Sawbobus could serve High Wych as Herts were withdrawing school transport. *Clerk said this was possible in a revised timetable.*
  - Cllr Alder asked about developments on the use of Town Green. *Clerk responded that Cllr E Buckmaster was meeting with the EHDC assets group on 25 July and would be raising the issue of possible use by STC.*
  - Cllr E Buckmaster said there was a need to consider extending Sawbobus to Terlings, and Hunsden and Cllr Furnace talked of the need to serve the future Gilston Village. *Clerk responded that all this was possible if a second vehicle and cover for operating costs could be obtained.*
- Town Projects Manager added to her report a confirmation

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that the Mariposa wedding shop had gone out of business.

**18/55 GRANT APPLICATIONS**

To consider Grant applications from:

18/55.1	Aspect Schools Partnership	Crucial Crew Project	£750
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**Resolved:** To make a grant of £500  
*[prop Cllr E Buckmaster; secd Cllr Furnace]*

18/55.2	Sawbridgeworth PCC	Tree work in church yard	£500
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**Resolved:** To make a grant of £500.  
*[prop Cllr Riches; secd Cllr R Buckmaster]*

The mayor declared an interest as a member of the congregation of that church.

**18/56 EAST HERTS DISTRICT PLAN**

Clerk summarised the on-going process and the timescales for adoption and calling in of the District Plan.

Cllr E Buckmaster emphasised that any consideration of related planning applications should be at a meeting held in public. All communications relating to the District Plan should be mad to him and the Clerk

Cllr Furnace asked for assurance that members of the public be made aware of planning meetings. *Clerk responded that they were informed in the normal ways but as far as the major applications were concerned extra publicity would be given and the timetables set out on the council web-site.*

**18/57 DEPOSIT & CONSULTATION DOCUMENTS**

**Noted:** That there were no Documents for Noting and Consultation.

**18/58 FINANCIAL REPORT**

**Noted:** The current Financial Report.

**18/59 ACCOUNTS FOR PAYMENT**

**Noted and Approved:** Accounts for payment.

**ITEMS FOR FUTURE AGENDAS**

**18/60** To consider any items for inclusion on future agendas.

Cllr R Buckmaster asked for the ratification of the appointment of Community Representatives to the SYPRC management committee to be placed on the September agenda and for ratification of a change in the Rules of Management of the SYPRC Management Committee.

Cllr R Buckmaster asked for the Resolution made on 21 May 2018 at M01:18/21 (concerning councillors appointed as members of the SYPRC management committee) be revisited and placed on the November agenda.

Meeting closed at 21:04

List of Purchase Ledger CHEQUE PAYMENTS Entered

Ledger : 1

Month : 4

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
<b>Supplier : Moore &amp; Son Ltd t/as Direct Moves</b>			<b>DMOVES001</b>				
09/07/2018	12477	Tnnl strg - 19.05-19.06.18		105.60	0.00	105.60	0.00
					0.00	105.60	
				Above paid on : 23/07/2018 By Cheque No 1784			
<b>Supplier : Tree Surgery Landscaping Contractors</b>			<b>TLC001</b>				
25/06/2018	250618	Section, cut back & rdce trees		825.00	0.00	825.00	0.00
					0.00	825.00	
				Above paid on : 23/07/2018 By Cheque No 1785			
<b>Supplier : Amenity Services</b>			<b>AMEN001</b>				
25/06/2018	25062018	Fell, deadwood & remove ivy		825.00	0.00	825.00	0.00
					0.00	825.00	
				Above paid on : 23/07/2018 By Cheque No 1786			
<b>Supplier : Create Identitiee Limited</b>			<b>CREATE001</b>				
01/06/2018	WK010618STC	Blck Polos - CL, JJ, SP, RB,		144.00	0.00	144.00	0.00
29/06/2018	WK290618STC	Work T-shirt		10.00	0.00	10.00	0.00
					0.00	154.00	
				Above paid on : 23/07/2018 By Cheque No 1787			
<b>Supplier : Hertford Town Council</b>			<b>HTC001</b>				
28/06/2018	1781	Hire of tables and chairs		70.00	0.00	70.00	0.00
					0.00	70.00	
				Above paid on : 23/07/2018 By Cheque No 1788			
<b>Supplier : Eden Springs UK Ltd</b>			<b>EDEN001</b>				
25/06/2018	31/03194868	Drinking water & maintenance		43.82	0.00	43.82	0.00
					0.00	43.82	
				Above paid on : 23/07/2018 By Cheque No 1789			
<b>Supplier : Breeze Office Solutions</b>			<b>BRZ001</b>				
26/06/2018	102951	Clipboards		19.20	0.00	19.20	0.00

