

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Full Council of Haydon Wick Parish Council held on Tuesday 23<sup>rd</sup> June 2020 at 7.30 pm held remotely via Microsoft Teams.

### **ATTENDENCE**

**MEMBERS:** Councillors L Brown (Chairman), E Baker Lee, S Callen, S Fateru, J Fuller, R Hailstone, S Heyes, A John, I Liddon, S McDermott, V Manro, R Ross. L Rhys-Jones, D Rodgers, J Jackson and R Venkatesh

**OFFICERS:** Clerk & RFO, Georgina Morgan-Denn  
Deputy Clerk, Laura Cutter

**OTHER:** Policy & Finance Officer/Deputy RFO, Sandra Kelly  
Ward Councillor David Renard

### **FC 022 APOLOGIES**

Apologies were received and accepted from Councillors A Roupelis and K Naik (working).

### **FC 023 DECLARATIONS OF INTEREST**

Councillor E Baker Lee declared an interest in Agenda item 7.7 - Approval of Payments.

### **FC 024 PUBLIC PARTICIPATION**

There was one member of the public present who submitted the following questions in advance to the Clerk.

**Follow up from last month: Weed Spraying & will the council support the residents of the Haydon View Rd estate in getting the roadside gullies sprayed for weeds, after all we are part of the parish**

We are going to discuss possible areas at July's A&L meeting, bringing any recommendations to Full Council that month. The team is now up to full capacity and completing strimming as of this third cutting cycle. We are assessing areas such as Osterley, Henchard and Hubble View.

**Follow up from last month: An extra dog bin to be installed hopefully in Sevenfields.**

Further discussion with A&L committee and operatives, felt that this may be quite far away in distance from the other bins when emptying. It will be assessed further and if viable suggestion, installed once we've had confirmation of Jason Close bin which is on tonight's agenda.

**Will you confirm to Full Council that the model code of conduct is based on recommendation 1 in report by the committee on standards in public life chaired by Lord Evans of Wearsdale published Jan 19.**

The current Code of Conduct we have adopted is Swindon Borough Council's this ensures the Parish Council receive consistent advice and support from the Borough Council's solicitor and standards board. The NALC consultation is nationwide and all towns and parish councils are invited to comment. At the recent Swindon Area Committee there was discussion about how robust

the current code is and whether Parish and Town Councils are receiving the support they need from the Borough. This discussion is ongoing.

**What measures have been taken by the parish council to update cyber security now members and staff are working remote using Zoom and Teams. If so are the costs reflected separately.**

All meetings are being held using Microsoft Teams at present. No other platform is being used. Microsoft Teams is part of Office365. This has been configured by our IT Provider to NSCS standards, in consultation with Cllrs Venkatesh, Manro, and the Clerk. The Council continually assesses the security of its IT platforms and receives further support and advice from Orchard, our IT provider.

**Would the Parish Council raise a case with Borough Council about the state of disrepair to the car park at Stour Walk - it is inaccessible to wheelchair users and muddy. The whole area needs resurfacing.**

This will be discussed and escalated to Swindon Borough Council.

**FC 025 CHAIRMAN'S ANNOUNCEMENTS**

To reiterate our ongoing thanks for staff, volunteers and councillors who continue to help the local community during the pandemic.

**FC 026 MINUTES**

Members received and approved the minutes of the Full Council Meeting held on Tuesday 26<sup>th</sup> May 2020.

**Proposed: Councillor A John      Seconded: Councillor I Liddon**

**Vote: Agreed unanimously with one abstention.**

**RESOLVED: The minutes of the Full Council Meeting held on Tuesday 26<sup>th</sup> May 2020 be agreed and signed as a correct record when face to face meetings resume.**

**FC 027 AMENITIES & LEISURE MATTERS**

**FC 027.1 GREENMEADOW WASTE**

Council noted the waste management issue at Greenmeadow shops where residents are not storing their litter correctly. This has caused continuing issues such as animals getting into the bags and litter strewn everywhere. The case has been escalated to the Borough Council's Enforcement Team to manage

**FC 027.2 GRASS CUTTING SCHEDULE**

Council noted the grass cutting schedule is averaging a 4-5 week cycle. Council members were reminded that at the outset of the pandemic it was acknowledged that the Parish may look untidy whilst the Council works through the obvious challenges. Members should be unified in the Council's message when speaking to residents and on social media.

