

**COUNCILLORS ARE HEREBY INVITED TO ATTEND A  
MEETING OF THE TOWN & COMMUNITY COMMITTEE**

to be held on

**TUESDAY 14<sup>th</sup> JANUARY 2020 AT 7.30 PM**

**THE COUNCIL CHAMBER  
TOWN HALL  
HENLEY-ON-THAMES**



Sheridan Jacklin-Edward  
Town Clerk  
7<sup>th</sup> January 2020

Mayor, Councillor Ken Arlett  
Deputy Mayor, Councillor Dave Eggleton  
Councillor Will Hamilton  
Councillor Lorraine M Hillier  
Councillor John Hooper  
Councillor Paula Isaac  
Councillor Glen Lambert  
Councillor Sarah Miller  
Councillor Ian Reissmann  
Councillor Michelle Thomas

**MEETING OF THE TOWN & COMMUNITY COMMITTEE**  
**14 JANUARY 2020 AT 7:30pm**  
**TOWN HALL, HENLEY-ON-THAMES**  
**AGENDA**

- |  | <b>Pages</b> |
|--|--------------|
| <b>1 APOLOGIES FOR ABSENCE</b><br><b>TO RECEIVE</b> apologies for absence.   |              |
| <b>2 DECLARATIONS OF INTEREST</b><br><b>TO RECEIVE</b> any interests relating to the business to be transacted at the meeting.   |              |
| <b>3 MINUTES</b><br><b>TO APPROVE</b> the Minutes of the T&C meeting held on the 26th November 2019.   | <b>5 - 8</b> |
| <b>4 PUBLIC PARTICIPATION</b><br><b>TO RECEIVE</b> questions & comments from members of the public on any matter affecting the town. <b>NB: attention is drawn to the Council's Public Participation Scheme attached</b> |              |
| <b>5 POLICIES</b><br><b>TO RECEIVE AND CONSIDER</b> a report on Memorials ( <i>report attached</i> ).  | <b>9</b>     |
| <b>6 BUDGET</b><br><b>TO RECEIVE AND CONSIDER</b> the management accounts and financial report ( <i>report attached</i> ).   | <b>11-15</b> |
| <b>7 PROGRESS</b><br><b>TO RECEIVE</b> a report from the Town & Community Manager ( <i>report to follow</i> ).<br><b>TO RECEIVE AND CONSIDER</b> a report on progress ( <i>report attached</i> ).                        | <b>17-18</b> |

### **Henley-on-Thames Town Council Public Participation Scheme**

The Council will set aside a period at the commencement of each meeting when members of the public can ask questions or make statements. The following rules shall apply:

1. This scheme applies to meetings of the Council, its committees, and sub-committees.
2. There will be a Public Participation Session at the start of every meeting to which this scheme applies. At Full Council, members of the public, including Councillors who may have a personal and Pecuniary interest on any item included on the agenda, may ask questions or make a statement on any matter which affects the town. The session will last for a period of up to 20 minutes (but capable of being extended at the Chairman's discretion).
3. Members of the public may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda.
4. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
5. All speeches shall last for no more than 2 to 3 minutes.
6. If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
7. If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
8. The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
9. The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example, if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
10. Questions which require the disclosure of exempt or confidential information will not be answered.
11. The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

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**Present:** Mayor, Councillor Ken Arlett  
Deputy Mayor, Councillor Dave Eggleton  
Councillor Donna Crook (Substitute for Councillor John Hooper)  
Councillor Will Hamilton  
Councillor Paula Isaac  
Councillor Glen Lambert  
Councillor Sarah Miller  
Councillor Ian Reissmann  
Councillor Michelle Thomas

**In attendance:** Sheridan Jacklin-Edward – Town Clerk  
Helen Barnett – Town & Community Manager  
Nicci Taylor – Office Manager  
Councillor Kellie Hinton  
Inspector Nick Cane – Thames Valley Police  
PC Barb Taylor – Thames Valley Police  
PC James Oliver- Thames Valley Police  
7 members of the public  
1 member of the press

**55. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Lorraine Hillier and John Hooper.

**56. DECLARATIONS OF INTEREST**

None received.