Ledger : 1

Month : 4

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	19.20	
					Above paid on : 23/07/2018 By Cheque No 1790		
		Supplier : Shadowfax Technology Limited	SHAD001				
27/06/2018	20013	Microsoft Licence		756.00	0.00	756.00	0.00
					0.00	756.00	
					Above paid on : 23/07/2018 By Cheque No 1791		
		Supplier : Froom & Co Limited	FROOM001				
16/2018	37385	Skip hire - Delivered 12/06/18		252.00	0.00	252.00	0.00
					0.00	252.00	
					Above paid on : 23/07/2018 By Cheque No 1792		
		Supplier : Southern Electric	SSE001				
03/07/2018	0112	Phone box - unmetered supply		1.76	0.00	1.76	0.00
					0.00	1.76	
					Above paid on : 23/07/2018 By Cheque No 1793		
		Supplier : Gary Woods Garden & Property	WOODS001				
12/07/2018	27	Supply & Fit new door handle		47.99	0.00	47.99	0.00
					0.00	47.99	
					Above paid on : 23/07/2018 By Cheque No 1794		
		Supplier : David Allam	ALLM001				
12/07/2018	4363	Service/repair of Ransome mower		253.20	0.00	253.20	0.00
					0.00	253.20	
					Above paid on : 23/07/2018 By Cheque No 1795		
		Supplier : John Miles & Son Tyre & Exhaust Cntr	MILES001				
10/07/2018	JM603280	Puncture repair		22.75	0.00	22.75	0.00
					0.00	22.75	
					Above paid on : 23/07/2018 By Cheque No 1796		
			PAYMENT TOTALS		0.00	3,376.32	

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Ledger : 1

Month : 4

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
<b>Supplier : Ernest Doe &amp; Sons Ltd</b>			<b>DOE001</b>				
04/07/2018	380578	Filter & thermostat repairs		221.66	0.00	199.99	21.67
					0.00	199.99	
				Above paid on : 23/07/2018 By Cheque No 1797			
<b>Supplier : Ridgeons Ltd</b>			<b>RIDG001</b>				
26/06/2018	039/72102183	Stud wood & woodscrews		191.76	0.00	191.76	0.00
26/06/2018	039/72102186	Cable ties - various sizes		31.62	0.00	31.62	0.00
28/06/2018	039/721114	Duct tape		7.13	0.00	7.13	0.00
					0.00	230.51	
				Above paid on : 23/07/2018 By Cheque No 1798			
<b>Supplier : The Anglfa Sign Casting Company</b>			<b>ANG001</b>				
04/07/2018	43438	PRIOR - Plaque		81.41	0.00	81.41	0.00
12/07/2018	43529	KNAGGS Plaque		81.41	0.00	81.41	0.00
18/07/2018	43593	Plaque - CLARK		81.41	0.00	81.41	0.00
					0.00	244.23	
				Above paid on : 23/07/2018 By Cheque No 1799			
<b>Supplier : Premier Badges Limited</b>			<b>PREMBDG001</b>				
17/07/2018	75863	Mayoral Consort/Escort badges		291.90	0.00	291.90	0.00
					0.00	291.90	
				Above paid on : 23/07/2018 By Cheque No 1800			
<b>Supplier : Ricoh UK Limited</b>			<b>RICOH001</b>				
07/07/2018	101147022	Rental 01.07-30.09.18		435.56	0.00	435.56	0.00
					0.00	435.56	
				Above paid on : 23/07/2018 By Cheque No 1801			
<b>Supplier : In a Frame</b>			<b>INAFRAME01</b>				
14/07/2018	3025	Mount & frame WW1 Tommy (Jim)		184.00	0.00	184.00	0.00
					0.00	184.00	
				Above paid on : 23/07/2018 By Cheque No 1802			
<b>Supplier : Dale, Lisa</b>			<b>DALE001</b>				

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Ledger : 1

Month : 4

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
23/07/2018	230718	Office clean - July		180.00	0.00	180.00	0.00
					0.00	180.00	
				Above paid on : 23/07/2018 By Cheque No 1803			
Supplier :		HGC Accountancy Services Limited	HGC001				
05/06/2018	3783	Internal audit & report		1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
				Above paid on : 23/07/2018 By Cheque No 1804			
<b>PAYMENT TOTALS</b>				<b>0.00</b>	<b>2,966.19</b>		

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Ledger : 1

Month : 4

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		Supplier : East Herts District Council	EHDC001				
19/07/2018	0002495	Play equipment inspection		104.64	0.00	104.64	0.00
					0.00	104.64	
				Above paid on : 23/07/2018		By Cheque No 1805	
<b>PAYMENT TOTALS</b>					<b>0.00</b>	<b>104.64</b>	

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# Non-Purchase Ledger Cheques - July 2018

Cheque No	Payable to:	Amount:	Reason:	A/C Code:
1806	Frank Gowen	34.96	Saturday Bus Driving (14/07/18)	4045/700
1807	Adrian (Rob) Robinson	254.74	H/C (25&26.06 & 16,17&18.07) S/S (30/06/18)	4045/700
1808	East Herts District Council	35	x2 Tickets Music on a Summers Afternoon EHDC Chairman	4315/210
1809	Sawb Town Twinning Assoc	1000	Grant	4360/220
1810	Hanovia Gold Animal Trust	298.06	Proceeds of dog comp, buckets & dog stall holders	4670/600
1811	Driver & Vehicle Services Agency	55	RTA S22 Application	4805/700
1812	Driver & Vehicle Services Agency	18	Waybill for Rolley - September Hire	4805/810
1813	SLCC	50	Staff Training	4082/200
1814	CASH	254.69	Top up of petty cash	various
1815	Gordon Howell	400	Cemetery Maintenance	4420/440
Total:		2400.45		

*Angie A-Idu  
23rd September 2018*