



Approved Minutes from the meetings of the
Weigh & Tolls Committee of
Yarm Town Council
Pre 31st March 2002

Draft Minutes of a meeting of the Weigh & Tolls Committee of YARM Town Council in the Town Hall on 11 September 2001

PRESENT: Cllr Addison, as Vice- Chairman, in the Chair in Cllr Marsden's absence

Councillors Monck, Simpson, Turton, Stephenson, Henderson and Porter.

Ratepayers Representative: Mr B Bell

APOLOGIES FOR ABSENCE were received from Cllr Marsden. Cllr Dale tendered his apologies as he had another commitment but would attend during the course of the meeting.

Following the tragic events which had taken place in America during the course of the day, it was agreed to hold one minute's silence in tribute to those who had lost their lives.

Before the commencement of the Meeting, Cllr Monck asked for, and received from Cllr Addison, confirmation that previous meetings of the Weigh & Tolls Committee had been minuted. Cllr Monck then referred to the leaflet recently published by the Ingleby Barwick and Yarm Wards of the Labour Party and proposed that statements contained therein should be referred by the Clerk to NALC for legal opinion. This proposal was seconded by Cllr Simpson and was duly carried. Cllr Simpson queried why two councillors had allowed statements which they knew to be untrue to be published. The Vice- Chairman then moved business.

9 MINUTES

9.1 The Minutes of the previous meeting on May 8th 2001 were agreed without amendment.

10 MATTERS ARISING

10.1 Item 5.1. Meetings of the Weigh & Tolls Committee. It was noted that this had been subsequently amended by Minute 29.14 in the Yarm Town Council Meeting of 12th June 2001.

11 ACCOUNTS

11.1 Accounts as listed were agreed for payment.

11.2 It was noted that a letter of resignation had been received from the cleaner, Mrs Payne. The Clerk to issue a letter of thanks and place an advert in suitable positions in the Town and to draw up a schedule of works with Cllr Addison. Following a proposal by Cllr Simpson, seconded by Cllr Porter it was agreed to increase the rate to £7 per clean.

12 USE OF TOWN HALL

12.1 The Clerk gave a brief resume of use during the summer break.

12.2 Request from Newton Aycliffe Pipe Band. Cllr Monck advised the Clerk that she would receive a request shortly from this organisation regarding parading on the High St in November/ December.

13 FLAGPOLE

13.1 Ceremony to unveil new flagpole and to hand over donation cheque to the Cadet Force. It was agreed that the Union Flag should be lowered to half mast for the weekend once the ceremony had been completed.

14 YARM FAIR

14.1 The Clerk confirmed that she was currently collating the responses to the invitations to the Riding if the Fair. It was agreed that Mr Barber of Yarm Primary School be invited and that Mr Elcoate and Mrs Fearn be invited as representatives of the elderly residents of Yarm. The Clerk also confirmed that she had been in correspondence with MAFF and DEFRA regarding the Foot and Mouth Outbreak and that a site visit had been requested during the first week of October A further update to be presented at the next meeting of the Weigh & Tolls Committee.

There being no further business, the meeting closed at 7.30pm.

Dated this 25th day of September 2001

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Chairman

Minutes of a meeting of the Weigh & Tolls Committee of Yarm Town Council held in the Town Hall on Tuesday 9th October 2001

PRESENT: Cllr Marsden in the Chair

Councillors Henderson, Dale , Turton, Stephenson, Simpson and Monck

APOLOGIES FOR ABSENCE None

15 MINUTES

15.1 The Minutes of the previous meeting were agreed without amendment

16 MATTERS ARISING

16.1 There were no matters arising other than those included as Agenda items.

17 ACCOUNTS

17.1 The Accounts as listed were agreed for payment.

17.2 Statement from Arriva re charge for busses during Yarm Fair 2000. Cllr Addison confirmed that he was keeping this in the Accounts but that Arriva should be pressed for a response. The Clerk to write, once again, to advise Arriva that the Council did not feel it was warranted that an extra charge be made for a service which Arriva are contracted to provide.

17.3 Budgetary Items. Cllr Addison confirmed income from the sale of parking discs would be deleted?

17.4 Yarm Fair. Cllr Turton queried whether members of the public could be invited to the Riding of the Fair on a paying basis. After discussion, it was agreed that this would prove difficult to organise and that the guest list should stay as in past years.