**FC 027.3 REINSTALL A BIN**

Council considered the report which stated the bagged dog mess was being thrown into the hedgerow causing a nasty smell in the nearby residential properties. The meeting thoroughly discussed the matter and agreed to reinstall a bin at Jason Close.

**Proposed: Councillor J Jackson    Seconded: Councillor A John Jackson**  
**Vote: Agreed.**  
**RESOLVED: To reinstall a bin at Jason Close.**

**FC 027.4    COMMUNITY RESOURCING**

Members noted the Parish Council will continue to supply staff and resources to Swindon Borough Council to assist with the borough-wide community response. This will be monitored and may change as demand dictates.

**FC 027.5    SHED REQUEST AT GOODEARL**

Members considered a request at Goodearl to install a bike shed that is 6ft long by 2ft 6" deep and 4ft 6" wide. This is outside of the permitted sizes in the current Leisure Garden and Allotment Rules & Regulations. Councillor L Brown conducted a site visit and established the area was suitable for the storage facility.

**Proposed: Councillor L Brown    Seconded: Councillor R Hailstone**  
**Vote: Agreed.**  
**RESOLVED: To permit the 6ft x 2ft 6" x 4ft 6" bike shed to be installed at Goodearl.**

**FC 027.6**    Members agreed to amend the Leisure Garden and Allotment rental agreement to accommodate current shed sizes which are bigger than the existing 3ft x 3ft stipulation. The amendment will now state a base of 5ft x 4ft and height 6ft.

**Proposed: Councillor R Hailstone    Seconded: Councillor J Jackson**  
**Vote: Agreed.**  
**RESOLVED: To amend the Leisure Garden and Allotment rental agreement to accommodate shed size with a base of 5ft x 4ft and height 6ft.**

**FC 027.7    HEDGE HEIGHT REDUCTION AT HYSSOP CLOSE**

Members considered and agreed to consult with the residents at Hyssop Close before reducing the hedge height.

**Proposed: Councillor I Liddon    Seconded: Councillor S Callen**  
**Vote: Agreed unanimously.**  
**RESOLVED: To consult with the residents at Hyssop Close before reducing the hedge height.**

**FC 027.8    HEATON CLOSE PEBBLES SNAKE**

Members considered and agreed in principal to making a permanent installation of the snake at Heaton Close play area, this is subject to researching the practicalities and receiving approval from Swindon Borough Council.

**Proposed: Councillor I Liddon    Seconded: Councillor J Jackson**  
**Vote: Agreed unanimously.**

**RESOLVED: To agree in principal to making a permanent installation of the snake at Heaton Close play area, this is subject to researching the practicalities and receiving approval from Swindon Borough Council.**

**FC 027.9 OPEN SPACES SPRING/SUMMER CONSULTATION**

Members noted the open spaces spring/summer consultation has already received over 200 responses and it will be extended into July to include an article in the Parish magazine to generate interest from residents who do not have access to the internet.

**FC 028 POLICY & FINANCE MATTERS**

**FC 028.1 GRANT APPLICATION**

Members received and approved the Grant Working Party's recommendation to award Phoenix Enterprises of grant of £1,000 towards an assistance dog to support people with autism

**Proposed: Councillor E Baker Lee    Seconded: Councillor S Callen**

**Vote: Agreed unanimously.**

**RESOLVED: To award a £1,000 grant to Phoenix Enterprises towards an assistance dog to support people with autism.**

**FC 028.2 COVID-19 PPE BUDGET**

Members agreed to use General Reserves to fund the additional expenditure in order to comply with Health & Safety requirements relating to Covid-19.

**Proposed: Councillor S Callen                      Seconded: Councillor R Venkatesh**

**Vote: Agreed unanimously.**

**RESOLVED: To used General Reserves to fund the additional expenditure in order to comply with Health & Safety requirement relating to Covid-19.**

**FC 028.3 FINANCIAL YEAR 2019/20 END OF YEAR REPORT**

Members noted the final outturn for 2019/20 showing the grand total of income and expenditure and the net income over expenditure.

**FC 028.4 FINANCIAL YEAR 2020/21 MONTH 2**

Members noted the income and expenditure report for Month 2.

