Cyngor Cymuned
Mawr
Community Council

MAWR COMMUNITY COUNCIL

Minutes of the meeting of Mawr Community Council held remotely via Teams
on Monday 15 June 2026 at 7.00pm.

Attendees: Cllrs D James (Chair), C Evans, L Frame, G Richards and A Williams.
Others present: The Clerk and County Cllr K Griffiths. 9 members of the public.

FC/26-27/1 To receive and accept apologies for absence: There were none.

FC/26-27/2 Declarations of interest: There were none.

FC/26-27/3 Public participation: There were none.

FC/26-27/4 To approve the minutes of the meeting.

a) The Annual Meeting held on 11th May 2026. It was **RESOLVED** to approve and sign the minutes as a true record.

b) The Ordinary Meeting held on 11th May 2026. It was **RESOLVED** to approve and sign the minutes as a true record, subject to amending minute reference FC25-26/24 to correct the location from Coed Gwilym to Park Floyd Football Field, Craig Cefn Parc.

Proposer: Cllr L Frame **Seconder: Cllr A Williams** All in favour

FC/26-27/5 County and District Reports:
Cllr K Griffiths report.
Residents attended my monthly surgery and raised the following matters:

- Ongoing concerns regarding the progress of housing regeneration works at Lon y Felin, including delays to completion, outstanding remedial works and difficulties in obtaining updates from contractors and project representatives.
- Concerns regarding alleged damage caused during regeneration works, including a reported incident involving materials falling from a roof and a separate report of property damage. Residents are seeking updates regarding claims and remedial action.
- Requests for assistance with grounds maintenance at residential properties where works associated with the regeneration programme are reportedly affecting access and maintenance.
- Concerns regarding the condition of gabion baskets behind properties, including vegetation growth and the potential impact on their structural integrity.
- Queries regarding the placement of a water container within the park for the watering of floral displays.
- Questions from committee members regarding the future of Garnswllt Hall and community facilities following the proposed dissolution of Mawr Community Council.

I have contacted the relevant Housing Officer requesting updates on the above matters and will report back when further information is received.

Cllr M Tribe report.

- The road improvement scheme on the B4489 through Felindre has commenced and a number of improvements have already been identified.
- Enquiries have been made with the Leader of Swansea Council regarding any future plans for Felindre Hall following the proposed dissolution of Mawr Community Council.
- Improvement works to the "Sally's Way" area of the hall grounds have been completed through the Councillor Community Allowance. The works included upgrades and repairs to the bridge and external fencing, improving safety and accessibility.
- No crime, anti-social behaviour or community tensions have been reported during this period.

FC/26-27/6 Estates and Health & Safety:

a) To receive a report from the Chair of the Estates and the Health & Safety Committee.
b) To receive an update on Felindre Welfare Hall, including the solar panel monitoring system, battery installation programme, historic solar panel income, ongoing electrical issues and the condition of the wall outside the Hall.
c) To receive an update from Garnswllt Welfare Hall. Michael Millward, Committee Member of Garnswllt Hall reported that scheduled events for Garnswllt Hall are as follows:
    - Tuesdays- Pensioners Meetings from 1.30pm till 3.00pm.
    - Wednesdays- Line Dancing 6.30 till 7.30pm
    - Every 2nd Wednesday of each month is County Councillors Surgery 5.00pm till 7.00pm
    - Thursday- Coffee Morning from 10.30am till 12.00.
    - The Committee have a monthly meeting and the occasional Birthday Party.
d) To receive an update from CCP Welfare Hall.
e) To receive the play equipment inspection report and consider any recommended remedial works. To receive an update regarding Sally's Way and options for long-term community protection.
f) To receive an update and consider the phased programme and timetable for replacement oil tanks at Felindre, CCP and Garnswllt Welfare Halls.

