

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 17th July 2024 at 7.15pm to be held at The Pavilion, Cholsey for the purpose of transacting the following business.

Members of the public and press are invited to attend all Council meetings.

11th July 2024,
Claire Bird, Clerk to the Council

AGENDA

1. To co-opt new members to the Parish Council
2. To receive apologies for absence
3. Public participation session: to hear questions or comments from members of the public (max. 15 mins)
4. To receive Declarations of Personal or Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)
5. To approve the Minutes of the meeting held on 26th June 2024 (Appendix A) and receive update on any Minute items
6. To receive any reports from County and/or District Councillors
7. To receive a presentation from Oxfordshire County Council (OCC) on Public EV charging across rural Oxfordshire
8. To receive an update on a Community Speedwatch project (Environment Coordinator)
9. To note Clerk's report (verbal), in particular:
 - a) To approve and adopt an Equality policy (Appendix B)
 - b) To approve and adopt an updated Grants policy (Appendix C)
 - c) To agree next steps regarding the Land at Wallingford Road allotments
10. To note Estate Manager's report (Appendix D)
11. To discuss and agree expenditure on office refit project (Cllr Smith)
12. To receive a Transport update, in particular:
 - a) To approve Terms of Reference for the Transport Committee (Appendix E)
 - b) To discuss any matters to be raised with the OCC Highways Engagement team during their planned site visit
13. Finance
 - a) To receive an update from the Finance Committee (Cllr Bamford)
 - b) To agree response to 2024/2025 grant request from CCDT to part-fund a goal post at Cholsey Meadows
 - c) To agree response to 2024/2025 grant request from Cholsey Plus to part-fund a new Community PA System
 - d) To approve bank account reconciliations (Appendix F)
 - e) To approve new payments and note payments received (to follow)
14. To consider planning applications as at 10th July 2024

P24/S1858/HH	Two storey side and rear extension, decked area and garage, 8 Rowland Road
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15. To note planning decisions as at 10th July 2024

P24/S1601/HH	First floor extension and modified roof, 68 West End, Granted by SODC
P24/S1321/LB	Solar panels installation, Kentwood House, 81 Station Road, Granted by SODC
16. Items for report or inclusion on next agenda
17. To confirm the date of next Full Council meeting – Wednesday 18th September, 7.15pm, The Pavilion

CHOLSEY PARISH COUNCIL

Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 26th June 2024 at 7.15pm at The Great Hall, Cholsey Meadows, Cholsey

Present were Cllr D. Bamford, Cllr V. Bolt (Chair), Cllr J. Collins, Cllr G. Herbert, Cllr P. Jenkins, Cllr M. Smith (from 8.15pm)

Also present were C. Bird (Clerk), District Cllr A.M. Simpson (until 8.15pm)

Start time: 7.15pm

End time: 9.20pm

43. To receive apologies for absence

Apologies were accepted from Cllr J. Finch, Cllr L. Nixon and Cllr K. Ofield.

The Parish Council currently has three Councillor vacancies.

44. Public participation session: to hear questions or comments from members of the public

There were none.

45. To receive Declarations of Personal or Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)

There were none.

46. To approve the Minutes of the meeting held on 5th June 2024 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 5th June and they were signed by Cllr Bolt.

47. To receive any reports from County and/or District Councillors

The SODC Councillors' report was noted with thanks.

48. To note Clerk's report (verbal), in particular:

a) To approve and adopt a Scheme of Delegation (Appendix B)

It was **resolved** to approve and adopt the Scheme of Delegation.

b) To discuss participation in the Agatha Christie Mystery Weekend 2024

The Clerk had attended a Working Group meeting held by Wallingford Town Council on 20th June and will liaise with the Church on plans.

49. To note Estate Manager's report (Appendix C), in particular:

The Estate Manager's report was noted.

a) To receive a report on the proposed Community Allotment project and agree the use of a £1050 donation from Cholsey Allotments Protection Association for this project (Appendix D)

It was **resolved** to use the £1050 donation from Cholsey Allotments Protection Association for the Community Allotment project.

50. To receive results of the Recreation Ground path community survey and agree next steps (Appendix E)

The survey received 204 responses. Survey results indicated a lot of support for the path, with some concerns and useful feedback also received.

As a next step, it was **resolved** to set up a Working Group for this project, to include Cllr Bolt and Cllr Finch, working with officers. It was agreed to seek non-Councillor members with relevant expertise to join the Working Group from the community.

