

WIGTON TOWN COUNCIL

A MEETING OF THE FINANCE COMMITTEE WAS

HELD ON TUESDAY 7TH JUNE 2022 AT 6.00PM

PRESENT Councillors Lynch, Jackson, Scott, Robbins and Ferriby

FIN/1/2022 TO ELECT A CHAIR

Cllr Ferriby was proposed by Cllr Jackson, seconded by Cllr Lynch

No other nominations received.

Cllr Ferriby was duly elected as Chair of the Finance Committee 2022/23

FIN/2/2022 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE

None

FIN/3/2022 DECLARATIONS OF INTEREST/DISPENSATIONS

None

FIN/4/2022 EXCLUSION OF PRESS AND PUBLIC

None

FIN/5/2022 REVIEW OF THE INTERNAL AUDITOR

To carry out a review of the effectiveness of the Internal Auditor

WIGTON TOWN COUNCIL

SUBJECT: REVIEW OF INTERNAL CONTROL AND INTERNAL AUDIT ARRANGEMENTS

1. Summary

1.1 There is a requirement under the Accounts and Audit (England) Regulations 2011 that the Council undertakes and approves a review of the effectiveness of its internal control arrangements annually.

1.2 As part of this review Members should consider the level of fidelity guarantee insurance cover in place

2. Recommendations

2.1 Council is asked to approve:

2.1.1 The review of internal control and internal audit arrangements.

2.1.2 The level of the Town Councils fidelity guarantee insurance of £500,000

3. Background

3.1 Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of the resources under their control. These arrangements should enable the Council to carry out its activities effectively whilst managing risk.

3.2 A system of internal control should be designed to manage risk to a reasonable level. Whilst it cannot eliminate the risk of failure to achieve policies, aims and objectives; it can provide reasonable assurance of effectiveness.

3.3 Regular reviews of internal control provide assurances on their effectiveness and where appropriate a management action plan can be used to address any identified weaknesses.

3.4 The review process includes:

- obtaining assurances to the extent that control systems have operated effectively throughout the year;
- reviewing Internal and External Audit Inspection reports;
- review of any issues arising from the last review of internal control.

4. System of Internal Control

4.1 A review checklist of the Internal Control systems currently in place is shown at Appendix 1. Members are asked to review this to ensure that the current Internal Control arrangement continue to be efficient and effective for the Council.

4.2 As part of the review Members are asked to consider the level of fidelity guarantee insurance, currently £500,000 with an excess of £100. Fidelity guarantee insurance helps safeguard the Council against dishonesty and the level of cover should be set by the Council taking into account the loss it could face.

4.3 The Town Council's External Audit indicates that they would expect the level of cover to be sufficient to cover the maximum amount of cash reserves held by the Council. The Town Council's highest level of cash reserves occurs following the receipt of its annual precept at the end of April each year.

4.4 When the Town Council receives its precept for 2022/2023, in the order of £350,000, it is expected that its total cash reserves will be in the order of £100,000.

5. Review of Internal Audit Arrangements

5.1 Advice provided by the Joint Practitioners Council which includes members from the National Association of Local Councils and the Society of Local Council Clerks, states that as a minimum the review of internal audit should include an assessment of the each of the following:

- the scope of the audit
- independence
- competence
- relationships
- audit planning and reporting

5.2 The Internal Auditor has no involvement in the financial decision making or management or administrative control of the Council. They are not asked to provide consultancy or advice on the Council's financial controls and procedures.

5.3 The current Internal Auditor is Jean Airey. She is appropriately qualified and has significant local authority finance experience and knowledge of accounting and auditing processes including the role of the internal audit and awareness of risk management issues. She understands accounting requirements and the legal framework and powers of local councils.

5.4 An internal audit is conducted twice a year.

5.5 The Internal Auditor's findings are reported to Council. These include a management plan showing recommendations with management responses. It is anticipated that Council will receive the report on the current year's Internal Audit findings early in the new financial year.

5.6 A review checklist of internal audit arrangements has been prepared and is shown at Appendix 2 for Members to review.

6. Financial Implications

6.1 There are none, unless Members decide to increase the level of fidelity insurance then the premium cost will increase, subject to the revised value agreed.