**57. MINUTES**

**RESOLVED: that the minutes of the meeting held on 15 October be approved.**

**58. PUBLIC PARTICIPATION**

A resident stated that there were too many people parking on double yellow lines and the pavements in Henley especially in the area close to Townlands Hospital. It was noted that it was also bad in Clarence Road, York Road and around the building site area in Kings Road.

Another resident complained about Reindeer being used at the Christmas Festival stating that 300 e-mails had been sent complaining because Reindeer are quiet animals who should not be used at a busy fair as there is no benefit for animals who are already unable to cope with the stress of living in the UK and requested that they not be used. Councillor Hinton advised that last year the Reindeer were very popular, and the owner would have brought more if he had known how popular they would be, they walk from the Museum along the river to a quiet side road. Guidelines are followed, the keepers advise children how to look after and care for them and children are allowed under supervision to feed them. Another resident felt that there was no educational value to the Reindeer being at the Festival and that they were just there for entertainment value.

## 59. CRIME & SAFETY PRESENTATION BY THAMES VALLEY POLICE

Members received an update from PC Barb Taylor who also answered questions that had previously been submitted by Councillors. Inspector Nick Cane commented at the end with PC James Oliver in support. The following information was noted:

- The Neighbourhood team covers 22 Parishes and over 69sq miles.
- The team comprises of 2 Constables, 2 full time PCSO's and 2 part time PCSO's.
- Illegal beggars will not be tolerated in Henley but personalities have to be taken into account and safeguarding carried out.
- If people are being harassed on Social Media, they should block the caller, make sure their settings are secure and do not make any response.
- Daily contact is made between TVP and the Town & Community Manager to discuss issues such as illegal parking.
- Last year with 8 Police working 1000 parking tickets were issued, so far this year with only 4, 505 tickets have been issued.
- Parking on pavements is not an offence unless it is blocked completely.
- Consideration should be given to parking issues when planning permission is granted in the town.
- Parking issues were noted not only in Clarence Road, York Road and Kings Road but also in Mount View.
- The town bus is often unable to gain access to York Road due to illegal parking.
- PCSO's are now able to issue parking tickets again.
- The drug issue in Henley is no worse than elsewhere, TVP working with license holders, schools and the college, drug swabs and dogs used when funding is available.
- Any issues with vandalism either on public or on Town Council land / property should be immediately reported to the police.
- Investing in additional CCTV in areas not already covered would help prevent vandalism and help with identification of offenders.
- The railway station although a great asset to the town, is also causes major issues as criminals use it to get in and out of Henley undetected.
- Another request for ANPR on the bridge was made, paid for from the Commissioners fund.
- Thanks, were given to TVP for all their hard work in Henley.
- Enquiries will be made as to the availability of Police Horses at the Christmas Festival.
- The Minutes of the last CCTV meeting to be circulated with the Minutes of this meeting.

Thanks, were given from the Chair and Inspector Cane and PCs Taylor & Oliver left the meeting at 8.08pm.

## 60. UPCOMING EVENTS

Members welcomed Chris Sumner – Race Solutions to the table.

Mr. Sumner explained that Race Solutions are a local company based in Whitchurch Hill who have previously been responsible for organizing both the Oxford and Wokingham half marathons, and would like to host an event, starting and finishing on the Market Place on Sunday 23<sup>rd</sup> August 2020. He gave a brief description of the event:

- The event would be totally different and rather than being a race is better described as a quick ramble that will be completed in between 4.5 – 10 hours starting at 8.00am with an expected number of participants of between 300 - 500.
- Participants will start at the same time but will finish in dribs and drabs.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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- The event base would be in the Town Hall, and parking would be on a field belonging to the Fairmile Vineyard (off the Fairmile and not on it).
- Both Wokingham Borough Council (Ed Day) and Oxfordshire County Council (Steve Phillips) have been approached and have given their support the event.
- The Town Hall end of the Market Place would be required from 8am – 6pm.
- There would be 40 barriers, 3 gantries, a gazebo and flags.
- The event would take 30minutes to set up and 30 minutes to break down.
- There would be no PA or commentators.
- Participants will all have trackers.
- No single use plastic allowed (water bottles).
- Road closure of Hart Street will be for 10 minutes at the start of the event at 8.00am.
- Market Place was chosen for the start and finish point as this location shows Henley off at its best.