51. To receive an update on the Mend the Gap funding proposal (Environment Coordinator)

The Mend the Gap funding proposal has been successful and thanks were expressed to the Environment Coordinator for her work on this. The Clerk and Responsible Finance Officer (RFO) will work with the Environment Coordinator on next steps, and the Environment Coordinator will report back to Council regularly.

CHOLSEY PARISH COUNCIL

52. To receive a Transport update, in particular:

a) To approve the formation of a Transport Committee, to replace the existing Transport Working Group

It was **resolved** to form a new Transport Committee to replace the Transport Working Group. The Transport Committee will require at least three Councillor members (Cllr Collins and two others); non-Councillor members can also be invited and appointed to the Committee. Once the Committee is quorate with three Councillor members, a Committee meeting will be arranged, to be held in public, clerked by the Proper Officer. The Clerk and Cllr Collins will work on draft Terms of Reference for the Committee.

53. Finance

a) To agree to transfer the CIL bank account to a new provider (in response to new developments following the resolution made at the 8th May 2024 Council meeting)

It was noted that Nationwide Building Society is not currently accepting applications for new business accounts. It was therefore **resolved** that the RFO will open two new accounts with Unity Trust for the Council – a 30-day notice account (to hold c.£100K of CIL funds), and a 1 year fixed-term savings account (to hold c.£250K).

b) To approve new payments and note payments received (Appendix F)

The payments were approved and signed by Cllr Herbert and co-signed by Cllr Smith.

54. To consider planning applications as at 20th June 2024

P24/S1844/HH	New entrance porch, 19 Downside It was resolved to make no comment on this application.
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55. To note planning decisions as at 20th June 2024

P24/S1380/HH	Single storey rear extension and garage conversion, 6 Goldfinch Lane Granted by SODC
P24/S1223/HH	Single storey rear extension, 18 Rothwells Close Granted by SODC
P24/S1275/HH	Vehicle access change, Fairways, Church Road Granted by SODC
P/S0726/FUL	Erection of two semi-detached houses, 17 Charles Road Appeal dismissed by Planning Inspectorate

56. Items for report or inclusion on next agenda

Village welcome signs – contact has been made with Oxfordshire County Council re. maintenance
Concerns re. hedges obstructing pavements
Transport Committee Terms of Reference
Visit from EV Charging Project Manager, Oxfordshire County Council
Office refit – Cllr Smith to circulate latest costings
Land at Wallingford Road Allotments, Wallingford Road, Cholsey

57. To confirm the date of the next Full Council meeting:

Wednesday 17th July, 7.15pm, The Pavilion, Cholsey

Cholsey Parish Council

EQUALITY POLICY

1. Introduction

Cholsey Parish Council is committed to promoting equality, diversity and inclusion in all its activities. This policy outlines the Council's commitment to ensuring equality and preventing discrimination, harassment, and victimization in compliance with relevant legislation.

The policy applies to employees of the Council, Councillors, service users and residents, contractors and volunteers associated with the Council.

2. The Equality Act 2010

The Equality Act 2010 applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by the activities, policies and services provided.

The Equality Act 2010 and its subsequent Regulations place a duty on the Council to work to:

- Eliminate unlawful discrimination, harassment, victimisation and any other unlawful conduct prohibited by the Act
- Advance equality of opportunity between people who share and people who do not share a relevant protected characteristic
- Foster good relations between people who share and people who do not share a relevant protected characteristic

No individual will be discriminated against. This includes, but is not limited to, the following characteristics (known as 'protected characteristics' under the Act):

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion and beliefs
- sex
- sexual orientation

3. Purpose

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken), an equality of opportunity in serving the community as a Councillor, and an equality of opportunity in accessing Council services.

Cholsey Parish Council

4. The Council as a Service Provider

The Council aims to ensure that all residents and service users can access Council services without discrimination.

The Council will seek to engage with diverse groups to ensure their needs and views are considered in decision-making. Councillors will consider the impact of decisions on different groups to promote equality.

The Council will provide information in accessible formats as needed. It will ensure that all members of the community are able to attend Council and Committee meetings should they wish to.

5. The Council as an Employer

The following summarises the Council's 'Equal Opportunities policy as an Employer'; the full version of this policy can be found within the Employee Handbook on the Council's web site:

The Parish Council is committed to equal opportunity employment and non-discrimination in all employment aspects, including recruitment, training, promotion, and dismissal. The Council aims to foster a workplace that values diversity, prevents discrimination, and promotes equality for all employees and applicants.