7. Environmental and Biodiversity Implications

7.1 None.

8. Crime and Disorder Implications

8.1 Internal Control, supported by an independent review from an External Auditor, is to put into place measures to ensure the risk of fraud is reduced. Whilst this might not be totally secure these measures minimise the potential with the intention of there being none.

REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

Review checklist - meeting standards	Evidence of Achievement in place	yes/no	Areas for Development
Governance Framework	Standing Orders and Financial Regulations are in place and are reviewed annually or in conjunction with changes to working practices	Yes	
	Policies in place are: LCPS Discretions policy, Dignity at work, equal opportunities, filming and recording, health and safety, managing attendance, press and media, safeguarding	Yes	Being reviewed/updated where necessary
	Procedures in place are: Grievance, Complaints, publication scheme, and risk management strategy.	Yes	
	All Staff employed on written contract	Yes	New apprentice has got contract
	Members Code of Conduct regularly reviewed	Yes	
	Members declarations of interest and register have been updated and are displayed on the Allerdale Borough Council Website	Yes	
	Budget and precept set annually by council annual year end return approved by council	Yes Yes	Before the end of June 2022

Financial Controls	Computerised financial management system in place	Yes	
	Bank reconciliations completed on a monthly basis and reported to full council	Yes	
	Payment controls and payment details reported to full council	Yes	
	Quarterly budget monitoring reported to Finance Committee	Yes	
	£500,000 fidelity guarantee insurance	Yes	

Section 151 Officer	Clerk is appointed RFO	Yes	Carried out by Grounds Staff
Review of risk management arrangements	Risk register updated regularly by office	Yes	
Regular maintenance arrangements for physical assets	Periodic inspections undertaken	Yes	
Insurance arrangement checked	Reviewed regularly and cross checked with Asset Register	Yes	
Asset Register	Reviewed regularly, inventory reviewed annually	Yes	
External Auditors	No issues raised by External Auditors, PFK, for the year ended 31st March 2021, report approved by full council	Yes	

internal Auditors - appropriate actions have been taken on all matters raised	matters highlighted by the internal auditor are reported to Council	Yes	
Scope of internal audit			
Independence	Internal audit does not have any other role within the council	No	
Competence	No evidence to suggest otherwise	No	
Relationships	RFO consulted on the internal audit plan. Respective responsibilities known. Responsibilities of Council members are understood.	Yes	
Audit planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council.	Yes	Twice Yearly

Reviewed and accepted by Finance

7th June 2022

Members **ACCEPTED** the review and **AGREED** that Jean Airey be appointed for year 2022-23

FIN/6/2022 PUTTING GREEN

To discuss using sponsorship money to purchase a new mower

The Clerk reported that Cllr Armstrong had been using his own mower on the putting green and it is no longer fit for purpose. There is £900 in sponsorship money that had been given to the green last year and to date no money had been spent. The Clerk recommended allowing Cllr Armstrong to use some of the money to purchase a new mower. **All AGREED** to recommend to Full Council that Cllr Armstrong buy a new mower for the putting green with an allowance of up to £500. Also to suggest a space be made available in the grandstand to store the mower and any other items.

FIN/7/2022 WIGTON BURIAL JOINT COMMITTEE

To discuss letter received from WBJC regarding the precept and terms of reference – Cllr Robbins reported that the committee were surprised that the town council had reduced the precept and felt that they should have been consulted prior. Cllr Lynch pointed out that when Allerdale stopped the grant, the three councils then had to precept for money that it was not an indefinite grant. Once the burial committee rented out the house and went with ABC bereavement services they would have to run as a business and eventually they wouldn't need money from the three councils. This is reflected in the money in the bank. The Clerk read out the figures for the last 3 years.

March 2020 – £11k

March 2021 - £23k

March 2022 - £40k

It was pointed out that the Town Council had less than £50k in bank as at March 2022 and that we have significant bills to pay. The committee cannot expect to keep receiving the same amount of grant money every year.

With regard to the terms of reference, the Clerk pointed out that the draft budget from WBJC was not received until the end of November and that was only after asking for it. Cllr Ferriby pointed out that by then we had already produced our draft budget at the finance meeting and the full council meeting.