18 USE OF TOWN HALL

18.1 The Clerk gave a brief resume of requests and licences.

19 YARM FAIR

19.1 The Clerk confirmed that all arrangements were in train. The receipt book and list of travellers to be provided for Cllr Porter, in her capacity as Bailiff. It was agreed that as many members as possible would attend at the Fellowship Hall at 5pm on Friday 19th October to set up the Hall ready for the buffet following the Riding of the Fair. It was also agreed that Cllr Porter should be recompensed for providing the flower arrangements for the tables for the Fairs of 1999, 2000 and 2001. A maximum figure of £20 per year was agreed.

20 REMEMBRANCE DAY

20.1 The Clerk confirmed that all invitations would be issued shortly. It was agreed that the Church should continue to provide refreshments after the ceremony. The Clerk to write to

Mr Heugh, Church Warden and also to thank the Guides for their kind offer. Cllr Monck agreed to set up the sound system.

21 CHRISTMAS LIGHTS

- 21.1 It was agreed the ceremony would take place on Friday 7th December at 6.30pm and that Yarm Band, in the first instance, be invited to take part. The Clerk confirmed that Yarm School Choir had again offered their services and that the Salvation Army would provide brass support for the Choir if Yarm Band were unable to take part. It was agreed that Dari Taylor MP be approached regarding the switching on of the lights. Gary Pallister, Peter Reid, the new Minister or the Chairman were all suggested as alternatives if she is not available.
- 21.2 Christmas lights. The cost for erecting and dismantling to be obtained from Yarm DIY, together with the cost of replacement lights for the trees in Cllr Porter and Henderson's gardens. Yarm DIY to be asked whether they would consider it dangerous to replace these lights in view of the height of the trees in question. Various alternative sites were discussed if this were the case.
- 21.3 Sound system. The Clerk to arrange for the loan of the portable sound system from SBC.

22 SHOWMENS GUILD LUNCHEON

- 22.1 Cllrs Simson, Monck, Porter, Addison, Marsden, Mr Bell all able to attend. Cllrs Dale and Turton are possibilities.

23 ANY OTHER BUSINESS

- 23.1 Town Hall. The clerk advised there appeared to be a leak under the sink and that she would contact Yarm DIY regarding repairs.

There being no further business, the meeting closed at 7.45pm

Signed this 13th day of November 2001

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Chairman

**Draft Minutes of a meeting of the Weigh & Tolls Committee of Yarm Town Council held in the
Town Hall on Tuesday 13th November 2001**

PRESENT: Cllr Marsden in the Chair

Cllrs Porter, Simpson, Henderson, Turton, Stephenson, Dale Addison and Monck

APOLOGIES FOR ABSENCE: None

24 MINUTES

- 24.1 The Minutes of the previous meeting on 9th October 2001 were agreed with the following amendments:-
- 24.2 Attendance. Cllr Porter to be added to the names of those attending.
- 24.3 Item 17.3. "provision for the income from" to be inserted between "that " and "car parking".
- 24.4 Item 17.4 "Buffet reception" to be inserted between Fair" and "on a paying basis".
- 24.5 Item 22.1. The spelling of "Simpson" was corrected.

25 MATTERS ARISING

- 25.1 Item 17.3 Car Parking Income. Cllr Simpson queried why Cllr Turton felt car parking income should be taken out. Cllr Turton felt this would be a prudent measure as SBC may charge in the future. Following a discussion on the topic, it was agreed that Cllr Simpson would speak to the Engineers Dept at SBC as to when, or if, SBC would be charging for parking themselves. One year's notice to be given to YTC if this were to be the case.

26 ACCOUNTS

- 26.1 The Accounts as listed were agreed for payment with the following additional items:-

Yarm Fellowship Committee	Ridings Reception for Fair	£ 40.00
John L Bullen	Standpipe Connection	£ 84.60
T P Skip Hire	Hire of Skip	£ 108.10
Leeming Cleaning Services	Town Hall Windows (Oct)	£ 20.00
- 26.2 Inland Revenue. Cllr Addison confirmed correspondence had been received regarding Local Authority exemption.
- 26.3 Road Closure. Cllr Simpson queried whether the Showmen's Guild also paid for the road closure during the Fair. Both Cllr Addison and the clerk advised that this was not the case but that they would check.