- Recruitment and selection: Advertisements and selection processes will aim to attract a diverse range of applicants and avoid unnecessary criteria that could exclude certain groups.
- Work environment: Efforts will be made to create an inclusive work environment, with training provided to employees and managers on equality and non-discrimination.
- Discrimination: Both direct and indirect discrimination are prohibited. Direct discrimination involves treating someone less favourably due to a protected characteristic, while indirect discrimination occurs when a neutral policy disadvantages a specific group.
- Complaints and disciplinary Action: Employees must report any discriminatory acts, and the Council will take complaints seriously, addressing them through its grievance procedure. Serious breaches can lead to disciplinary action, including dismissal.
- Equal pay: Commitment to ensuring equal pay for like work, work rated as equivalent, or work of equal value.
- Monitoring: Regular monitoring of employment practices to ensure equality of opportunity, with adjustments made as needed to address any issues.

6. Serving the community as a Councillor

The Council recognises its responsibilities under the Equality Act 2010 to provide equal opportunities for any member or prospective member wishing to serve their community as an elected or co-opted member of The Council.

Cholsey Parish Council

7. Commitment

The Parish Council will comply with all current and future legislation referring to equality and diversity and will aim to promote good practice in all aspects of the organisation.

This policy will be communicated to all employees, councillors, service users, and relevant stakeholders. It will be made available on the Council's website and in other appropriate formats.

8. Review

This document was approved for use at the meeting of the Parish Council on XXX, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated:

L. Nixon, Chair, Cholsey Parish Council

Cholsey Parish Council

GRANTS POLICY

1. Introduction

Cholsey Parish Council ('the Council') has a limited budget for the award of grants, which is funded by the residents of the parish. The Council can only award grants using certain legal powers and must be confident that any grant awarded will directly benefit those who live or work in Cholsey.

The Grants budget will be set annually as part of the general budget setting process.

Subject to funding being available, grants will be considered as and when they are received by the Parish Council Clerk and must meet the Council's grant criteria set out below.

This policy sets out the general principles and approach that the Council will follow in respect of grants in the parish.

2. Legal powers

A Parish Council can incur expenditure in the execution of any works that are in accordance with its statutory powers.

There is also a power under the Local Government Act 1972 s137 ('Section 137) to incur expenditure on anything that directly benefits all or some parish residents, if the amount spent is commensurate with the benefit to the community. Spending under Section 137 is subject to a maximum limit set by the government annually. Cholsey Parish Council is not currently eligible for the 'General Power of Competence' and therefore may choose to use the powers granted by Section 137, provided no other power is available which authorises expenditure on the activity concerned.

3. Grant philosophy

The Council is aware that it does not have the financial resource to fund every request and must often make difficult decisions as to which projects and organisations to prioritise to provide grant funding.

When considering grant funding decisions, the Council will refer to its Strategic Plan and the project's fit with its strategic goals.

It will consider whether the amount spent is commensurate with the direct benefit to parish residents, and its equality and diversity policy.

4. Grant application process

All grant requests must be submitted to the Parish Council Clerk by email to clerk@cholseyparishcouncil.gov.uk or in hard copy delivered to the Parish Office, Pavilion, Station Road, Cholsey. The application form can be found in the Appendix to this Policy, or on the website.

Groups who need assistance in completing the form should contact the Clerk in the first instance.

The request must clearly indicate the purpose of the grant, details of the organisation or group, other sources of funding for the group or project that have either been or applied for, the amount requested from the Council, and how that grant will specifically benefit those who live or work in the Cholsey.

If the Clerk determines the request meets the grant criteria, they will then present the qualifying grant request for consideration at a full Parish Council meeting.

5. Grant assessment

Grants may be awarded to voluntary groups and societies, clubs, not-for-profit organisations, service or charities operating in the Cholsey area where the benefit will be specifically for this area. This list is not exclusive and may be amended at the Council's discretion to the specific needs of the Grant being considered.

The Council will determine the request by considering:

- Whether the group/project has followed our grants process and meets the requirements.
- How well the grant will meet the needs of the community, providing positive, impactful benefit to those who live and work in the parish.
- Evidence of a well-managed group including previous experience and track record.
- Evidence of financial stability and viability of the group/project.
- How effectively the group will use the grant.
- Whether costs are appropriate and realistic.
- What level of contributions has been, or will be, raised and supported locally
- Evidence that funding has been sought from other sources and the level of match funding available
- Evidence of compliance with previous grant award conditions.