The Clerk also stated that after reading the minutes of the burial committee online there were items mentioned that were to be actioned by her but had not been asked to do so.

To discuss loan repayments and other matters – It was pointed out that the loan was paid by the three councils in 2019. To date there have only been two payments made to each council, totalling just over £3,000, this also needs to be discussed.

Cllr Ferriby suggested that a pre meeting with the chairs of the three councils and the burial committee take place in September, before the production of any draft budgets. **All AGREED**

FIN/8/2022 DATE OF NEXT MEETING

Next meeting – 26th July 2022

Meeting Closed at 7.05pm

WIGTON TOWN COUNCIL

A MEETING OF THE FINANCE COMMITTEE WAS

HELD ON TUESDAY 26TH JULY 2022 AT 6.00PM

PRESENT Councillors Lynch, Jackson, Scott, Robbins and Ferriby

FIN/9/2022 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE

Cllr Hodson

FIN/10/2022 DECLARATIONS OF INTEREST/DISPENSATIONS

None

FIN/11/2022 EXCLUSION OF PRESS AND PUBLIC

None

FIN/12/2022 GRANTS

To discuss a grant to the following:

Solway Network Youth Group – £550 **AGREED**

Wigton RUFC Junior - £855 **AGREED** to purchase Club Shirts (possibly Wigton TC sponsor on shirts)

FIN/13/2022 BUDGET MONITORING 2022-23

To amend and approve the accounts for April to June 2022

The Clerk pointed out that although not on the first quarter payments the fuel charges had risen dramatically and out of the £3,000 budgeted figure we had already spend £2,500 up to date.

It was **AGREED** to add a further £3,000 to the budget from reserves. The Clerk to contact Sue at Dalston to see if we can come to an agreement regarding the rising costs (a possible one off payment) To put on agenda for October meeting.

It was noted that the wages increase was due to NI and agency staff.

FIN/14/2022 DATE OF NEXT MEETING

Next meeting – 25th October 2022

Meeting Closed at 6.35pm

WIGTON TOWN COUNCIL

A MEETING OF THE FINANCE COMMITTEE WAS

HELD ON MONDAY 17TH OCTOBER 2022 AT 6.00PM

PRESENT

Councillors Lynch, Jackson, Scott, Robbins and Ferriby and Hodson.

Clerk: Emma Ireton

FIN/15/2022 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE

FIN/16/2022 DECLARATIONS OF INTEREST/DISPENSATIONS

None

FIN/17/2022 EXCLUSION OF PRESS AND PUBLIC

None

FIN/18/2022 GRANTS

To discuss the following grant applications:

Age UK West Cumbria

The application requested £985 from the Town Council to pay for Christmas food. The application was read and discussed. Cllr Lynch explained that the Town Council would be unable to pay for staffing costs of £155. **ACTION** – write a letter to Age UK West Cumbria explaining the issues with being unable to pay for staffing costs but offer to pay more for food to still allow for the full amount of £985 to be given.

The Laal Collective

The application requested £500 from the Town Council but it was unclear who the target audience would be. Cllr Lynch raised that she would like to know more of an idea of what they will do. Cllr Robbins also asked if the money granted would benefit the people within Wigton. **ACTION** – it was agreed a letter would be written to the Laal Collective asking for more information and making it clear that the money provided must benefit the local people in Wigton.

FIN/19/2022

Dennis Graham speculatively asked about increasing his grant from £500 to £1000 for an event in March 2023 that would showcase Wigton's historical trading. **ACTION** – Ask Dennis Graham to submit the application with the full details. **ACTION** – find out how much money is left for grants.

FIN/20/2022

To review financial statements

Cllr Ferriby explained to the committee that it had been difficult for the clerk to have a good understanding of the current financial situation as there was no handover from the previous clerk. It was also explained that the Clerk and the office had faced several issues including but not being limited to:

- Not having access to online banking as the DBS had not yet returned
- Not having access to bank statements for all the Wigton Town Council's different bank accounts
- Not knowing how many bank accounts there were, which ones were still to be used and which ones should be closed
- Not having access to a way make payments apart from relying on cheques
- Running out of cheques due to the number of payments required within the month
- Finding out that some payments that should have been paid in August and September had not yet been paid, therefore they were shown as late payments
- Having access to Scribe the accounting software but having the incorrect 2021/2022 budget
- Having to receive the budgets from Cllr Ferriby
- Having to rely on Cllr Ferriby to sign cheques and to ask undertake many banking requests

Cllr Ferriby explained to the committee that the Clerk may not be able to fully answer all queries in this meeting but would certainly take questions away and answer them as quickly as possible.