**FC 028.5 EARMARKED RESERVES 2019/20 AND 2020/21**

Members noted the breakdown of last year and this year's Earmarked Reserves.

**FC 028.6 ANNUAL CONFIRMATION OF BANK SIGNATORIES**

Members agreed to appoint the following six signatories:

1. Councillor Linda Brown
2. Councillor Vinay Manro
3. Councillor John Fuller
4. Councillor Richard Hailstone
5. Councillor Sarah McDermott
6. Georgina Morgan-Denn, Clerk

**Proposed: Councillor D Rodgers    Seconded: Councillor S Heyes**

**Vote: Agreed unanimously.**

**RESOLVED: To appoint the six signatories: Councillors Linda Brown, John Fuller, Richard Hailstone, Vinay Manro, Sarah McDermott and the Clerk, Georgina Morgan-Denn.**

**FC 028.7    APPROVAL OF PAYMENTS**

Members noted the payments totalling £50,585.87, day book references 969-1013 and cashbook reference 229, which were made under the current Covid-19 scheme of delegation.

**FC 028.8    POLICY UPDATE - INVESTMENT POLICY**

Members re-adopted the Investment Policy with some minor amendments as per Financial Regulations 8.5.

**Proposed: Councillor S Callen    Seconded: Councillor I Liddon**

**Vote: Agreed unanimously.**

**RESOLVED: To re-adopt the Investment Policy with some minor amendments.**

**FC 028.9    COVID-19 RISK ASSESSMENTS**

Members noted the risk assessment introduced to work within the Covid-19 health and safety measures.

**FC 028.10    INTERNAL AUDITOR RECOMMENDATIONS**

Members noted the report detailing the last two years of Internal Auditor's recommendation and delivery of actions.

**FC 029.11    INTERNAL AUDITOR 2020/21 APPOINTMENT**

Members re-appointed Bridget Bowen as the Council's Internal Auditor for 2020/21 financial year.

**Proposed: Councillor L Brown    Seconded: Councillor A John**

**Vote: Agreed unanimously.**

**RESOLVED: To re-appoint Bridget Bowen as the Council's Internal Auditor for 2020/21 financial year.**

**FC 030    HWPC LIVING MAGAZINE SUMMER UPDATE**

Members noted the Editor's update concerning the HWPC Living magazine summer edition. Members thanked Councillor McDermott's continued time and effort on the production of the magazine.

**FC 031    SWINDON AREA COMMITTEE (SAC)**

Councillors A John and R Hailstone gave an update on the recent SAC meeting held on 18<sup>th</sup> June 2020. The discussions included:

- Relationships between Parish & Town Councils and SBC Ward Councillors and the appropriate behavior as determined in the Parish & Town Council's Charter.
- Requests to SBC for bi-annual Highways works
- 20mph Zone proposal from Stanton Fitzwarren

- Supporting South Marston's proposal for a Community Governance Review for the New Eastern Villages
- An update on the Town Deal Board meetings from March to date - concerns the deadlines set by SBC for parishes to get involved were too short
- SBC's planning process and whether Parish & Town Councils comments during application stages were listened to.

Councillors A John and R Hailstone agreed to continue on the Swindon Area Committee as the Council's representatives for 2020/2021 and Councillor L Brown will replace ex-Councillor Roy Worman.

**Proposed: Councillor E Baker Lee    Seconded: Councillor S Heyes**

**Vote: Agreed unanimously.**

**RESOLVED: To appoint Councillors Linda Brown, Richard Hailstone and Adam John onto the Swindon Areas Committee.**

**FC 032**

## **COUNCILLOR REPORTS**

### **Councillor A John**

Re the Skatepark, agrees with comments on email. Wildflower areas – Residents reporting that the Taw Hill area is looking untidy. Informed the resident the rationale behind implementing these areas and that they will take time to establish. Requesting that it could be made tidy. *Wildflower Working Group to consider.*

### **Councillor E Baker Lee**

Re Skatepark – resident suggested encouraging more female users of the facility. Trying to identify ways of doing this and exploring contacts. Been in touch with Marilyn Beale re Seven Fields to discuss what issues remain unresolved and how we may address them.

