

Leigh Town Board – Revised Draft Terms of Reference

Section 1 - Overview of Long Term Towns Fund

1. Introduction

As part of the government’s levelling up programme, a £1.1 billion Long Term Towns Fund has been established. It aims to put decision making into the hands of local people to decide priorities and make towns places where people and businesses want to invest, creating new jobs and breathe new life into high streets and town centres.

Leigh is one of 55 towns which have each been allocated £20 million of “endowment-style” funding and support to invest over the next decade, which will be overseen by a new Town Boards made up of local community leaders and employers, who will draw up their town’s Long-Term Plan for the next 10 years. The Plans will focus on long-term strategic transformation as well as shorter-term improvements.

The government is to develop a toolkit, setting out a range of levers and flexibilities to drive improvement and unlock barriers to regeneration and development, which the boards will be able to utilise.

In addition, the government is also to establish an independent, consultancy-style High Streets and Towns Taskforce to support towns after their Long-Term Plan is submitted, and provide capacity support.

Further information about the funding is available in the Long-Term Plan for Towns: guidance for local authorities and Town Boards (published 18 December 2023) and Technical Q&A (published 28 March 2024) and any additional subsequent guidance.

2. Purpose / Objectives

The Leigh Town Board will bring together community leaders, employers, local authorities, and the local MP to develop a shared vision for their town and oversee the funding programme. The Board will drive the priorities for investment and work with Wigan Council to use the full suite of powers and flexibilities granted by the Government to help transform the high streets and town.

As part of the funding offer, the Town Board is required to develop a 10-year Long-Term Plan for their town, with a 3-year investment plan, setting out the town’s vision and priorities for investment and regeneration.

As set out in the government guidance, the Town Board will be responsible for the following actions:

- Identifying the issues and priorities to focus on for the Long-Term Plan, including supporting a process of ongoing community engagement
- Working with the local authority to develop the Long-Term Plan for their town, setting out how local partners will use their knowledge, powers, assets and new funding to deliver for their communities

- Identifying opportunities for Board members to utilise specific powers, such as neighbourhood planning, to drive forward their Long-Term Plan
- Identifying opportunities to bring in additional philanthropic or private investment to support the Long-Term Plan for their town
- Overseeing the delivery of projects set out in their Long-Term Plan

In addition, the Leigh Town Board will also have oversight and will act in an advisory capacity on other regeneration activity in the town centre (such as the Levelling Up Fund Round 3 programme and UK Shared Prosperity Fund) to ensure that regeneration proposals are joined-up, interdependencies are managed across different workstreams and benefits are maximised. However the Town Board will not have a decision-making role or responsibility with regard to other funds.

There are three broad investment themes over which the Long Term Towns funding can be utilised:

1. Safety and Security;
2. High Street, Heritage and Regeneration;
3. Transport and Connectivity.

Long-Term Plans will need to include:

- A clear articulation, evidenced by local engagement, of the priorities of town residents;
- A plan for how the £20 million endowment-style funding and support will be deployed in line with investment themes to support these priorities;
- How local authorities, community groups and businesses are using their existing assets and resources to support these priorities;
- How the Town Board intends to attract additional private and philanthropic investment to support these priorities; and
- How members of the Town Board are using their existing powers and flexibilities – including but not limited to those in the Toolkit – to support these priorities.

It will be an essential requirement to demonstrate how the plans have been developed in consultation with local people and are underpinned by a shared vision.

Areas are expected to make a contribution potentially through time and resource of key people, local match-funding or properties to include in regeneration projects.

3. Timescales

Expected timelines are as follows:

- By 1st April 2024 – local authorities to bring local partners together to form Town Boards and start the process of setting out a long-term vision based on local priorities.
- Spring 2024 – Once the Town Board has been set up, capacity funding will be released to support the development of investment plans, including additional community engagement activities. Ongoing engagement will be available from the Towns Taskforce.
- By 1st August 2024 – Long-Term Plan to be submitted to DLUHC.
- Summer 2024 – release of year one funding.

4. Area of coverage

The map at Appendix A shows the boundary as approved by DLUHC.