27 USE OF TOWN HALL

- 27.1 The Clerk gave a brief resume of requests and licences.

28 YARM FAIR

- 28.1 Agenda for the de-briefing meeting. The following items to be added:-
 - 1 Specification of tender regarding road closure signs

- 2 Problems associated with the arrival of the Fair on Tuesday evening namely; parking problems caused by the early arrival of the travellers; road traffic problems and lack of signage relating to the arrival of the Fair
- 3 State of Willey Flats recreation field
- 4 Confirmation of dates for the Fair in 2002 i.e 17th, 18th & 19th October with the Fair arriving on Tuesday 15th October.
- 5 Risk Assessment of the Fair
- 6 Risks associated with the riding of horses down the High St (Cleveland Police)
- 7 Fairground rides not finishing on time (Cleveland Police)

29 REMEMBRANCE DAY

- 29.1 Cllr Marsden thanked Cllrs Monck and Addison for setting up the sound equipment.
- 29.2 De-briefing meeting. In view of the concerns felt regarding the traffic noise during the service, it was agreed to invite all interested parties to a meeting at 8pm on Tuesday 15th January 2002 to discuss the arrangements for next year.
- 29.3 All members of the clergy to be invited for the service in 2002.

30 CHRISTMAS LIGHTS

- 30.1 The Clerk confirmed that Dari Taylor would be switching on the lights. The Clerk confirmed that SBC would provide the portable PA system free of charge and that someone from the Events Dept would deliver and operate the equipment. Yarm Band had advised they were unable to attend and the Salvation Army had been invited in their place.
- 30.2 Christmas Lights. The quotation from Harrison Bowden for replacement light bulbs of £91.65 (incl VAT) was accepted. The quotation from Yarm DIY for the erection and dismantling of the lights (to include the purchase of replacement sets of lights) of £816.93 (incl VAT) was accepted. Cllr Porter and Henderson were asked to call at Yarm DIY to discuss replacement sets of lights for trees in their gardens.

Standing orders were waived at this point.

31 DEED OF GIFT

- 31.1 Cllr Monck's paper (attached as Appendix W& T (A) to these minutes) was tabled for discussion. It was agreed that Yarm Town Council would deal with the Deed of Gift as per the legal opinion contained in these papers under Section 139 of the Local Government Act 1972 to reiterate that the gift was held for the people of Yarm.

32 ANY OTHER BUSINESS

- 32.1 Showmen's Guild Luncheon. Cllr Porter advised she would not be able to attend.

There being no further business, the meeting closed at 7.55pm

Signed this 11th Day of December 2001

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Chairman

**Draft Minutes of a meeting of the Weigh & Tolls Committee of Yarm Town Council held in the
Town Hall on Tuesday 11th December 2001**

PRESENT: Cllr Marsden in the Chair

Cllrs Porter, Simpson, Henderson, Addison, Turton, Monck and Dale.

Ratepayers' Representative: Mr Bill Bell

APOLOGIES FOR ABSENCE were received from Cllr Stephenson.

33 MINUTES

33.1 The Minutes of the previous meeting on 13th November 2001 were agreed without amendment.

34 MATTERS ARISING

34.1 Item 30.1. Lighting of the Christmas Tree. Cllr Marsden gave a brief resume of the ceremony as the Clerk had been absent due to illness. She advised that the PA system loaned by SBC had been a great improvement and that the operator, Jim Peacock had been most helpful. Letters of thanks to be issued to those taking part. Farthing had been voted Best Dressed Window, with Yarm DIY second and Memorabilia third. Dari Taylor MP had presented the trophy. Cllr Porter and the judge were thanked for their efforts. The Darlington & Stockton Times to be asked to photograph the winning entry. Cllr Marsden advised that not a lot of people had attended the refreshments in the Fellowship Hall. Cllr Dale felt the ceremony and the serving of refreshments was a suitable way to start Christmas. It was agreed that the refreshments next year should be served in the Town Hall.

34.2 Item 30.2. Christmas Lights. Cllr Henderson confirmed that bulbs from lights previously used by Safeway had been used in the lights in his garden. Cllr Porter asked that it be noted that the new lights in her garden were not of her choosing and to her mind looked more like domestic lights.