Members made the following observations / suggestions:

- It would be possible to start the event on the Market Place but finish at the Meadows (see last point above).
- A check should be made to make sure that there are no other major events, possibly Stonor that are taking place on that day (no clashes at the present time).
- If the field at the Fairmile Vineyard does not provide enough space for parking then parking on the Fairmile for a fee could be considered (as at regatta time).
- The event should benefit the town with people using the shops and staying at bed & breakfasts, camp site and hotels.

**RESOLVED: that support is given in principle subject to meetings and discussions with traders and Market Place Licence holders.**

Thanks, were given from the Chair and Mr Sumner left the meeting at 8.25pm

The Town Clerk thanked the members of the public with concerns for the Reindeer for attending the meeting and raising their concerns. Members considered and discussed the report on Reindeer attached to the agenda.

**RESOLVED: that the report be noted and the Reindeer not be cancelled but contact be made with the Keeper to request that a larger penned area be provided and, the pen be double fenced to provide additional protection.**

Members considered the date of the 2020 May Fayre and if it should be a combined event to celebrate VE Day.

**RESOLVED: that the item be moved to Full Council and investigation be carried out to see what is happening around the Country in respect to celebrating VE Day and also what the British Legion would prefer.**

It was noted that the Big Sleep Out will be held on Saturday 7<sup>th</sup> December on the Market Place and that the Santa Fun Run will be held on Sunday 8<sup>th</sup> December at 10am on Mill Meadows.

## 61 POLICIES

Members received and considered the revised policy for on-street advertising.

**RESOLVED: that the Policy be adopted.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## 62 FACILITIES HIRE & LETTINGS

New Booking Forms and Procedures for Market Place and Room Hire were received and considered.

5.9 be amended to read – Henley based not for profit organisations, including schools and charities, as well as public services information (e.g. Police stalls) shall at the discretion of the Town Clerk be permitted to use the Market Place without charge, save for a security deposit excluding those areas used by tables and chair licences. It was agreed that the map attached to the Policy needs to be amended to clearly show the sections of the Market Place and that there is an area at the end of the Market Place behind the benches that is owned and controlled by Oxfordshire County Council and not Henley Town Council (Starbucks end).

**RESOLVED: that 5.9 be amended to show that the Town Clerk has delegated powers to decide who gets free use of the Market Place and that the map be updated to show the sections that are available for use and the correct position of the benches.**

Car Parking Licence Fees for Upper Market Place were considered.

**RESOLVED: that the increase be kept to 5% as suggested by the Accountant**

## 63 OXFORDSHIRE WAY MARKER

A report on supporting an Oxfordshire Way Marker was considered and various locations suggested.

**RESOLVED: that Councillors approve, in principal an Oxfordshire Way Marker in Henley but don't feel that the bridge is the correct location and that Councillor Glen Lambert be designated as the Councils representative to work with the local working groups on a proposal.**

## 64 BUDGET

The management accounts and financial report were received and considered.

**RESOLVED: that the revised budget figures for 2020-21 be adopted but confirmation be sought as to what would happen in respect to the number of PCSOs in Henley if HTC withdrew its financial support.**

## 65 PROGRESS REPORT

Members had before them a report on progress and after the following observations noted the information contained therein;

**Northfield End** – Officers to meet with Councillor and agree how to move the issue forward and then report back to Oxfordshire County Council.

**Town Centre Signage** – Last meeting cancelled, new date to be arranged.

**Repair Café** – Lots of interest generated at the Greener Henley event.

**Water Fountains** – Alternative supplier being sought.

**Litter Bin** – SODC to be contacted to see if it is possible to install a bin on Holly Lodge Drive near the Trinity School Gates.