Section 2 – Terms of Reference

1. Chair and Deputy Chair

- 1.1 **Chair** – The fund guidance specifies that the Board must be chaired by a local businessperson or community leader, to ensure that local people drive the change. The guidance states that the Chair will be invited by the local authority, considering who is best placed to convene partners and is respected figure in the community with an obvious passion for the place and local MP will be engaged as part of the process. The Chair will engage with the local authority to consider further appointments to the Town Board. Elected representatives, such as MPs and local councillors, cannot chair the Town Board.
- 1.2 In order to meet the government timeframes for establishing the Town Board the MP and Council agreed to invite Karen Cox, Manager of the Spinning Gate Shopping Centre and former Chair of the cross-sector Leigh Innovation Board to the role of Chair in an interim capacity for 1 year (from the finalisation of these Terms of Reference).
- 1.3 Subsequent Chairs will be elected via nomination and vote. All members (including the current interim/chair) will be eligible to vote. The period of tenure will be a maximum 2 years.
- 1.4 **Deputy Chair** - A deputy chair has been appointed to help to provide capacity and continuity (should the Chair be unavailable). The Chair has decided that this role will be filled by a senior Council officer, currently David Proctor – Assistant Director, Planning and Regeneration.

2. Board Composition

- 2.1 The composition of the Board has been agreed between the Chair and local authority, in consultation with the MP.
- 2.2 The Board must include as a mandatory requirement:
1. Parliamentary representatives: the relevant local MP;
 2. Local Councillors: 2 councillors from the authority;
 3. A senior representative from the police: the Police and Crime Commissioner or a senior representative from the police.
- 2.3 The Board also includes a senior Council officer to ensure the Council facilitates and supports the operation of the Board and support the Chair and Members in ensuring the Board acts in accordance with government guidance and public finance regulations.
- 2.4 Board Members will be required to formally agree to these Terms of Reference and Code of Conduct. In addition Board Members must complete and sign

‘declaration of interests’ forms on an annual basis and adhere to the declarations of interest process at all times.

2.5 The membership of the Board will be reviewed on an annual basis according to the requirements of the funding programme.

2.6 The Board membership is as follows:

Organisation / Role	Name	Mandatory/ Non-Mandatory
Chair Manager Spinning Gate Shopping Centre	Karen Cox	
Senior Policy and Partnerships Officer (representing Kate Green, Deputy Mayor of Greater Manchester and Greater Manchester Police and Crime Commissioner)	Adele Adjetej	Mandatory
Wigan Council, Cabinet Member Police, Crime and Civil Contingencies	Councillor Dane Anderton	Mandatory
The Bridge at Leigh, Founder & Trustee	Dorothy Bowker	Non-Mandatory
Café Stella, owner	Alex Grundy	Non-Mandatory
WJ Structures Ltd, Director	Lloyd Jolley	Non-Mandatory
Wigan Council Lead Member, Town & District Centres and Night Time	Councillor Yvonne Klieve	Mandatory
Greater Manchester Police	Superintendent Danny O’Neil	Mandatory
Member of Parliament (MP) for Leigh and Atherton	Jo Platt	Mandatory
Deputy Chair Wigan Council, Assistant Director Planning and Regeneration	David Proctor	Non-Mandatory
Wigan and Leigh College, Vice Principal	Alison Rushton	Non-Mandatory
Nemiah and Leigh Means Business, Director	Steven Tomlinson	Non-Mandatory

2.7 Due to the requirements for transparency and accountability, it is proposed that Board Members are not normally able to propose substitutes in the event they are unable to attend a meeting. Substitutes will only be permitted upon invitation of the Chair and by exception with all correspondence via the secretariat.

2.8 In order to ensure commitment to the Board and continuity in decision-making, there will be minimum attendance requirements. If the threshold is not met the Board Member may be requested to withdraw from the Board. Members who do

not attend on three consecutive occasions without reasonable explanations may be requested to leave the Board, at the discretion of the Chair.

2.9 Members may cease to be a member of the Town Board by:

- 1) serving notice on the Chair;
- 2) being removed from membership by a majority vote of the Town Board for conduct in breach of the Code of Conduct or otherwise prejudicial to the Town Board, provided that any member to be so removed shall have the right to make representation to the meeting at which the decision is to be made;
- 3) if the minimum attendance requirement is not satisfied.
- 4) if it is wound up.