The Clerk then provided the committee with an update, explaining that a budget had been found on Scribe which was similar to the budget that Cllr Ferriby had provided. The Clerk went on to answer key questions, the first one being – how much was left in the festival budget? According to the statements in Scribe, this was £5000. The payment for the Ice Rink had already been paid, therefore there was £5000 remaining.

Cllr Lynch made a comment around Christmas, mentioning that there should have been a budget of £25000. Cllr Lynch then asked about the Christmas Lights which are around £8000 per year, asking whether they had already been paid as it was a three year contract. **ACTION** – Establish if the yearly fee has already been paid for 2022/2023.

Cllr Ferriby told the committee that he had a different version of the budget and explained the version the Clerk had that came from Scribe, was last year's. Cllr Ferriby also mentioned that while he did have a 2022/2023 budget, it was not a final version as the Innovia contract was missing, it also had a £10000 carry over from last year's budget for festivals. Cllr Lynch asked for clarification around whether the Christmas lights fell into the festivals budget or somewhere else, the clerk said it would need to come from the festivals budget as there was nowhere else it would sit. In summary, along with the £5000 left in the budget and the £10000 carried over there would be £15000 left to spend on festivals. Cllr Ferriby asked the clerk to find out what specifically the money had been spent on. Cllr Lynch made it clear that finances need to be clear before the next festivals meeting and that only the money allocated can be spent. It was questioned again whether the Christmas lights may have come out of a different cost centre.

Continuing with the theme of Christmas Lights, Cllr Lynch made the point that we need to find out how much we paid for lights last year and how much we need to pay, moving forward, also we needed to ensure that we had an electrician organised in enough time to place the Christmas trees and lights as last year there was not enough time left to organise. **ACTION** – Find costs of lights for each year and confirm electrician.

The clerk went on to mention that in order to fully understand the finances, a 12 month bank statement would be required to check all payments against the budget. **ACTION** – Cllr Ferriby to accompany the Clerk to the bank to ask for statements to be printed.

The Clerk provided the committee with two documents to analyse the budget VS actual data. The first document was around expenditure budget VS actual then the second was income estimate VS actual. This was a helpful exercise to assess where the finances were overall. Cllr Lynch queried what the amount of £17312.49 under other was, the Clerk replied that she was unsure. **ACTION** – find out what this amount of money was spent on.

Cllr Hodson describes how the running costs of Barton Laws should be looked at as the lights are on at night, knocking them off would save money.

Cllr Lynch suggested that Cllr Ferriby and the Clerk sit together to make a list of what has been spent using the bank statements then consider what is left on this year's budget.

Cllr Robbins explains that she has a WJBC meeting on the 10th November to review budgets. Cllr Lynch describes the importance of the overall budget being understood prior to this meeting. The Clerk suggests spending some time to review the main overall budget before making any decisions around the WJBC budgets. **ACTION** - It was agreed that Cllr Ferriby would meet with the Clerk at 10am on the 1st November to review bank statements and budgets.

Cllr Scott reminds the committee that the Coronation next year will need to be budgeted for.

The different types and amounts of bank accounts were discussed with Cllr Ferriby explaining that there are 7 bank accounts with varying amounts of money. **ACTION** – to review each bank account and close those that are not necessary.

Signatories were also discussed as each bank account had different signatories required, it was found that some signatories were out of date so this needed to be rectified. **ACTION** – Remove out of date signatories.

The Clerk let the committee know that a debit card had been ordered.

FIN/21/2022 CONFIDENTIAL SECTION
Employment Issues

This section has been removed for confidentiality.