The meeting closed at 9.25pm



## **HENLEY TOWN COUNCIL**

### **Memorial Policy**

Henley Town Council is responsible for authorising memorial requests in the town.

Permitted public memorials in the town:

- Benches that have been purchased by members of the public with or without carved inscription, or
- Trees at the cemetery.

The current cost of a memorial tree at the cemetery is £200 plus VAT. The cost will include purchase of the tree, tree guard and planting.

Permitted trees:	Bird Cherry	(Prunus Padus)
	Hawthorn	(Crataegus Monogyna)
	Wild Cherry	(Prunus Avium)
	Crab Apple	(Malus Sylvestris)
	Silver Birch	(Betula Pendula)

At the Councils discretion memorial trees may also be placed at other suitable areas around the town for the same cost.

There is a waiting list for people wishing to have memorial benches in the town and the approximate cost for a bench is £561 for 6<sup>ft</sup> Mendip Seat or £703 for an 8ft Mendip Seat, with an additional charge of £30 carriage and £150 for a concrete base. Engraving is charged at £1.05 per letter for 3/4 or 1" V cut letters. All fees are +VAT.

For memorial applications e-mail [enquiries@henleytowncouncil.gov.uk](mailto:enquiries@henleytowncouncil.gov.uk)

December 2019

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£'000	Note	Month 8 November 2019	Expected Outturn 19/20	Budget 19/20	Final actual 2018/19	Variance Out turn v Budget
<b>Town Hall Costs</b>						
Wages		40.6	55.9	50.0	54.3	(5.9)
Cleaning		1.6	2.0	3.0	2.8	1.0
Health and Safety		0.2	0.5	0.5	0.2	0.0
Alarm & Fire Systems		1.9	2.0	1.2	1.2	(0.8)
Electricity		4.3	7.0	6.0	6.6	(1.0)
Furniture & Equipment		1.1	2.5	3.0	3.2	0.5
Gas		1.1	5.2	5.2	4.7	0.0
Insurance		5.4	5.4	6.5	5.9	1.1
Lift Maintenance		0.5	1.0	1.0	1.5	0.0
Rates		23.4	23.4	23.2	22.9	(0.2)
Repairs and Painting		4.6	6.0	6.0	7.0	0.0
TH per planned maintenance schedule		0.0	5.0	5.0	10.0	0.0
Public Clock Maintenance		0.0	0.3	0.3	0.0	0.0
Costs assoc with wedding ceremonies (incl caretaker)		7.7	8.0	5.0	6.3	(3.0)
Marketing/promotion of all HTC properties		0.4	1.5	1.5	1.0	0.0
Water		3.3	4.0	0.8	1.0	(3.2)
		96.1	129.7	118.2	128.5	(11.5)
<b>Less Income</b>						
Hire of Rooms, excl free use		(13.7)	(20.0)	(25.0)	(23.4)	(5.0)
Value of free use - grants for local festivals	contra	(2.3)	(2.5)	(2.5)	(2.5)	0.0
Value of free use - charity/own/democr rep	FSM exp	(16.7)	(21.5)	(21.5)	(26.9)	0.0
Weddings and Civil Ceremonies to March 2020		(20.8)	(21.0)	(24.0)	(18.5)	(3.0)
<b>Net Costs Town Hall</b>		<b>42.6</b>	<b>64.7</b>	<b>45.2</b>	<b>57.2</b>	<b>(19.5)</b>
<b>Henley 60+ Club</b>						
Grant - Running costs		7.5	10.0	10.0	10.0	0.0
Insurance - Building		0.1	0.1	0.2	0.2	0.1
Rates		0.3	0.3	0.3	0.3	0.0
Repairs/Maintenance		1.1	2.0	2.0	2.7	0.0
60+ Club per planned maintenance schedule		0.0	7.0	7.0	0.0	0.0
<b>Total Costs Henley 60+ Club</b>		<b>9.0</b>	<b>19.4</b>	<b>19.5</b>	<b>13.1</b>	<b>0.1</b>
<b>Barn</b>						
Rates/water		2.1	2.1	2.1	2.1	0.0
Electricity		0.3	0.7	1.0	1.0	0.3
Electricity		0.3	1.7	1.7	1.2	0.0
Gas		0.0	0.0	0.3	0.0	0.3
Telephone ref security		0.2	0.2	0.2	0.2	0.0
Insurance		2.2	3.0	3.0	4.5	0.0
Maint/Cleaning		0.0	0.0	0.0	0.0	0.0
Per planned maintenance schedule Security		0.0	0.0	0.0	0.7	0.0
		5.1	7.7	8.3	9.5	0.6
<b>Less Income</b>						
Room Hire, excl free use		(1.2)	(2.0)	(2.0)	(1.3)	0.0
Value of free use - local charities/own use	contra	(5.1)	(6.0)	(6.0)	(6.2)	0.0
Rent of downstairs incl service charge	FSM exp	(10.6)	(13.5)	(13.5)	(12.0)	0.0
<b>Net Cost/(Income) Barn</b>		<b>(11.8)</b>	<b>(13.8)</b>	<b>(13.2)</b>	<b>(10.1)</b>	<b>0.6</b>