### **Councillor J Jackson**

Continues to be frustrated that nothing has been done to repair the lighting in the underpass on Westfield Way. The Office have reported this to SBC on many an occasion and will pursue further. *Office to escalate to Ward Councillor Renard.*

### **Councillor L Rhys-Jones**

Has not had any more reports of break-ins to garages and asked Councillor Manro if he had any incidents. He confirmed that he did not know of any and police have been very active in the area which may be why.

### **Councillor R Hailstone**

The pond at the back of the Orbital Centre has dried up and the decking surrounding it has now in disrepair and has been ripped up in parts so is dangerous and needs attending to. Should we deal with it, or inform SBC? *Office to progress.* The Wildflower area at Hysopp Close has a spectacular show of orchids.

**Councillor S McDermott** Asked how the blue shipping container got on to Purton Road/Elborough Road grass verge. Also, who put it there? *Office is looking into it.*

Clarified to the meeting the wildflower area at Torun Way/Maybold looks untidy due to it being dug over back when development of the area took place, unlike Hysopp Close which has been undisturbed so remains a natural meadow. The other designated Wildflower areas have also been dug over during the Northern development and they will all require re-seeding. This would have taken place but has been delayed to the Covid-19 pandemic.

**Councillor S Heyes** Has reported several dead trees to the Borough and they have been dealt with. Cllr Callen noted some dead trees could be left as important for the ecosystem.

**Councillor S Callen** Conifers that have fallen down need collecting from Mazurek Way/Capesthorne and Haydon End Lane. *Office stated this is in hand.* Asked if litter pickers are still being needed and how to obtain the equipment for this. Informed to contact the office who will arrange.

FC 033

#### **SWINDON WARD COUNCILLOR REPORTS**

**Councillor D Renard** Regarding an earlier comment made on the Towns Fund, to inform that the deadline for this was set by Government, not Swindon Borough Council. There have been reports of rat infestation at The Village. The Housing Department are proactively dealing with this and it is now resolved - any further enquiries should be directed to Councillor Renard.

FC 034

#### **CLERK'S REPORT**

**Annual Governance & Accountability Review (AGAR)** - received confirmation that we are subject to an intermediate level review by our External Auditors PFK Littlejohn. They have requested additional information on how we set our budget for 2019/20 and copies of the corrective action taken to address 'except for matters'.

**GX12 Tuc Tuc Tidy Up** - van is off the road currently and looks like it won't be road worthy again. A full report and next steps in its replacement is coming to A&L.

**Community Bus** - small damage to wing mirror. Drivers have to have D4 medicals every three years once they reach 70 years of age and MIDAS refreshers every 4 years. Drivers due to a driving refresher have been given an extension until October. Our newest volunteer will be attending a D4 medical this week.

Initials \_\_\_\_\_

**Building maintenance** - continues with carpet fitted up the stairs, redecorated the meeting room and getting quotes for further works.

**FC 035 COVID-19 SCHEME OF DELEGATION DECISIONS**

Council noted the following urgent decisions made using Covid-19 Scheme of Delegation prior to June's Full Council meeting.

**Home Working Technology:** a work mobile contract has been agreed for the Deputy Clerk to enable her to access work related emails and do updates to Facebook from a dedicated work mobile. Phone contract is our standard business charge of £10 per month (£120 pa) and £35 for the handset. The Clerk also had to bolt on some additional data usage due to Wi-Fi issues (£15). To note two laptops for the Clerk and Finance Officer have been ordered (£1,916 exc VAT). This cost has been allocated in this year's budget.

**FC 036 MICROSOFT TEAMS OR ZOOM FOR REMOTE MEETINGS**

Members considered Councillor R Hailstone's concerns about using Microsoft Teams and it was acknowledged that further training will give Councillors a chance to understand the full capabilities of the system. It was further acknowledged that improved technology may make the process of signing into meetings a lot more efficient. For these reasons the proposal was withdrawn.