The Council will take into account any previous grant made to an organisation or group when considering a new application. Organisations should make a presumption that funding will not normally continue on a year on year basis.

6. Applications which will not be considered

Cholsey Parish Council will not consider funding applications relating to or from the following:

- Only one request for a grant will be considered from any group or organisation in any 12 month period.
- Organisations that do not provide a service to the community in Cholsey.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts and sports projects with no community or charitable element.
- Medical research, equipment, or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided by full Council.
- Organisations that have a closed or restricted membership.
- Retrospective applications where the expenditure has been made, the project has been carried out or the event has taken place.
- Any commercial venture or for private gain.

Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the parish or where there will be obvious, specific benefit to the Council's area. Groups from outside the parish who can demonstrate direct benefit to the area may request a grant, though priority will be given to local groups and organisations.

7. Decisions

All grants and their amounts are awarded at the Council's discretion. Cholsey Parish Council's decision is final and there is no right of appeal. All applicants will be notified of the Council's decision.

8. Payments

Grant payment will be made by bank transfer, to a bank account in the name of the organisation only. In no circumstances will a payment be made to an individual. The Council reserves the right to request a copy of a recent bank statement as proof of the bank account details.

9. Monitoring and reporting requirements

As a condition of receiving a grant from Cholsey Parish Council you may be required to provide a short report or presentation evaluating the project for which you have received funding.

Evidence of expenditure must be supplied if requested.

10. General grant conditions

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.
- We will not support grants for the repayment of loans or cost of services, equipment, or provisions in anticipation of a grant.
- Grants must be spent within one year of award. Any unspent monies left after this time must be returned.
- Organisations are responsible for ensuring that they comply with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation disband or the project not be completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.

Additional grant conditions may also be attached to any funding from Cholsey Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being required to be repaid or affect future grant assistance.

11. Review

This document was approved for use at the meeting of the Parish Council on **DATE**, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated:

L. Nixon, Chair, Cholsey Parish Council

Cholsey Parish Council

Grant Application Form 2024-25

For an application to be considered, it must be accompanied by: the latest set of annual accounts showing the organisation's income, expenditure and level of balances and a copy of your organisation's written constitution or your aims and purpose. When completing your application please refer to Cholsey Parish Council's Grants Policy. Please use a separate sheet of paper if necessary. If you have any questions about your application please contact the Parish Office.

Name of organisation making the application:			
Short description of the organisation:			
Is the organisation a registered charity?			
Amount of grant requested:			
A short description of what the grant is for including timelines: Please outline how your project aligns with the grants policy.			
Who will benefit from the grant? How many beneficiaries are residents of Cholsey?			
Confirm number of:	Members/ volunteers:		Paid employees:

Cholsey Parish Council

Name, address, contact number and email address of person completing the application:(This will be used for future correspondence)			
Name, address, contact number and email address of your Treasurer: (if different from above) (This will be used for remittance of any agreed grant)			
Have you received a grant from us within the last 3 years?			
If the total cost of the project is more than the grant, how else are you funding the project?			
Have you applied to other funding bodies for this project? Please give details of who you have applied to and the progress of your applications:			
If the Parish Council is unable to grant funding will this project still go ahead?			
Signature:			
Date:			
Should your application be successful and to enable prompt payment please confirm your bank details:	Bank or Building Society Name		
	Sort Code:		Account No:
	Account Name:		

Checklist: Please enclose the following documents with your completed application form:

- Annual set of accounts – showing income and expenditure
- Copy of your written constitution or organisational aims and purpose
- Any other material about your organisation to support your application

Please return your full application to clerk@cholseyparishcouncil.gov.uk or in hard copy to the Parish Office, Pavilion, Station Road, Cholsey

Estate Manager's Report to Parish Council July 2024

Allotments

The allotment inspections took place during the week of 24th June and letters asking tenants for an Action Plan was sent out the following week.

I have received a number of replies to these letters explaining what the tenants plans are for their plots.

Recreation Grounds and Play Areas.

Recreation Ground

The brown benches continue to be moved around the recreation ground which is causing some concern. It would be advisable to attach some ground anchors, although one of the ground anchors on the jubilee bench in Jubilee Field has been pulled out.

Playgrounds

Cholsey Meadows Play Area

No update

Station Road Play Area.

The wooden staging at the top of the slide on the mound has now been repaired.