<b>The Old Fire Station Gallery</b>		
Electricity		0.3
Gas		0.4
Insurance		0.3
Maintenance etc.		0.7
Per planned maintenance schedule		0.0
Marketing costs (to incl all Council properties for hire)		0.0
Rates		1.0
Water		0.1
		2.7
<b>Less Income</b>		
Room Hire (incl free use £130)		(11.6)
<b>Net Cost/(Income) The Old Fire Station Gallery</b>		<b>(8.9)</b>

0.3	0.3	0.3	
1.3	1.6	1.3	
0.3	0.2	0.2	
1.5	1.5	1.5	
1.0	1.0	0.0	
0.5	0.5	0.0	
1.0	1.0	1.0	
0.3	0.3	0.0	
6.2	6.4	4.2	
(12.0)	(11.0)	(11.8)	
<b>(5.8)</b>	<b>(4.6)</b>	<b>(7.6)</b>	

0.0
0.3
(0.1)
0.0
0.0
0.0
0.0
0.0
0.2
1.0
<b>1.2</b>

Christmas Festivities									
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Henley on Thames Town Council  
Management Accounts 2019-20

## Town &amp; Community Expenses

£'000	Expected Outturn 19/20	Bud 19/	Variance Out turn v Budget
Christmas Festivities - net expenditure/(incc	12.0		(1.0)
<b>Net Expenses Christmas Festivities</b>	<b>12.0</b>		<b>-1.0</b>

<b>Market Place expenses General</b>								
			2.4	2.4	2.0	2.3		(0.4)
Painting program			0.6	1.5	1.5	2.0		0.0
Planned maintenance			0.0	0.0	0.0	1.4		0.0
Street cleaning			3.1	11.0	11.0	10.6		0.0
<b>Less Income</b>								
Market Rents-Charter & Farmers			(23.7)	(38.5)	(38.5)	(35.3)		0.0
Weekend Markets (now monthly x £200)			(1.4)	(3.0)	(3.0)	(5.8)		0.0
Licences for seating Mkt Place/Red Lion Lawn			(22.2)	(22.2)	(25.1)	(24.4)		(2.9)
Advertising income - flagpoles/banners etc			(0.5)	(1.0)	(1.5)	(1.0)		(0.5)
Car Parking Upper Mkt Place			(10.7)	(10.7)	(10.7)	(10.2)		0.0
			(58.6)	(75.4)	(78.8)	(76.7)		(3.4)
<b>Net (Income) Market Place</b>			<b>(52.5)</b>	<b>(60.5)</b>	<b>(64.3)</b>	<b>(60.4)</b>		<b>(3.8)</b>
<b>Tourism</b>								
Information Centre salaries			58.6	84.3	84.3	71.3		0.0
Town Improvements / Action Plan (net of SODC income	£4k)		1.1	16.0	16.0	15.3		0.0
Goods for Resale (see income below)			0.4	0.5	2.5	0.7		2.0
Henley Partnership - Subs (under Action Plan)			0.2	0.2	0.2	0.0		0.0
Regatta Bus Service			0.0	0.2	0.2	0.0		0.0
Bus stop maintenance			0.6	0.6	2.0	1.3		1.4
One-off events - May Fayre / other			1.0	1.0	2.0	2.1		1.0
Visitor Info Centre merchandise/putting green (see exp above)			(0.7)	(1.5)	(5.0)	(1.5)		(3.5)
<b>Net Cost Tourism</b>			<b>61.2</b>	<b>101.3</b>	<b>102.2</b>	<b>89.1</b>		<b>0.9</b>
<b>Security</b>								
CCTV: Town Centre			7.7	15.6	19.0	15.7		3.4
CCTV: M Meadows (reduced due to technical issue)			3.7	7.9	10.4	8.6		2.5
Police Comm Support Officer			8.6	17.2	17.2	16.5		0.0
<b>Security Costs</b>			<b>20.0</b>	<b>40.7</b>	<b>46.6</b>	<b>40.8</b>		<b>5.9</b>
<b>Other Income</b>								
Sundry - eg Film Money			(1.6)	(5.0)	(7.0)	(3.6)		(2.0)