35 ACCOUNTS

35.1 The Accounts as listed were agreed for payment with the following additional item:

Leeming Cleaning Services Cleaning of Town Hall windows £20.00

36 USE OF TOWN HALL

36.1 The Clerk gave a brief resume of requests and licences

37 YARM FAIR DEBRIEF MEETING

37.1 Cllr Marsden advised that representatives from the Showmens Guild, Cleveland Police, Stockton-on-Tees Borough Council, TMNE and Egglecliffe Parish Council had attended the meeting with the Council on 4th December 2001 and that it had been a most productive meeting. Following a discussion of some of the concerns raised at the meeting, it was agreed that posters should be displayed in the area of the Meadows

for the duration of the Fair asking residents not to feed the horses. The Police's request for a donation towards the cost of replacing cones was to be declined as it was felt this problem was not restricted to Yarm. It was agreed that, in the interests of continuity TMNE should be appointed regarding the erection and dismantling of the road closure in 2002 at the same price as this year. Standing Order 44 was therefore waived. A meeting to be held on the first Tuesday in March with officers from SBC to produce a Risk Assessment for the Fair. The Clerk confirmed that notes of the meeting would be circulated in due course. Cllr Marsden advised that the representatives from Egglecliffe Parish Council had stressed that their concerns regarding the Fair related to traffic and parking problems experienced by their parish.

38 YARM BLUES FESTIVAL

38.1 The recently received correspondence from NHP Event Management was discussed and it was decided that, in view of NHP's failure to provide the detailed budget for the event, together with a copy of the Business Plan, the Council would not be interested in proceeding further. The Clerk to advise them accordingly. It was noted that NHP had had numerous opportunities to provide the information requested.

39 ANY OTHER BUSINESS

- 39.1 Christmas Lights. A letter to be issued to all businesses and residents displaying the lights thanking them and advising them of the conditions. Yarm DIY to provide a list of businesses and houses displaying the lights. It was agreed that Yarm DIY should be appointed for a further year and that consideration should be given at a later date to a long term contract for three years which would encompass the maintenance of the Town as a whole. Standing Order 44 was waived accordingly.
- 39.2 Town Meeting. Cllr Marsden suggested that a meeting should be held with Yarm DIY and businesses in the town in January 2002 to develop a long-term plan for the High Street.. The Council could then approach SBC regarding funding. It was suggested that 5.30pm would be a convenient time for businesses in the Town.
- 39.3 Christmas Tree. It was noted that this was smaller than in previous years.
- 39.4 Cleaner. The Clerk confirmed that a new cleaner had been appointed, Miss Christine Cannell, who had started work at the beginning of December and had already carried out a clean of the Town Hall. It was obvious that her work was of a high standard.

There being no further business, the meeting closed at 7.40pm.

Signed this 8th Day of January 2002

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Chairman

**Draft Minutes of a meeting of the Weigh & Tolls Committee of Yarm Town Council held in the
Town Hall on Tuesday 8th January 2002**

PRESENT: Cllr Marsden in the Chair

Cllrs Porter, Simpson, Henderson, Addison, Monck and Dale.

Ratepayers' Representative: Mr W Bell

APOLOGIES FOR ABSENCE were received from Cllr Turton and Cllr Simpson who would be arriving late.

40 MINUTES

41.1 The Minutes of the previous meeting on 11th December 2001 were agreed without amendment.

41 MATTERS ARISING

42.1 Item 39.1. Christmas Lights. The Clerk advised that she was still awaiting the list from Yarm DIY and that she would write to the businesses and residents concerned once she had the information.

42 ACCOUNTS

42.1. The Accounts as listed were agreed for payment with the following amendment:-

Leeming Cleaning Services Town Hall windows – amended amount of £ 23.50

42.2 The following additional item was agreed for payment:-

Karran Products Car parking discs £1844.75

42.3 Cost for road signs for Yarm Fair. Cllr Addison advised that this was a reduced figure from the cost in 2000.

43 USE OF TOWN HALL

43.1 The Clerk advised that the Twinning Association had requested use of the Town Hall on Monday 4th February.

43.2 The Clerk confirmed copy correspondence had been received from the Highways Dept of SBC regarding the parking of Army and Green Howard recruitment caravans on the High St. The Clerk has already written to SBC asking them to advise organisations applying to park on the High St that permission should also be sought from Yarm Town Council. It was also agreed that the Clerk should write to the two organisations in question.

44 LIONS INTERNATIONAL

44.1 It was noted that a donation cheque of £250 had been given to the Lions in July 2001 in respect of the Charities Fair of June 2001.

44.2 Charities Fair 2002. The Clerk confirmed that a meeting with the Lions would be taking place at 7pm on Tuesday 15th January 2002 to discuss arrangements for this year's Fair. Following a query from Cllr Stephenson, the Clerk advised she would confirm with the Lions that the Fair would be taking place one day only i.e. Sunday June 9th and that it would not be spread over two days.

45 REMEMBRANCE DAY

45.1 Meeting with interested parties. The Clerk confirmed that due to Paul Banks being on holiday next week, the meeting had been re-arranged for 29th January. After some discussion, however, it was felt that the order of proceedings devised by the Clerk and Paul Banks had worked well and that there was no need for a meeting. The Clerk to write to the organisations concerned and advise them accordingly. The Police to be asked to ensure that, in future, traffic does not impact on the service.

46 ANY OTHER BUSINESS

46.1 Soft Toys. The Chairman confirmed she had distributed them between all primary schools in the town, plus the Mother and Toddler group in the Fellowship Hall and the NSPCC.

There being no further business, the meeting closed at 7.30pm

Signed, this 12th day of February 2002

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Chairman

**Draft Minutes of the Weigh & Tolls Committee of Yarm Town Council held in the Town Hall on
Tuesday 12th February 2002.**

PRESENT:Cllr Marsden in the Chair

Cllrs Monck;Porter;Stephenson; Dale and Addison

Ratepayers Representative: Mr W Bell

APOLOGIES FOR ABSENCE were received from Cllrs Turton and Henderson

47 MINUTES

47.1 The minutes of the previous meeting on 8th January 2002 were agreed without amendment.

48 MATTERS ARISING

48.1 Item 41.1 Christmas lights. Cllr Monck tabled a letter received by the Civic Society from SBC regarding the possible provision of additional Christmas lights. The Clerk to respond suggesting further consultations.

49 ACCOUNTS

49.1 The Accounts as listed were agreed for payment.

49.2 Grant from Yarm Town Council. It was agreed that a grant of £1,650 should be requested from the Town Council for 2002/2003

50 USE OF THE TOWN HALL & HIGH ST

50.1 The following requests for use of the Town Hall were approved:-

23 March 2002	National Animal Sanctuary Support League (NASSL)
13 April 2002	PDSA
20 April 2002`	Egglescliffe School PTA
1 st June 2002	PDSA
22 June 2002	NASSL
29 June 2002	Cat Protection League
17 August 2002	Cat Protection League
26 October 2002	NASSL

50.2 RSC Promotional Caravan. The Clerk advised that copy correspondence had been received from SBC regarding the parking of a promotional caravan belonging to Middlesbrough Council. It was agreed that the Council did not object but suggested that the best site would be outside Safeway and that the police should be approached regarding coning off the area in view of the parking problems. The Clerk to advise Middlesbrough Council accordingly.

50.3 High Street meeting. It was confirmed that this was taking place at 6pm on Monday 25th February in the Youth & Community Centre and that it would last no longer than one hour. The Clerk confirmed that she would attend to take the minutes which would be distributed to all attendees, together with any absentees who had expressed an interest.

- 50.4 The provision of public toilets in the Town Hall. The letter from SBC advising the facility was still available was discussed and it was agreed that the toilets should remain open on an ad-hoc basis pending a decision on the Heritage Lottery Fund bid. The Clerk to advise SBC accordingly. Cllr Porter had received a complaint from a business in the town whose letter box was frequently used as a loo and it was suggested that the opening of the toilets at nighttime and weekends should be re-addressed.

51 ANY OTHER BUSINESS

- 51.1 Re-opening of Safeway. It was agreed that the Hornblower could use the Council horn at the official opening of the Safeway store on March 6th
- 51.2 Refurbishment of Town Hall. Cllr Marsden suggested members should consider what plans should be made for the Town Hall if the Lottery Bid was unsuccessful.