**FC 037 PLANNING & HIGHWAYS MATTERS**

**To note the comments submitted to Swindon Borough Council on 2<sup>nd</sup> June 2020:**

S/ADV/20/0478	McDonald's Restaurant, Orbital Centre	Installation of 4no. new digital freestanding signs and 1no. digital booth screen.
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**HWPC Comments: No Objection, providing the illuminations do not result in light pollution for the neighbouring residential properties.**

S/20/0472	Morrisons, Thames Avenue, Haydon Wick	Change of use of part of car- park to car valeting operation, including the siting of an office and canopy.
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**HWPC Comments: No Objection. However, concerns were cited and given the proximity to residential properties, the operation will cause increased noise and traffic. To mitigate these concerns an alternative location was suggested – moving the proposed operation to the north west corner of the car park, next to Westfield Way.**

S/ADV/20/0473	Morrisons, Thames Avenue, Haydon Wick	Display of various signs
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**HWPC Comments: No Objection. However please consider Committee's comments to S/20/0472.**

S/20/0546	Land At Ventnor Close Haydon Wick Swindon	Erection of 8no. single storey dwellings (Site 1) and parking area (Site 2).
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**HWPC Comments: Committee Objects to this proposal. The proposed plans will obstruct the vehicle access to the Ventnor Allotments. Committee request that this application is called in to SBC Planning Committee, if the Planning Officer is minded to grant it. (Cllr Manro abstained).**

**Traffic Calming Measures**

**VO 5 Haydonleigh Drive 2020 TRO**

Committee supports the introduction of parking restrictions on and around the junction of Brookdene and Haydonleigh Drive. (Cllr Manro abstained).

**VO7 Casterbridge Road 2020 TRO**

Committee supports the introduction of parking restrictions on Casterbridge Road (Cllr Manro abstained).

**Future Planning Meetings**

Agreed to add Planning & Highways business to end of the monthly remote Full Council meeting agenda, held on the third Tuesday of every month.

**FC 038 TOWN FUND COMMUNITY ENGAGEMENT PANEL**

Members noted Councillor R Ross and the Clerk are assisting the Town Community Engagement panel following a request from Robert Buckland MP for town and parish councils to be involved with shaping the Town Investment Plan. During June and July, they will assess project requests that are received to give the views of the wider Swindon community.

**FC 039 MODEL MEMBERS CODE OF CONDUCT CONSULTATION**

Members noted the Local Government Association (LGA) has launched a [consultation](#) on a new [model member code of conduct](#). Local Councils are encouraged to consider the proposed new code and respond to the consultation by 17<sup>th</sup> August 2020 and send their comments to the Clerk before this date.

**FC 040 COUNCILLOR DEVICES**

Members considered the Clerk's report and agreed to purchase five devices. The Council has allocated £8,975 for up to 20 devices in this year's 2020/21 budget.

**Proposed: Councillor V Manro Seconded: Councillor L Brown  
Vote: Agreed unanimously.**

**RESOLVED:** To purchase five devices, with a combination of Wifi and 4G capability and the associated keyboard/covers. The total cost to come within this year's allocated budget.

**FC 041 ITEMS FOR NEXT AGENDA**

To provide items to the Clerk at least a week before the next Full Council meeting on 20<sup>th</sup> July 2020. It was suggested a discussion to review the Covid-19 scheme of delegation and the Council's services following the Government's ease of lockdown restrictions.

**FC 042 EXCLUSION OF PUBLIC & PRESS**

**RESOLVED:** in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw'. Reason: Staffing Matters.

*Resolved to extend meeting duration by 30 minutes to 10pm.*

**FC 043 PERSONNEL SUB-COMMITTEE RECOMMENDATIONS**

Members received an update from Councillor S Callen, Chair of Personnel Sub-Committee, following the meeting held on Monday 22<sup>nd</sup> June 2020. A report is held confidentially on file and it covered disciplinaries, the impact of Covid-19, sickness monitoring and end of year comparison of absence, recruitment, and Covid-19 staff and community recognition. The following recommendations are for Full Council's consideration:

**FC 043.1 Parks & Open Spaces Team disciplinaries**

For the Clerk to work on implementing changes to the disciplinary procedures and bring the updated handbook to July Full Council for formal adoption and reissue handbook policies and procedures to employees mid-July. To implement a mental health and wellbeing policy and allocate a budget of £800 for services.

**Seconded: Councillor V Manro**

**Proposed: Councillor S Callen**

**Vote: Agreed unanimously.**

**RESOLVED: To allocate a budget of £800 for future staff mental health and wellbeing services and to implement a policy for its use.**

**FC 043.2 Community Development Officer recruitment**

Council noted the Community Development Officer job description and the vacancy goes live from 24<sup>th</sup> June 2020 and use LMC Recruitment to assist.