Ice Cream at Slipway/MM, & moorings Red Lion Lawn		(7.0)	(7.0)	(9.1)	(7.6)	(2.1)
Wayleave New St Slipway		(0.8)	(0.8)	(0.8)	(0.8)	0.0
<b>Total Other (Income)</b>		<b>(9.4)</b>	<b>(12.8)</b>	<b>(16.9)</b>	<b>(12.0)</b>	<b>(4.1)</b>
<b>Net Committee Expenditure</b>		<b>42.5</b>	<b>145.2</b>	<b>125.5</b>	<b>121.3</b>	<b>(19.7)</b>

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**Work in Progress January 2020**

<b>Minute Number</b>	<b>Subject</b>	<b>Progress</b>	<b>Responsibility</b>
01 11 16 (FS&M) 247(21.02.17) 264(04.04.17) 33 (20.06.17) 72 (17.10.17) 86 (28.11.17) 104 (20.1.18) 53 (25.09.18) 17 (14.05.19)	<b>Northfield End</b>	OCC attended site and removed the tarmac from the pavement area and a meeting was held with Parks and Northfield End Residents. Area is fenced off for safety until OCC have actioned HTC's request.  Once the situation is resolved and refurbished, a historic plaque, produced with Viv Greenwood for the area will be unveiled.  Meeting with Town Centre Manager, Parks Manager and Councillors Miller & Reissmann taking place on Friday 20 December 2019 to formulate a plan.	T&C Manager
28 (20.06.17) 86 (28.11.17) 104 (20.1.18) 53 (25.09.18)	<b>Town Centre Signage</b>	Meeting to be held at the end of January. T&C has some budget already approved	T&C Manager
68 (27.11.18)	<b>Repair Café</b>	Further meeting to be organised to set up the Repair café and launch. Now have over 35 volunteers interested.	T&C Manager
68 (17.10.17) 104 (20.1.18) 126 (3.1.18)	<b>Water Fountains for Henley</b>	Thames Water has had a restructure and no longer have capacity to install a water fountain in Henley. Alternative suppliers now being sought.	T&C Manager

TOWN AND COMMUNITY WORK IN PROGRESS REPORT 14 JANUARY 2020

<b>Minute Number</b>	<b>Subject</b>	<b>Progress</b>	<b>Responsibility</b>
24 (25.06.19)	<b>Slipway</b>	Electricity box being relocated 3 <sup>rd</sup> week in January 2020.	Office Manager
	<b>Pavement Cleaning</b>	Research being undertaken in how to best achieve improved cleanliness and aesthetics throughout the town centre, working within the parameters of the allocated budget.	Office Manager
40 (03.09.19)	<b>Memorials</b>	Agenda Item 6.	Office Manager
	<b>Litter Bin by Jewson/Bus Stop</b>	Bin will be replaced before the end of March 2020.	Office Manager