Following a discussion about the updates given, the Council agreed:

1. That Councillors provide the Clerk with a prioritised list of urgent health and safety matters requiring immediate attention for consideration at the Extraordinary Meeting of the Council.
2. That a separate schedule of non-urgent maintenance, repair and improvement works be compiled and presented to the July 2026 Ordinary Meeting for consideration.
3. That details of any outstanding works previously approved by the Council be provided to the Clerk to enable progress to be reviewed, quotations and correspondence to be checked, and any necessary follow-up action undertaken.
4. That all proposed works and expenditure commitments be considered in conjunction with the Council's financial forecast, available reserves and any grant funding opportunities.
5. Members noted that the previously approved play equipment inspections had not yet been instructed. It was agreed that the Clerk proceed with commissioning the approved inspections and provide an update to Members once completed.

FC/26-27/7 Finance.

a) **Payments:** To approve and ratify payments

Payee	Net (£)	VAT (£)	Total (£)
Apex Grounds Maintenance Ltd – INV-1465	2,250.00	450.00	2,700.00
ServiceMaster Swansea (Felindre Welfare Hall) – 32837	303.90	60.78	364.68
ServiceMaster Swansea (Craig Cefn Parc Welfare Hall) – 32838	303.90	60.78	364.68
Shine Above the Rest – 006	140.00	–	140.00
Cloudy IT – INV-D11952	109.09	21.82	130.91
DCK Payroll – 27151	73.85	14.77	88.62
Staff Costs (revised May payroll) – 27251	–	–	2,783.65
Kay's Admin Office – 035	–	–	1,550.00
P.E.S. Systems Ltd – 42987	103.20	–	103.20
Rialtas Business Solutions – 33917	37.00	7.40	44.40
Vision ICT Ltd – 21820	154.53	30.91	185.44
TOTAL			**£8,455.58**

All payments have been made via the HSBC account as the Clerk does not yet have access to the Unity Trust Bank account.

It was **RESOLVED** to approve and ratify the payments.

Proposer: Cllr C Evans **Seconder: Cllr L Frame** All in favour

b) **Accounting Software Upgrade**: To note and ratify the accounts software upgrade cost. Due to the operational need to enable web access to Rialtas and provide multi-user access, members approved to proceed with the one-year software upgrade prior to the meeting. The pro-rated cost for the first year is £665.50 plus VAT, with no additional setup or training costs.

It was **RESOLVED** to ratify the Rialtas software upgrade at a pro-rated cost of £665.50 plus VAT.

Proposer: Cllr L Frame **Seconder: Cllr A Williams** All in favour

c) **Banking**: To review the bank reconciliation and cashbook for April and May - **Appendix A**

It was **RESOLVED** to approve the bank reconciliations and cashbook for April and May 2026.

Proposer: Cllr L Frame **Seconder: Cllr A Williams** All in favour

FC/26-27/8 Accounts.

AGAR: Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026

a) To consider and approve the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026, including:
   I. The Annual Internal Audit Report;
   II. The Annual Governance Statement (Section 1);
   III. The Accounting Statements (Section 2);

b) To consider the comments and recommendations of the Internal Auditor.

It was **RESOLVED** that consideration and approval of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026, be deferred to an Extraordinary Meeting of the Council. Members noted that whilst the Statutory Annual Internal Audit Report had been received, the detailed Internal Audit report containing the Internal Auditor's findings and recommendations had not yet been received. The Council considered that Members should have the opportunity to review the full Internal Audit report and recommendations prior to approving the AGAR and associated documentation.

Proposer: Cllr D James **Seconder: Cllr L Frame** All in favour

FC/26-27/9 Grants: To receive an update regarding grant opportunities and future planning leading up to the Council's dissolution.

a) To receive an update regarding grant applications for the Summer Playscheme and associated activities.
b) To receive an update on any other outstanding grant funding or new grant funding options.

The Council received an update from the Grants Officer on current and forthcoming grant funding opportunities, including funding streams available to the Council and local village halls. Members discussed the need to identify priority projects and align these with suitable grant opportunities in advance of the Council's dissolution. The Council received an update regarding the Summer Playscheme grant application and associated activities. Members noted that a grant application had been submitted and that confirmation of both grant awards and available budget provision was awaited. Potential funding shortfalls were discussed.

It was **RESOLVED** that consideration of the Summer Playscheme funding arrangements be deferred until the Extraordinary meeting pending confirmation of grant funding and available budget provision.

The Council also received an update regarding the proposed Mission Gallery arts sessions and the associated Arts Council of Wales grant application. Members noted the advice of the Grants Officer regarding grant timescales and the potential need to secure supplier availability in advance of a funding decision. The Clerk advised that grant funding would ordinarily be secured before expenditure was committed and that budget availability had yet to be confirmed.

It was **Resolved** that the Grants Officer be authorised to proceed with the Arts Council of Wales grant application for the proposed arts sessions.

Proposer: Cllr D James **Seconder: Cllr L Frame** All in favour

FC/26-27/10 Dissolution: To receive updates on matters relating to the Council's dissolution in 2027 and to consider any actions necessary to facilitate an orderly transition.

Members received an update regarding matters relating to the Council's dissolution in 2027.

During discussion, the members highlighted concerns that had been raised by Welfare Hall Committees regarding the potential impact of the dissolution and future arrangements for community facilities. Members agreed that it was important to ensure residents, hall committees and the wider community were kept informed as the process progresses.

It was suggested that public meetings be arranged at appropriate stages throughout the dissolution process to provide updates, facilitate discussion and allow questions from members of the community.

It was **RESOLVED t**hat dissolution remains a standing agenda item to enable updates to be provided as further information becomes available, and that opportunities for public engagement and community meetings be explored to ensure residents and stakeholders are kept informed throughout the process.

Proposer: Cllr D James **Seconder: Cllr L Frame** All in favour

FC/26-27/11 Clydach FC U14s: To receive an update regarding the use of the field at Craig Cefn Parc off Rhyddwen Road and the maintenance arrangements associated with the Council's approval.

The Council received an update regarding the proposed use of the field at Craig Cefn Parc by Clydach FC U14s. Members considered maintenance arrangements associated with the Council's previous approval and discussed the coordination of field maintenance and use by other parties.

It was **RESOLVED** that the Clerk email Clydach FC U14s confirming that the Council will continue its existing maintenance arrangements for the field, that any additional grass cutting requirements should be undertaken by the Council's approved contractor at rates to be agreed, and requesting a schedule of proposed usage to assist with coordinating maintenance activities and other users of the field.

Proposer: Cllr G Richards **Seconder: Cllr L Frame** For: 4 Abstentions: 1

FC/26-27/12 Summer activities:

a) To receive an update on the Summer Playscheme and associated summer activities.
b) To note the grant funding application and any associated budget implications.
c) To confirm and approve arrangements for the Summer Playscheme, Teddy Bears' Picnics, Magic Mayhem shows, art sessions and associated activities including any costs.

It was **RESOLVED** that consideration of the Summer Playscheme, Teddy Bears' Picnics, Magic Mayhem shows, art sessions and associated expenditure be deferred to the Extraordinary Meeting of the Council scheduled for 23 June 2026 to enable Members to make informed decisions based on the Council's complete financial position.

Proposer: Cllr D James **Seconder: Cllr L Frame** All in favour

FC/26-27/13 Date of the next meeting: The date of the next meeting will be an Extraordinary meeting to be held on 23 June 2026 at 7 pm. Members noted that a date for the July 2026 Ordinary Meeting had not yet been agreed and would be circulated once confirmed.

Meeting closed at 9.19 pm.

Appendix A

Mawr Community Council Current Year

Detailed Receipts & Payments by Budget Heading 30/04/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Central Administration						
1076	Precept	38,907	38,907	0			100.0%
	Central Administration :- Receipts	**38,907**	**38,907**	**0**			**100.0%**
4000	Salary	3,915	49,500	45,585		45,585	7.9%
4010	Pension Swansea CC LGPS	0	6,000	6,000		6,000	0.0%
4020	HMRC - PAYE & NI	4,406	13,000	8,594		8,594	33.9%
4060	Travel & Subsistence	0	100	100		100	0.0%
4070	Training	0	500	500		500	0.0%
4110	Insurance	2,899	3,000	101		101	96.6%
4120	Legal & Professional Fees	0	2,000	2,000		2,000	0.0%
4130	Audit fees	0	3,500	3,500		3,500	0.0%
4140	Daily consumables	0	250	250		250	0.0%
4170	Software licences & support	319	2,000	1,681		1,681	16.0%
4180	Hall hire fees	0	300	300		300	0.0%
4210	Telephony & broadband	208	3,000	2,792		2,792	6.9%
4220	Website fees	0	200	200		200	0.0%
4240	Bank Charges	7	200	193		193	3.5%
4250	S.137 Grants & Donations	874	0	(874)		(874)	0.0%
4260	Special Events	391	500	109		109	78.2%
4290	Grounds maintenance	2,250	24,000	21,750		21,750	9.4%
4320	Memberships & Subscriptions	47	500	453		453	9.4%
4340	Summer Playscheme	0	4,000	4,000		4,000	0.0%
4360	MUGA	0	500	500		500	0.0%
4380	Staff Mileage	0	250	250		250	0.0%
4400	Office Expenses	127	2,000	1,873		1,873	6.3%
4430	Park Inspections	0	600	600		600	0.0%
	Central Administration :- Indirect Payments	**15,443**	**115,900**	**100,457**	**0**	**100,457**	**13.3%**
	Net Receipts over Payments	**23,464**	**(76,993)**	**(100,457)**			
200	Democratic Services						
4420	Cllr Allowance	0	1,000	1,000		1,000	0.0%
	Democratic Services :- Indirect Payments	**0**	**1,000**	**1,000**	**0**	**1,000**	**0.0%**
	Net Payments	**0**	**(1,000)**	**(1,000)**			
300	Felindre Welfare Hall						
4080	Cleaning & Sanitisation	304	4,200	3,896		3,896	7.2%
4190	Repairs & Maintenance	130	1,000	870		870	13.0%
	Felindre Welfare Hall :- Indirect Payments	**434**	**5,200**	**4,766**	**0**	**4,766**	**8.3%**
	Net Payments	**(434)**	**(5,200)**	**(4,766)**			

Continued over page

Detailed Receipts & Payments by Budget Heading 30/04/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
400	Garnswllt Welfare Hall						
4080	Cleaning & Sanitisation	18	2,300	2,282		2,282	0.8%
4190	Repairs & Maintenance	0	1,000	1,000		1,000	0.0%
	Garnswllt Welfare Hall :- Indirect Payments	**18**	**3,300**	**3,282**	**0**	**3,282**	**0.5%**
	Net Payments	**(18)**	**(3,300)**	**(3,282)**			
500	Craig Cefn Parc WH						
4080	Cleaning & Sanitisation	446	4,200	3,754		3,754	10.6%
4190	Repairs & Maintenance	316	1,000	684		684	31.6%
	Craig Cefn Parc WH :- Indirect Payments	**762**	**5,200**	**4,438**	**0**	**4,438**	**14.7%**
	Net Payments	**(762)**	**(5,200)**	**(4,438)**			
999	VAT Data						
515	VAT on Payments	753	0	(753)		(753)	0.0%
	VAT Data :- Indirect Payments	**753**	**0**	**(753)**	**0**	**(753)**	
	Net Payments	**(753)**	**0**	**753**			
	Grand Totals:- Receipts	**38,907**	**38,907**	**0**			**100.0%**
	Payments	**17,410**	**130,600**	**113,190**	**0**	**113,190**	**13.3%**
	Net Receipts over Payments	**21,497**	**(91,693)**	**(113,190)**			
	Movement to/(from) Gen Reserve	**21,497**	**(91,693)**	**(113,190)**			

Mawr Community Council Current Year

Bank - Cash and Investment Reconciliation as at 30 April 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

30/04/2026	HSBC Current	21,964.57	
30/04/2026	HSBC Craig Cefn Parc	0.00	
30/04/2026	Unity Current 1	74.34	
30/04/2026	Unity Trust Bank 9276	43,753.92	
			65,792.83

Receipts not on Bank Statement

	0.00
Closing Balance	65,792.83

All Cash & Bank Accounts

1	HSBC Current	21,964.57
2	HSBC Craig Cefn Parc	0.00
3	Unity Trust Current 1	74.34
4	Unity Trust Current 2	43,753.92
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	65,792.83

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 1 - HSBC Current

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC Current	30/04/2026		21,964.57
			21,964.57
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			21,964.57
Unpresented Receipts (Plus)			
		0.00	
			0.00
			21,964.57
		Balance per Cash Book is :-	21,964.57
		Difference is :-	0.00

Kay Linnington Locum Clerk:

Name .... Signed .... Date ....

Darren James - Chair:

Name .... Signed .... Date ....

Angela Williams - Finance:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 4 - Unity Trust Current 2

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Bank 9276	30/04/2026		43,753.92
			43,753.92
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			43,753.92
Unpresented Receipts (Plus)			
		0.00	
			0.00
			43,753.92
		Balance per Cash Book is :-	43,753.92
		Difference is :-	0.00

Kay Linnington Locum Clerk:

Name .... Signed .... Date ....

Darren James - Chair:

Name .... Signed .... Date ....

Angela Williams - Finance:

Name .... Signed .... Date ....

Detailed Receipts & Payments by Budget Heading 31/05/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Central Administration						
1076	Precept	38,907	38,907	0			100.0%
	Central Administration :- Receipts	38,907	38,907	0			100.0%
4000	Salary	6,235	49,500	43,265		43,265	12.6%
4010	Pension Swansea CC LGPS	0	6,000	6,000		6,000	0.0%
4020	HMRC - PAYE & NI	4,406	13,000	8,594		8,594	33.9%
4050	Temporary Staff	1,550	0	(1,550)		(1,550)	0.0%
4060	Travel & Subsistence	0	100	100		100	0.0%
4070	Training	0	500	500		500	0.0%
4110	Insurance	2,899	3,000	101		101	96.6%
4120	Legal & Professional Fees	74	2,000	1,926		1,926	3.7%
4130	Audit fees	305	3,500	3,195		3,195	8.7%
4140	Daily consumables	0	250	250		250	0.0%
4170	Software licences & support	428	2,000	1,572		1,572	21.4%
4180	Hall hire fees	0	300	300		300	0.0%
4210	Telephony & broadband	428	3,000	2,572		2,572	14.3%
4220	Website fees	0	200	200		200	0.0%
4240	Bank Charges	7	200	193		193	3.5%
4250	S.137 Grants & Donations	874	0	(874)		(874)	0.0%
4260	Special Events	391	500	109		109	78.2%
4290	Grounds maintenance	4,500	24,000	19,500		19,500	18.8%
4320	Memberships & Subscriptions	47	500	453		453	9.4%
4340	Summer Playscheme	300	4,000	3,700		3,700	7.5%
4360	MUGA	0	500	500		500	0.0%
4380	Staff Mileage	0	250	250		250	0.0%
4400	Office Expenses	127	2,000	1,873		1,873	6.3%
4430	Park Inspections	0	600	600		600	0.0%
	Central Administration :- Indirect Payments	22,571	115,900	93,329	0	93,329	19.5%
	Net Receipts over Payments	16,335	(76,993)	(93,328)			
200	Democratic Services						
4420	Cllr Allowance	0	1,000	1,000		1,000	0.0%
	Democratic Services :- Indirect Payments	0	1,000	1,000	0	1,000	0.0%
	Net Payments	0	(1,000)	(1,000)			
300	Felindre Welfare Hall						
4080	Cleaning & Sanitisation	608	4,200	3,592		3,592	14.5%
4190	Repairs & Maintenance	130	1,000	870		870	13.0%
	Felindre Welfare Hall :- Indirect Payments	738	5,200	4,462	0	4,462	14.2%
	Net Payments	(738)	(5,200)	(4,462)			

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Detailed Receipts & Payments by Budget Heading 31/05/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
400	Garnswllt Welfare Hall						
4080	Cleaning & Sanitisation	462	2,300	1,838		1,838	20.1%
4190	Repairs & Maintenance	0	1,000	1,000		1,000	0.0%
	Garnswllt Welfare Hall :- Indirect Payments	462	3,300	2,838	0	2,838	14.0%
	Net Payments	(462)	(3,300)	(2,838)			
500	Craig Cefn Parc WH						
4080	Cleaning & Sanitisation	446	4,200	3,754		3,754	10.6%
4190	Repairs & Maintenance	326	1,000	674		674	32.6%
	Craig Cefn Parc WH :- Indirect Payments	771	5,200	4,429	0	4,429	14.8%
	Net Payments	(771)	(5,200)	(4,429)			
999	VAT Data						
515	VAT on Payments	1,870	0	(1,870)		(1,870)	0.0%
	VAT Data :- Indirect Payments	1,870	0	(1,870)	0	(1,870)	
	Net Payments	(1,870)	0	1,870			
	Grand Totals:- Receipts	38,907	38,907	0			100.0%
	Payments	26,412	130,600	104,188	0	104,188	20.2%
	Net Receipts over Payments	12,494	(91,693)	(104,187)			
	Movement to/(from) Gen Reserve	12,494	(91,693)	(104,187)			

Mawr Community Council Current Year

Bank - Cash and Investment Reconciliation as at 31 May 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2026	HSBC Current	12,961.98	
30/04/2026	HSBC Craig Cefn Parc	0.00	
31/05/2026	Unity Current 1	74.34	
31/05/2026	Unity Trust Bank 9276	43,753.92	
			56,790.24

Receipts not on Bank Statement

	0.00
Closing Balance	56,790.24

All Cash & Bank Accounts

1	HSBC Current	12,961.98
2	HSBC Craig Cefn Parc	0.00
3	Unity Trust Current 1	74.34
4	Unity Trust Current 2	43,753.92
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	56,790.24

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 1 - HSBC Current

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC Current	31/05/2026		12,961.98
			12,961.98

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		12,961.98

Unpresented Receipts (Plus)		
	0.00	
		0.00
		12,961.98
	Balance per Cash Book is :-	12,961.98
	Difference is :-	0.00

Kay Linnington Locum Clerk:

Name .... Signed .... Date ....

Darren James - Chair:

Name .... Signed .... Date ....

Angela Williams - Finance:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 3 - Unity Trust Current 1

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Current 1	31/05/2026		74.34
			74.34

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		74.34

Unpresented Receipts (Plus)		
	0.00	
		0.00
		74.34

Balance per Cash Book is :-	74.34
Difference is :-	0.00

Kay Linnington Locum Clerk:

Name .... Signed .... Date ....

Darren James - Chair:

Name .... Signed .... Date ....

Angela Williams - Finance:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 4 - Unity Trust Current 2

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Bank 9276	31/05/2026		43,753.92
			43,753.92

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		43,753.92

Unpresented Receipts (Plus)		
	0.00	
		0.00
		43,753.92

Balance per Cash Book is :- 43,753.92

Difference is :- 0.00

Kay Linnington Locum Clerk:

Name .... Signed .... Date ....

Darren James - Chair:

Name .... Signed .... Date ....

Angela Williams - Finance:

Name .... Signed .... Date ....