**FC 043.3 Covid-19 staff & community recognition**

**Proposed: Councillor E Baker Lee      Seconded: Councillor I Liddon**

**Vote: Agreed unanimously.**

**RESOLVED: To recognise the community and staff effort during the Covid-19 pandemic with a public thank you in the July Full Council meeting; the Chairman's musings in the summer Haydon Living magazine and a Thank You social event for staff, councillors, volunteers and all their families, to be partially funded by Councillor donations.**

**FC 043.4 Proposed: Councillor A John**

**Seconded: Councillor E Baker Lee**

**Vote: Agreed unanimously.**

**RESOLVED: To recognise the extra work and challenges of working during the Covid-19 pandemic by awarding, a maximum of 5 days holiday per employee, at the discretion of the Clerk.**

**FC 043.5 Proposed: Councillor D Rodgers      Seconded: Councillor R Ross  
Vote: Agreed unanimously.**

**RESOLVED: To relax the timescales for employees to take their holiday in 20/21 and allow staff to carry over holiday into 21/22 (with the usual restrictions as to when and how much holiday may be taken at one time, at the discretion of the Clerk).**

*Members of the Planning & Highways Committee stayed on the meeting: Councillors Fuller, McDermott, Baker Lee, Manro, Liddon, Ross, Rhys-Jones, and John.*

*Resolved to extend meeting duration by 15 minutes to 10.15pm.*

**FC 044 PLANNING & HIGHWAYS APPLICATIONS**

Members of the Planning & Highways Committee considered the following planning applications:

- |                 |   |   |  |
|-----------------|---|---|--|
| <b>FC 044.1</b> | <a href="#"><u>S/HOU/20/0303</u></a>  | 11 Sherford Road,<br>Haydon Wick            | Erection of single storey side and rear extensions.  |
|                 | <b>HWPC Comments: No Objection.</b>   |   |  |
| <b>FC 044.2</b> | <a href="#"><u>S/HOU/20/0565</u></a>  | 45 Larchmore<br>Close, Haydon<br>Wick       | Conversion of garage into habitable space and replacement of flat garage roof with pitched roof. |
|                 | <b>HWPC Comments: No Objection</b>  |   |  |
| <b>FC 044.3</b> | <a href="#"><u>S/HOU/20/0581</u></a>  | 26 Tracy Close,<br>Abbey Meads              | Erection of a single storey side/ rear extension.  |
|                 | <b>HWPC Comments: No Objection</b>  |   |  |
| <b>FC 044.4</b> | <a href="#"><u>S/HOU/20/0582</u></a>  | 15 Meadowsweet<br>Close, Haydon<br>Wick     | Erection of a single storey rear extension.  |
|                 | <b>HWPC Comments: No Objection</b>  |   |  |
| <b>FC 044.5</b> | <a href="#"><u>S/HOU/20/0585</u></a>  | 30 Basil Close,<br>Woodhall Park            | Erection of a single storey rear extension.  |
|                 | <b>HWPC Comments: No Objection</b>  |   |  |
| <b>FC 044.6</b> | The following Grants, Refusals, Withdrawal, Lawful Developments and Prior Approvals were noted: |   |  |
|                 | <b>S/HOU/20/0478</b>  | McDonald's<br>Restaurant,<br>Orbital Centre | Installation of 4no. new digital freestanding <b>Granted</b>                                     |

Initials \_\_\_\_\_

<b>S/HOU/20/0478</b>	McDonald's Restaurant, Orbital Centre	signs and 1no digital booth screen Installation of 4no. new digital freestanding signs and 1no digital booth screen	HWPC Comment: No objection.  Granted
<b>S/HOU/20/0412</b>	71 Avonmead Haydon Wick	Erection of a two storey rear extension, front porch/canopy and detached outbuilding.	HWPC Comment: No objection.  Granted
<b>S/LDE/20/0026</b>	19 Pennycress Close, Haydon Wick	Certificate of lawfulness (Existing) for the conversion of garage into habitable space.	HWPC Comment: N/A.  Granted

The meeting closed at 22.13

**Chairman:**

Initials \_\_\_\_\_