This seems to be a target for vandalism, it had to have the same repairs last year. It was suggested, if it is vandalised again, to replace the wooden slats with a solid piece of plywood.

Hedges and Verges

We have received a number of concerns from residents about overgrown hedges and verges.

The contractor has advised that they will be cutting the verges during the first 2 weeks of July, weather permitting.

The clerk has put notices explaining this on social media.

There is a need for a management plan to be written for the verges.

Hedges

Please may I draw councillor's attention to the hedges which received management during the winter season.

The hedge on the boundary of the Pavilion Car park and Station Road allotment has lots of new growth and is looking much healthier. There may be a need to plant some hawthorn whips in the gaps in the autumn.

The coppiced hedge on the boundary of East End and Ilges Lane allotment site is showing lots of hawthorn re-growth, I think there may be a need for hedging whips to be planted here also. The next phase of this coppicing will take place this winter.

TERMS OF REFERENCE

Transport Committee, Cholsey Parish Council

Document History

Version	Date	Details
1	INSERT DATE	Approved at Full Council meeting

1. Committee remit

To maintain a Transport Plan for Cholsey on behalf of the Council, consisting of agreed transport projects and actions, and informed by the Council's 5-year Strategic Plan.

To take forward agreed transport-related projects and actions on behalf of the Council, working with Council officers.

2. Committee structure

2.1 The Transport Committee will be constituted at the Annual Council meeting in May each year.

2.2 The Transport Committee will consist of up to four Parish Councillor members with a quorum of three. If required, Committee membership substitutions can be made with any Councillor of Cholsey Parish Council to ensure the Committee is quorate at all meetings.

2.3 The Transport Committee may co-opt non-Councillor members whose presence would assist the Committee; non-Councillor members do not have voting rights.

2.4 The Transport Committee may also invite appropriate experts and interested parties to Transport Committee meetings to advise the Committee. Such invited participants do not have voting rights.

2.5 The Transport Committee will elect a Councillor member to act as Chair at its first meeting after the Annual Council meeting. The Committee may also appoint a Councillor member as Vice-Chair.

2.6 The Transport Committee will meet at least three times a year.

2.7 The Clerk or another appropriately qualified officer, as delegated by the Clerk, shall attend and minute decisions made at meetings of the Committee. Transport Committee meetings are open to the public.

3. Specific responsibilities

3.1 All powers shall be exercised in accordance with the Standing Orders and other policies adopted by the Council.

3.2 The Committee has no delegated financial powers.

3.3 The Transport Committee has delegated authority from Cholsey Parish Council:

- 3.3.1 To co-opt non-Councillor members to the Committee whose presence would assist the Committee.
- 3.3.2 To identify transport-related matters that need the consideration of the Council.
- 3.3.3 To consider, prioritise, report back and make recommendations to the Council on transport-related matters.
- 3.3.4 To maintain a Transport Plan on behalf of the Council. The Council will retain responsibility for approving new versions of the Transport Plan.
- 3.3.5 To oversee the management of transport projects which have been approved to proceed by the Council, working with agreed officers on: scope, deliverables, costings, consultation, contracts and tenders, permissions, risk assessments, progress reporting, and post-completion review.
- 3.3.6 To pursue relevant grant applications, if approved by Council, in collaboration with Council officers.
- 3.3.7 To liaise and engage with transport-related organisations as required.
- 3.3.8 To engage with residents, including conducting consultations as agreed by the Council.

4. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on **DATE** and shall be reviewed at least annually.

Signed by

CLlr Lis Nixon

Chair of Cholsey Parish Council

Date:04/07/2024

Cholsey Parish Council

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Time: 11:45

**Bank Reconciliation Statement as at 30/06/2024
for Cashbook 1 - Current Bank Account**

User: SOPHIE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account No 60108094 00	30/06/2024	623	57,085.35
			<u>57,085.35</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			57,085.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			57,085.35
		Balance per Cash Book is :-	57,085.35
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/06/2024
for Cashbook 2 - Projects Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Projects Account 60108094 50	30/06/2024	2	356,503.85
			<u>356,503.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			356,503.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			356,503.85
		Balance per Cash Book is :-	356,503.85
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/06/2024
for Cashbook 4 - Reserves Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Reserves Acc No 65565027 00	30/06/2024	2	92,895.20
			92,895.20
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			92,895.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			92,895.20
		Balance per Cash Book is :-	92,895.20
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate