

KENDAL TOWN COUNCIL

Audit, Grants and Charities Committee

**Monday 31st October 2016 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Matt Severn (Chair), Rachael Hogg (Vice Chair), Andy Blackman, Paul Bramham and Geoff Cook
- APOLOGIES** Councillor Guy Tirvengadam
- OFFICERS** Jack Jones (Town Treasurer) and Nicky King (Council Secretary)
- 524/16/17 PUBLIC PARTICIPATION**
- None.
- 525/16/17 DECLARATIONS OF INTEREST**
- There were no declarations of interest made at this point.
- 526/16/17 MINUTES OF THE MEETING HELD ON 25TH JULY 2016**
- The Chairman presented the minutes of the meeting held on 25th July 2016, which had been approved by full Council on 5th September 2016.
- Councillor Bramham proposed that the minutes be accepted as a correct record. This was seconded by Councillor R Hogg and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 25th July 2016 be accepted as a correct record.
- 527/16/17 MATTERS ARISING (Not on Agenda)**
- None.
- 528/16/17 EXTERNAL AUDITOR'S REPORT**
- The Committee reviewed the External Auditor's Report on the audit of the Council's Accounts for the year ended 31st March 2016. There were no matters arising to report to Councillors.
- Councillor Bramham proposed that the report be accepted and forwarded to Council for approval. This was seconded by Councillor R Hogg and carried unanimously.
- RECOMMENDATION** That the External Auditor's report be accepted and forwarded to Council for approval.

529/16/17

BUDGETARY CONTROL STATEMENT – SIX MONTHS ENDED 30TH SEPTEMBER 2016

The Treasurer presented a report on the Council's financial position as at 30th September 2016, providing figures showing actual income and expenditure against the expected portion of the budget for the period, together with a commentary on variances. The overall position was favourable, with a substantial net underspending of approximately £23,500.

The Treasurer highlighted the following points from the report:

Management Committee – staff salaries currently show a £3,763 overspending due to a number of factors.

Kendal in Bloom Committee – there was a substantial underspend of approximately £5,950. It has been agreed by Council that any underspending in the Kendal in Bloom Committee budget be allocated to the proposed pollinator project.

Christmas Lights & Festivals Committee – there was a substantial underspend of approximately £4,700. Of this sum £3,500 had been allocated to the Rotary for the fireworks display which would not be going ahead.

Environment & Highways Committee – there had been much less activity than expected on Infrastructure Maintenance and New Infrastructure headings which frequently show an underspending at this stage in the year.

Flooding Recovery – there was an underspend of £4,000. The Treasurer advised that there had been a suggestion to utilise some funds for growth bids for the next financial year.

The Treasurer anticipated that there would be an underspend at the year end.

The Chair expressed concern regarding underspendings, particularly in respect of the Flooding Recovery budget. Councillor Cook suggested that all Committee Chairs be reminded that monies are available to be spent. The Treasurer agreed to action.

There was a general discussion regarding the Flooding Recovery budget. It was suggested that consideration be given to lowering the precept as the budget may not be justified for the next financial year. Councillor Blackman queried expenditure to date from the Flooding Recovery monies. The Treasurer confirmed that £5,200 had been spent with a further £1,500 allocated. He advised that the Management Committee were considering two potential projects which may be funded from the budget (the second phase of the Strategic Transport Infrastructure Study and the Kendal Community Emergency Planning project).

Members agreed to endorse the Budgetary Control Statement and recommend that it be approved by Council.

RESOLVED That the Treasurer remind all Committee Chairs that budget monies are available to be spent.

RECOMMENDATION That the Budgetary Control Statement for the six months ending 30th September 2016 be endorsed and forwarded to Council for approval.

BUDGET REVIEW 2017/18

530/16/17 (a) Budget Proposals

The Treasurer presented the 2017/18 Budget Proposals report which included the Budget Timetable with key dates to consider. Members were asked to consider the budget for the Committee and any proposals for growth or reduction.

Members noted the contents of the report.

531/16/17 (b) Budget for International Links (Ref Minute 257/16/17)

The Treasurer advised that the 13th June 2016 meeting of the Mayoralty & Arts Committee requested this Committee to look into the possibility of establishing a budget heading to support international links. This Committee had previously indicated support for the suggestion of a growth bid for the 2017/18 Budget.

Following a general discussion Councillor Cook suggested that a budget for International Links be incorporated under one heading with Town Twinning, within the Mayoralty and Arts Committee budget. He proposed that the heading be "Town Twinning including International Links". This was seconded by Councillor Blackman and carried unanimously.

RESOLVED That a growth bid be submitted for the 2017/18 Budget to establish a budget for international links within a "Town Twinning including International Links" heading.

532/16/17 (c) Draft Reserves Policy

The Treasurer presented the draft Reserves Policy 2017/18 for Committee's consideration prior to submission to Council. He explained that there had been some alterations made to financial limits and said it was likely that a new fund would need to be established for CIL monies.

Councillor Blackman proposed that the Policy be noted and referred to Council in January 2017 for budget setting. This was seconded by Councillor R Hogg and carried unanimously.

RESOLVED That the draft Reserves Policy 2017/18 be noted and referred to Council in January 2017 for budget setting

533/16/17 (d) Draft Investment Policy

The Town Council invests surplus funds which are not immediately

required to meet expenditure. The Draft Investment Policy provides a framework for the secure and prudent investment of those monies and adopts the relevant principles of statutory guidance issued under the Local Government Act 2003 and of CIPFA codes of practice.

The Treasurer presented the draft Investment Policy 2017/18. He advised that one amendment had been made to address non-specified investments. KTC did not intend to use non-specified investments as they are generally considered to be of higher risk and would require specialist advice.

Councillor Blackman proposed that the Policy be noted and referred to Council in January 2017. This was seconded by Councillor Cook and carried unanimously.

RESOLVED

That the draft Investment Policy 2017/18 be noted and referred to the Budget meeting of Council.

GRANT APPLICATIONS 2016/17**534/16/17****(a) Hallgarth Young People's Organisation**

The Chair noted that Hallgarth Young People's Organisation (HYPO) had declined the grant awarded to them. They had been unable to find funding for the rest of the youth club in order to revive it after the County Council removed funding and were unable to run the weekly youth club for which the grant was intended. The Chair thanked them for their responsible course of action. The Committee agreed that it looked forward to receiving future applications from the HYPO.

RESOLVED

That the grant of £1,500 allocated for the Hallgarth Young People's Organisation be returned to the Grants budget and that the organisation be thanked for their responsible course of action.

535/16/17**(b) Natland and Oxenholme Preschool - Resubmission**

At its July meeting the Committee had requested that this organisation resubmitted its application, together with more recent accounts. The group is a charity which provides Early Years care and a toddler group. Although it meets in Natland, the majority of children live in Kendal and Oxenholme. A revised application had been received for a grant of £400 towards the cost of replacing outdoor equipment.

Councillor Bramham proposed that an award of £200 be granted since the children were not predominantly from Kendal. Councillor R Hogg put forward an amendment and proposed that the full amount of £400 be awarded. This was carried with 3 Members in favour and 1 against.

RECOMMENDATION

That a grant of £400 be awarded to Natland and Oxenholme Preschool.

536/16/17**(c) K Shoes Male Voice Choir**

Members considered a request for funding of £2,500 towards the cost of purchasing new modular risers for its members to use at performances. These would replace existing equipment which was considered a safety risk.

It was highlighted that the Committee had a policy of not supporting people of wage earning age for their hobbies. Councillor Blackman commented that the group made a positive contribution to the life of Kendal people. Councillor R Hogg acknowledged that they were an asset to the town, but felt that they were capable of raising their own funds.

Councillor Bramham proposed that no grant be awarded. This was seconded by Councillor Blackman and carried unanimously.

RECOMMENDATION That, in view of the demands on the Council's grants budget, no grant be awarded.

537/16/17**(d) Cumbria Victims Charitable Trust**

Members considered a request for funding of £5,000 towards its work of supporting victims of crime and those affected by crime and anti-social behaviour and to groups/organisations that support victims throughout Cumbria. The Charity was newly formed and had not yet produced accounts.

Members felt that the application was too vague and did not specify what the money was to be spent on or how it would benefit Kendal people.

Councillor Bramham proposed that no grant be awarded. This was seconded by Councillor R Hogg and carried unanimously. It was agreed that the Charity should be invited to submit future applications for more specific purposes and demonstrate how these would directly benefit the people of Kendal.

RECOMMENDATION That, in view of the demands on the Council's grants budget, no grant be awarded.

538/16/17**GRANT APPLICATIONS 2017/18**

The Treasurer presented a summary of the general grant applications received for assistance in 2017/18.

As a reference point, the summary recorded all grants made in previous years, whether an application had been received or not, together with historical data and a "snapshot" of the financial position of each applicant. Although the report suggested possible grant levels, these were simply a starting point for a discussion in which each application would be considered on its merits in accordance with the grants criteria.

The Treasurer advised that the applications for 2017/18 totalled

£58,063, significantly above the grants budget of £36,000 allocated for the financial year.

A separate report pack contained the full applications together with the relevant financial information provided by each organisation. Members considered each application in detail and discussed its merits before recommending a grant for 2017/18, which would be subject to the availability of budgeted funds.

539/16/17

Third Sector Grants

The Treasurer mentioned that SLDC were allocating part of its grants budget to the Gateway Centre and letting them assess third sector grants on its behalf and requested Members' opinions. The Chair was opposed to the Council giving up its ability to award grants. He felt that the Council was well placed to serve a small community that it knew well. Councillor R Hogg said it would be interesting to know how SLDC came to their decision. After a general discussion it was decided that the Treasurer should research basic information and bring back to a future meeting for further consideration.

RESOLVED

That the Treasurer research further basic information regarding the Gateway Centre arrangement and report back to the Committee.

540/16/17

Kendal Brewery Arts Centre

The Treasurer advised that the Brewery Arts Centre had applied to the Committee for a grant of £5,000 and is making a separate application for a festival grant of £5,000. The Town Council regularly funds the Centre, which has requested the Committee consider entering into a three-year funding agreement, which would assist in it seeking substantial funding from Arts Council England.

Members discussed the request for a multi-year funding agreement and decided that, while it would be a decision for Full Council, it was felt that it would not be appropriate for current Councillors with their remaining terms of office to commit a future Council to such an agreement.

Members considered the request for funding of £10,000. The Chair highlighted that, with the support of KTC, the Brewery Arts Centre would be able to unlock larger pots of funding. Councillor R Hogg proposed that a grant of £10,000 be awarded. This was seconded by Councillor Cook and carried with 1 Member against.

RECOMMENDATION

1. That a grant of £10,000 be awarded; and
2. That the concept of a multi-year agreement not be pursued.

541/16/17

Abbot Hall – Lakeland Arts Trust

The Treasurer advised that, although they were regular applicants, no application had been received to date.

542/16/17**Kendal Old Folks Treat**

The Treasurer advised that, although they were regular applicants, no application had been received to date.

543/16/17**1127 Squadron (Kendal) Air Training Corp**

Members considered a request for a contribution of £1,800 towards computers for flight simulation suite.

RECOMMENDATION

That, in view of the demands on the Council's grants budget, a grant of £900 be awarded.

544/16/17**Great North Air Ambulance**

Members considered a request for a contribution of £250 towards general running costs.

RECOMMENDATION

That a grant of £250 be awarded.

545/16/17**"One Voice" – Kendal & South Lakes Centre for Independent Living**

Members considered a request for a contribution of £5,000 towards general running costs.

RECOMMENDATION

That, in view of the demands on the Council's grants budget and the resources available to the Charity, a grant of £1,500 be awarded.

546/16/17**The Quaker Tapestry at Kendal**

Members considered a request for a contribution of £3,000 towards tapestry roadshows.

RECOMMENDATION

That a grant of £3,000 be awarded.

547/16/17**Kendal Community Theatre**

Members considered a request for a contribution of £1,250 towards a Shakespeare play and suffrage festival.

RECOMMENDATION

That, in view of the demands on the Council's grants budget, a grant of £1,000 be awarded.

548/16/17**South Lakes Citizens Advice**

Members considered a request for a contribution of £5,000 towards general running costs.

RECOMMENDATION

That a grant of £5,000 be awarded.

549/16/17 Sandgate Hydrotherapy Pool

Councillor Cooks and Bramham declared an other registrable interest in this item.

Members considered a request for a contribution of £3,000 towards general running costs.

RECOMMENDATION That a grant of £3,000 be awarded.

550/16/17 Kendal Sea Cadets Corps

Members considered a request for a contribution of £1,000 towards engineering room equipment.

RECOMMENDATION That a grant of £900 be awarded.

551/16/17 Fair oak Housing Association

Members considered a request for a contribution of £1,500 towards a befriending service for tenants.

RECOMMENDATION That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.

552/16/17 Growing Well

The Chair declared an other registrable interest in this item.

Members considered a request for a contribution of £2,000 towards the running costs of Growing Well kitchen.

RECOMMENDATION That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.

553/16/17 Beck Community Centre

Members considered a request for a contribution of £1,000 towards a new sound system.

RECOMMENDATION That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.

554/16/17 Rinkfield Area Community Group

Members considered a request for a contribution of £5,000 towards adult fitness equipment.

RECOMMENDATION That, in view of the fact that the fitness equipment is intended for use by adults and the demands on the Council's grants budget, no grant be awarded.

555/16/17 Kendal College

Members considered a request for a contribution of £5,000 towards

re-using a doorway at Castle Dairy.

RECOMMENDATION That, in view of the demands on the Council's grants budget, no grant be awarded.

556/16/17 Abbot Hall Bowling Club

Members considered a request for a contribution of £50 towards an annual competition prize.

RECOMMENDATION That a grant of £50 be awarded.

557/16/17 Kendal Lads & Girls Club

Members considered a request for a contribution of £588 towards picnic table and benches.

RECOMMENDATION That a grant of £588 be awarded.

558/16/17 Kendal & District Lions Club

Members considered a request for a contribution of £150 towards an Easter Event.

RECOMMENDATION That a grant of £150 be awarded.

559/16/17 Cumbria Festival Chorus

Members considered a request for a contribution of £500 towards a workshop and production of Mendelssohn's Elijah.

RECOMMENDATION That, in view of the demands on the Council's grants budget, no grant be awarded.

560/16/17 With Singing In Mind

Members considered a request for a contribution of £5,000 towards general running costs.

RECOMMENDATION That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.

561/16/17 Kendal-Rinteln Association

Councillor R Hogg declared an other registrable interest in this item.

Members considered a request for a contribution of £1,000 towards grants for young people and expenses re visitors.

RECOMMENDATION That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.

562/16/17 Natland & Oxenholme Preschool

Members considered a request for a contribution of £1,000 towards

resurfacing the outdoor safety surface.

RECOMMENDATION That, in view of the demands on the Council's grants budget, a grant of £300 be awarded.

563/16/17 Kendal Amateur Swimming Club

Members considered a request for a contribution of £2,000 towards costs of travel to Cumbria competition.

RECOMMENDATION That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.

564/16/17 Kendal Concert Band

Members considered a request for a contribution of £1,500 towards new sheet music.

RECOMMENDATION That, in view of the demands on the Council's grants budget, no grant be awarded.

565/16/17 Kendal Art Society

Members considered a request for a contribution of £475 towards a banner to promote annual exhibition.

RECOMMENDATION That, in view of the demands on the Council's grants budget, no grant be awarded.

566/16/17 Rotary Club of Kendal

Members considered a request for a contribution of £1,000 towards medals for a community walk.

RECOMMENDATION That a grant of £1,000 be awarded.

The Treasurer advised that grants agreed by the Committee totalled £30,638. This would leave a balance of £5,362 in the 2017/18 budget if it is maintained at its current level of £35,000.

567/16/17 SCHOOLS OF SCIENCE AND ART CHARITY

The Treasurer asked the Committee to consider a request from Springfield (Westmorland Association for Social and Moral Welfare) for a grant of £500 from the Schools of Science and Art Charity. The monies were required for basic items such as stationery, course materials and programmes and photocopying, printing etc in order to deliver their programme of cognitive therapy. The Treasurer advised that funds of approximately £1,700 were available.

Following a general discussion, Members agreed to award £500.

RECOMMENDATION That a grant of £500 be awarded to Springfield (Westmorland Association for Social and Moral Welfare).

568/16/17 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Bramham and seconded by Councillor R Hogg to move to Part II, this was carried unanimously.

RESOLVED

That the press and public be excluded for the following items of business.

Part II

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following reports were excluded from inspection by members of the public as they contain exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

- *Information relating to the financial or business affairs of any particular person (including the authority holding that information) [Paragraph 3]*

569/16/17**HUMAN RESOURCES AND HEALTH AND SAFETY ADVICE CONTRACT [PARAGRAPH 3]**

The Treasurer advised that 6 organisations had been invited to tender for the provision of a human resources and health and safety support service to KTC from 1 December 2016. Tenders had been returned from 3 contractors, Croner, ELAS and Moorepay (the current contractor). References had been obtained, with the exception of the current supplier. There was a substantial difference in fees, with the current contractor being the most favourable.

The Treasurer informed members that the lowest tender from Moorepay met the Council's requirements. The company was offering a three year fixed sum contract, with an option to renew for a further three years, subject to a price review at that time. Officers had been satisfied with the firm's service and recommended that it was awarded the tender.

Councillor Bramham proposed that the contract be awarded to Moorepay. This was seconded by Councillor Blackman and carried unanimously.

RECOMMENDATION

That Council accepts the tender from Moorepay for the Council's human resources and health and safety support service for a three year period beginning 1 December 2016, with an option to renew for a further three years at a rate to be agreed at renewal.

570/16/17**READMISSION OF PRESS AND PUBLIC**

It was proposed and seconded to re-admit the press and public.

RESOLVED

that the press and public be re-admitted for the remainder of the meeting (none were present).

571/16/17 ITEMS FOR THE NEWSLETTER

None.

572/16/17 ANY OTHER BUSINESS

The Treasurer advised that, due to the receipt of the second half year's precept and underspendings in Committee budgets, the Council had funds which were surplus to its immediate spending requirements. He requested approval from Committee to invest £75,000 in the Council's higher interest-earning account at the Cumberland Building Society for a period of 3 months. This was agreed.

RECOMMENDATION That the Treasurer invest £75,000 in the Council's Cumberland Building Society account for a period of 3 months

573/16/17 DATE OF NEXT MEETING

Monday 30th January 2017 at 7pm.

The meeting closed at 9.00pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
528	External Auditor's Report	REC	That the External Auditor's report be accepted and forwarded to Council for approval.
529	Budgetary Control Statement	RES REC	That the Treasurer remind all Committee Chairs that budget monies are available to be spent. That the Budgetary Control Statement for the six months ending 30 th September 2016 be endorsed and forwarded to Council for approval.
531	Budget for International Links	RES	That a growth bid be submitted for the 2017/18 Budget to establish a budget for international links within a "Town Twinning including International Links" heading.
532	Draft Reserves Policy	RES	That the draft Reserves Policy 2017/18 be noted and referred to Council in January 2017 for budget setting
533	Draft Investment Policy	RES	That the draft Investment Policy 2017/18 be noted and referred to the Budget meeting of Council.
534	Grant Applications 2016/17 – Hallgarth Young People's Organisation	RES	That the grant of £1,500 allocated for the Hallgarth Young People's Organisation be returned to the Grants budget and that the organisation be thanked for their responsible course of action.
535	Grant Applications 2016/17 – Natland and Oxenholme Preschool	REC	That a grant of £400 be awarded to Natland and Oxenholme Preschool.
536	Grant Applications 2016/17 – K Shoes Male Voice Choir	REC	That, in view of the demands on the Council's grants budget, no grant be awarded.
537	Grant Applications 2016/17 – Cumbria Victims Charitable Trust	REC	That, in view of the demands on the Council's grants budget, no grant be awarded.
539	Grant Applications 2017/18 – Third Sector Grants	RES	That the Treasurer research further basic information regarding the Gateway Centre arrangement and report back to the Committee.
540	Grant Applications 2017/18 – Kendal Brewery Arts Centre	REC	1. That a grant of £10,000 be awarded. 2. That the concept of a multi-year agreement not be pursued.

543	Grant Applications 2017/18 – 1127 Squadron (Kendal) Air Training Corp	REC	That, in view of the demands on the Council's grants budget, a grant of £900 be awarded.
544	Grant Applications 2017/18 – Great North Air Ambulance	REC	That a grant of £250 be awarded.
545	Grant Applications 2017/18 – "One Voice" – Kendal & South Lakes Centre for Independent Living	REC	That, in view of the demands on the Council's grants budget and the resources available to the Charity, a grant of £1,500 be awarded.
546	Grant Applications 2017/18 – The Quaker Tapestry at Kendal	REC	That a grant of £3,000 be awarded.
547	Grant Applications 2017/18 – Kendal Community Theatre	REC	That, in view of the demands on the Council's grants budget, a grant of £1,000 be awarded.
548	Grant Applications 2017/18 – South Lakes Citizens Advice	REC	That a grant of £5,000 be awarded.
549	Grant Applications 2017/18 – Sandgate Hydrotherapy Pool	REC	That a grant of £3,000 be awarded.
550	Grant Applications 2017/18 – Kendal Sea Cadets Corps	REC	That a grant of £900 be awarded.
551	Grant Applications 2017/18 – Fair oak Housing Association	REC	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
552	Grant Applications 2017/18 – Growing Well	REC	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
553	Grant Applications 2017/18 – Beck Community Centre	REC	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
554	Grant Applications 2017/18 – Rinkfield Area Community Group	REC	That, in view of the fact that the fitness equipment is intended for use by adults and the demands on the Council's grants budget, no grant be awarded.
555	Grant Applications 2017/18 – Kendal College	REC	That, in view of the demands on the Council's grants budget, no grant be awarded.

556	Grant Applications 2017/18 – Abbot Hall Bowling Club	REC	That a grant of £50 be awarded.
557	Grant Applications 2017/18 – Kendal Lads & Girls Club	REC	That a grant of £588 be awarded.
558	Grant Applications 2017/18 – Kendal & District Lions Club	REC	That a grant of £150 be awarded.
559	Grant Applications 2017/18 – Cumbria Festival Chorus	REC	That, in view of the demands on the Council's grants budget, no grant be awarded.
560	Grant Applications 2017/18 – With Singing in Mind	REC	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
561	Grant Applications 2017/18 – Kendal-Rinteln Association	REC	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
562	Grant Applications 2017/18 – Natland & Oxenholme Pre-school	REC	That, in view of the demands on the Council's grants budget, a grant of £300 be awarded.
563	Grant Applications 2017/18 – Kendal Amateur Swimming Club	REC	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
564	Grant Applications 2017/18 – Kendal Concert Band	REC	That, in view of the demands on the Council's grants budget, no grant be awarded.
565	Grant Applications 2017/18 – Kendal Art Society	REC	That, in view of the demands on the Council's grants budget, no grant be awarded.
566	Grant Applications 2017/18 – Rotary Club of Kendal	REC	That a grant of £1,000 be awarded.
567	Grant Applications 2017/18 – Schools of Science and Art Charity	REC	That a grant of £500 be awarded to Springfield (Westmorland Association for Social and Moral Welfare).
569	Human Resources and Health and Safety Advice Contract	REC	That Council accepts the tender from Moorepay for the Council's human resources and health and safety support service for a three year period beginning 1 December 2016, with an option to renew for a further three years at a rate to be agreed at renewal.

572	Investment of surplus funds	REC	That the Treasurer invest £75,000 in the Council's Cumberland Building Society account for a period of 3 months
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