FIN/21/2022 DATE OF NEXT MEETING

Next meeting – Tuesday 8th November at 18:15

Meeting Closed at 19:17

WIGTON TOWN COUNCIL

A MEETING OF THE FINANCE COMMITTEE WAS

HELD ON TUESDAY 8TH NOVEMBER 2022 AT 7:00PM

PRESENT

Councillors Lynch, Jackson, Scott, Robbins and Ferriby and Hodson.
Clerk: Emma Ireton

FIN/22/2022 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE

FIN/23/2022 DECLARATIONS OF INTEREST/DISPENSATIONS

None

FIN/24/2022 EXCLUSION OF PRESS AND PUBLIC

None

FIN/25/2022 BUDGETS

Cllr Ferriby opened the meeting by thanking the clerk's office for spending time resolving problems regarding budgets and finances, specifically the issues around the lack of online banking and the need for several trips to the bank to access required information essential for budget setting.

Cllr Ferriby explained that the first job in terms of budgeting for the 23/34 financial year was to work on the current financial year and provide updates on actual vs budgeted figures for 22/23.

The clerk confirmed that there have been issues around banking, in terms of understanding the current situation as there has been limited access to all the TC bank accounts due to the time it has taken to gain access. Bank statements have been analysed and this has been compared to Scribe the accounting system. Some anomalies have been found such as payments that had not been made in August and September.

Cllr Scott asked why there were still issues with the banking as this had gone on for a significant period of time and suggested it was time to raise concerns with the Cumberland Building Society. Cllr Lynch asked if the delays were because of the DBS as it had not yet been returned. The clerk provided an update on banking and told the committee that the delay was due to the Wigton branch not returning the signed documents that had been dropped off. The Cumberland had said the issues would be resolved within a week and this would include the bank card being delivered.

The clerk provided the committee with an updated budget for 22/23 with a breakdown of the actual income and expenditure up to 30th September 2022 with projected figures up to 31st March 2023. The budget was annotated green where the budget line was within budget and red if it was estimated the budget would be exceeded by the end of March 2023. The main causes of concern included Barton Laws running costs, admin and audit, room hire and rent and festivals. **ACTION – Clerk to establish ways of reducing costs and remove public loan board payment from Barton Laws budget line. Also look to see if timing of lights can be changed.**

Cllr Ferriby went to explain that the budget for 22/23 was never finalised and therefore the budget had cost lines missing. They included the precept and external contract amounts within the budgeted income. **ACTION – The clerk to fill in the missing budget lines for 22/23 and provide a copy to the committee.**

Cllr Lynch and Hodson asked why we were still looking at the budget for 22/23 as the 23/34 should be being looked at now. Cllr Ferriby explained that we have not moved onto the new budget as there were still gaps in the previous budget and these gaps needed to be filled before looking at the new financial year of 23/24.

Councillors then discussed the contracts around Innovia as it had not been renewed, just extended.
ACTION – Clerk to establish what Innovia are paying and get in touch with Innovia and other organisations we have external contracts with to discuss renewing contracts.

It was then agreed that once all the missing information was input into the budget, the new 23/24 budget needs to be created. **ACTION – Clerk to use previous budget to estimate what 23/24 costs will be.**

Cllr Robbins raised the point that if SF had negotiated any contracts with external organisations, they should have been returned to finance to review.

The clerk also reviewed the cemetery income and expenditure and shared this with the committee. It was reported there was in excess of £40000 in the cemetery bank accounts. Cllr Lynch asked if the cemetery could pay back the loan in full. It was asked what the agreement was regarding the loan, Cllr Robbins explained that it would be twice yearly over five years with the first repayment made in 2021. Cllr Lynch raised that the cemetery surplus at the end of the 22/23 financial year would be the same as the full council. The suggestion was that the town council continue with the £9000 precept and the cemetery pay the £11144 remaining loan in full in this financial year to Wigton, Woodside and Waverton.

Cllr Robbins raised her concerns over this recommendation as the cemetery income is not guaranteed and explained that money in the accounts was to pay for projects in relation to the house. Cllr Robbins also pointed out that one of the reasons for making a profit was down to volunteers who were not being paid.

Cllr Hodson thought it would be better to pay the amount back in full now as future years may be unpredictable.

It was asked if the loan should be paid back in full this financial year or next, which there was no definitive answer too. It was then suggested half being paid back in 22/23 and the second half in 23/24 once finances were more accurately understood.