There being no further business, the meeting closed at 7.25pm

Dated this 12th day of March 2002

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Chairman

Draft Minutes of a meeting of the Weigh & Tolls Committee of Yarm Town Council held in the Youth & Community Centre on Tuesday 12th March 2002

PRESENT: Cllr Marsden in the Chair

Cllrs Monck, Addison, Stephenson, Turton, Dale and Porter

Ratepayers Representative: Mr W Bell

APOLOGIES FOR ABSENCE were received from Cllr Simpson who would be arriving late.

In view of Cllr Simpson's absence at this time, it was agreed that the discussion relating to the adoption of the Model Code of Conduct by the Committee should be delayed until her arrival.

52 MINUTES

- 52.1 The Minutes of the previous meeting held on 12th February 2002 were agreed without amendment.

53 MATTERS ARISING

- 53.1 Item 48.1. Christmas Lights. The Clerk confirmed that a representative from SBC would be attending the High St meeting on 18th March.
- 53.2 Item 50.2. RSC Promotional caravan. The Clerk advised that due to an excellent demand for tickets for the visit of the RSC, the promotional caravan would not be required.
- 53.3 Item 50.4. Public Toilets. Matter to be discussed further at the next meeting on 9th April.
- 53.4 Item 51.2. Refurbishment of Town Hall. The matter to be discussed in more detail at the next meeting on 9th April.

54 ACCOUNTS

- 54.1 The Accounts as listed were agreed for payment.

55 USE OF THE TOWN HALL AND HIGH STREET

- 55.1 The Clerk advised that a request had been received from St Martin's Church, Kirklevington to hold a bookstall on the High St on 11th May 2002.
- 55.2 The Clerk advised that she had been approached by a representative of a local kitchen fitting company, Kitchenwise, for the Council's permission to hold a display of their products in the Town Hall. It was agreed that this was not a suitable use of the Town Hall but that the Fellowship Hall, Youth and Community Centre and the Methodist Hall would all be suitable. The Clerk to advise accordingly.
- 55.3 Noticeboard. It was agreed that this should progress but that SBC should be approached regarding Listed Building permission. The Clerk to discuss siting and style with Bryan Harris of SBC. Cllr Dale suggested the Council should consider a different type of notice board, possibly with the inclusion of a map of the town.
- 55.4 New radiator. It was agreed that the Clerk had authority to proceed with a replacement up to a value of £150 + VAT.

- 55.5 Decorating of Town Hall. The Clerk and Cllr Henderson were thanked by the Chairman for their help.
- 55.6 The Clerk was asked to leave the room at this point.
- 55.7 Gifts. On her return, the Clerk was advised that the Council had agreed to purchase a bottle of whisky for her husband to thank him for his help in redecorating the Town Hall. It had also been agreed that the Clerk should receive a Millennium Plate as a gesture of thanks.
- 55.8 Parking Discs. Cllr Porter advised that two of the outlets for the sale of the discs already received complaints from members of the public regarding the charge of 35p per disc and that the increase to 40p with effect from the first of April 2002 would result in even more. It was agreed that the Clerk should provide each outlet with a notice advising the public that the discs were sold on behalf of Yarm Town Council.
- 55.9 Yarm In Bloom. The Clerk advised that both Carl Banks and Sandra Rose had offered to provide planting in the town and that they would be put in touch with Yarm DIY.
- 55.10 High St Meeting. The report of the meeting on 25th February was tabled and the Chairman advised that the next meeting was taking place on 18th March
- 55.11 Public toilets. The Clerk advised that SBC were proposing to paint the public toilets and had asked for the Council's views on a suitable colour. The Clerk advised she had discussed this with Bryan Harris of SBC who had suggested, dark green, maroon or dark blue. After some discussion it was agreed that dark green should be suggested. The matter of extended opening times to be discussed at the next meeting.
- 55.12 Weighbridge. Members were concerned that the bollards had still not been erected around the weighbridge, especially in view of the fact that this matter had been ongoing since January 2001. The Clerk confirmed she had reminded SBC on several occasions. It was agreed that the Clerk should remind again and send a copy of the letter to the Chief Executive at SBC.

Cllr Simpson arrived at this point.

56 CODE OF CONDUCT

- 56.1 The Model Code of Conduct adopted unanimously. The Clerk advised members that completed Register of Interest Forms should be provided by 9th April 2002 and that the signed acceptance forms were required by 12 May 2002.

There being no further business the meeting closed at 7.40pm

Signed this 9th day of April 2002

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Chairman