Cllr Robbins mentions that this has only gone to the finance committee, being told to repay the loan in full without consulting the rest of the burial committee or the other two parishes.

Cllr Ferriby suggest that Cllr Robbins raises this with the burial committee at their next meeting.

FIN/26/2022 Website and Equipment

The clerk provided the committee a quote for a new website and providing Gov.uk emails. Only two quotes had returned, one for £2000 and the second for £7000. Cllr Lynch recommends waiting two weeks to have a third quote returned and send out to councillors before making a decision.

Two quotes had also been returned for two new PCs, two monitors and transferring all the data from the old PCs. Cllr Lynch recommended that the office can go ahead with purchasing new equipment once three quotes had been received. Cllr Hodson recommends asking Glendinning Computers.

ACTION – get a further quote and send to finance for approval.

FIN/27/2022 Payroll

The clerk provided the committee with two quotes to outsource payroll. Saint and Co was £485 plus VAT and Bensons was £80 a month plus VAT. It was **AGREED** to go with Saint and Co.

FIN/28/2022 DATE OF NEXT MEETING

Next meeting – Monday 12th December 2022

Meeting Closed at 20:15

WIGTON TOWN COUNCIL

A MEETING OF THE FINANCE COMMITTEE WAS

HELD ON MONDAY 12TH DECEMBER 2022 AT 6:00PM

PRESENT

Councillors Scott, Ferriby, Jackson and Hodson.

FIN/34/2022 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE

Councillors Lynch, Robbins, Ireton

FIN/35/2022 DECLARATIONS OF INTEREST/DISPENSATIONS

None

FIN/36/2022 EXCLUSION OF PRESS AND PUBLIC

None

FIN/37/2022 BUDGETS

Cllr Ferriby opened the meeting by setting out the purpose of this meeting which was to review the 23/34 budget which has been started but each line now needed to be gone through as there were some anomalies.

Before the budget was reviewed Cllr Hodson asked who the cleaners were for the public toilets as they were still open and someone was kicking the door of the toilets. **ACTION – Ask EI to contact the cleaners and ask why they are still open at 6pm.**

The budget was gone through line by line and anomalies were queried.

While the draft budget was detailed and annotated there were still some questions. Expenditure was looked at first, it was noted that the wages for the first six months of 22/23 was more than expected, the estimated wage cost by the 31st March is £24000 more than estimated. The estimated wages costs for 23/34 therefore may not seem accurate. **ACTION – EI to revise the estimated wages.**

There was a discussion around Dalston and whether it is financially viable to continue with the contract after it expires. Cllr Hodson asked whether we need to replace the member of the park staff that left, especially if the Dalston contract isn't continued with.

The contract with Orian was mentioned, would it be possible to look for a new contractor to save money and improve the service?

Next expenditure line was around rent and room hire, it was suggested again the Market Hall was only used for FC meetings.

There were questions around the machine maintenance and contract maintenance that need to be confirmed by EI. **ACTION – Revise this budget line and confirm with councillors.** It was also pointed out that there was a line on the 22/23 budget for £13000 that had not been spent, this needs to be clarified. **ACTION – EI to revise and provide explanation.**

The next expenditure line had £2000 for the Bowling club. It was questioned what this was for?

The biggest query was around festivals as this year had a £35000 overspend. There needed to be an explanation of the amount of £23000 as this is significantly lower than what the actual spend was for 22/23. It was mentioned that festivals need to meet to confirm and agree on what events will take place over the year and agree on how much will be spent. It was suggested not doing the Spring Fling as it generated no money and wasn't an event for the majority of Wigton. It was noted that all events should try and generate money where possible

Cllr Ferriby mentions that due to overspend in some cost centres the committee need to look at ways of saving money.

Cllr Hodson arrived at 6:40pm due to a misunderstanding around what time the meeting started. A revised time was sent then changed back again.

Four quotes were provided around the tree works at St Marys/Procter's Row.

Cllr Scott suggests leaving the new website for the time being in order to save money.

It was agreed that Cllr Ferriby would contact EI to resolve the anomalies and queries.

FIN/38/2022 DATE OF NEXT MEETING

Next meeting – Monday 23rd January 2023 at 6pm.

Meeting Closed at 6:54pm.