2.10 Members of the Town Board who hold a mandatory role will cease to be a member of the Town Board when they cease to hold the role that led to their appointment to the Board.

3. **Board Meetings and Proceedings**

3.1 Board meetings are the primary mechanism for conducting the business. Some procedural decisions may be made via electronic communications.

3.2 The Board shall meet at least four times per year but additional meetings may take place at the discretion of the Chair, according to operational need.

3.3 No decisions shall be taken at any Board meeting unless a quorum is present which must include:

- More than 50% of Board members (current membership of 14 therefore requires a minimum of eight board members to be present)
- The Chair or Deputy Chair
- One councillor
- A Board member who does not represent the public sector.

3.4 The Board will seek to make decisions by consensus. Where this is not possible decision-making will be by majority vote, and each Board Member (including the Chair) will have one vote and no Board Member will have a casting vote. In the event of a tied decision, the vote may be repeated. If the decision remains tied the Chair will have the casting vote in consultation with the local authority as accountable body.

3.5 Voting may be taken in writing (remotely) where required between scheduled Board meetings with reasonable periods of notice for Board Members to participate.

3.6 Notice of at least two weeks will be given to Board Members for holding a Board meeting, unless in exceptional circumstances, and papers will be circulated 5 days in advance of the meeting taking place.

- 3.7 It is anticipated that from time-to-time the Board may wish to invite other organisations and representatives to all or part of Board meetings to contribute to specific agenda items, as observers or advisors. Invitations to non-Board Members are to be agreed with the Chair (issued and arranged via the secretariat).
- 3.8 The agendas of Board Meetings will be published on Wigan Council website 5 days in advance of meetings.
- 3.9 Minutes of Board meetings will be published within 10 days of minutes being finalised.

4. Secretariat

- 4.1 Wigan Council will act as secretariat to the Town Board, including circulating and publishing agendas and minutes in accordance with the government's requirements.
- 4.2 A designated Council officer will directly support Chair in dealing with correspondence and the day-to-day running of the Board. Wider support in the local authority will be drawn on as required subject to the availability of resources (for example, legal and financial services), see also paragraph 4.4 below.
- 4.3 This secretariat function will provide a direct route for the Council to ensure the Terms of Reference, Code of Conduct and order of business are respected and adhered to in all Board meetings and will provide the route of escalation.
- 4.4 In order to ensure that the local authority can efficiently and effectively administer the Board and support the implementation or delivery of interventions the local authority may propose that Long Term Town revenue funding is directed to fund capacity (in terms of posts, parts of posts or consultant time).

5. Accountable Body

- 5.1 The Council is the accountable body for the Long Term Towns Fund. Leigh will receive funding and support totalling up to £20 million (Appendix B is the indicative funding profile provided by government), delivered through the powers as set out in Section 50 of the United Kingdom Internal Market Act 2020.
- 5.2 The Long-Term Towns Plan (vision and investment plan and associated documents) and any activity related to its implementation must be formally approved by the Council in its capacity as accountable body prior to submission to government. This will ensure the plans and expenditure proposed are subject to appropriate scrutiny, within budget and adhere to relevant legislative, policy and procedural requirements.
- 5.3 The local authority as accountable body has responsibility for ensuring that the Board operates in accordance with the DLUHC Assurance Framework (Levelling Up Funds Local Authority Assurance Framework). This framework sets the standards in line with the principles in Managing Public Money (MPM). The local

authority will therefore work closely with the Board to ensure that these requirements are satisfied and monitoring requirements can be reported in an accurate and timely manner.

- 5.4 The Town Board will employ no staff, hold no assets nor enter into any contractual arrangements. All delivery and operational matters will rest with the local authority as accountable body.
- 5.5 The Board and Chair are executive roles and the practical delivery is expected to lie across a broader spectrum of partner organisations and advisors. As accountable body, the local authority will monitor workload and offer support from officers and advisors as far as practicable.

6. Code of conduct and conflicts of interest

- 6.1 Board members will be expected to sign up to the Leigh Town Board Code of Conduct (see Appendix C), and adhere to the process for conflicts of interest (see Appendix D).
- 6.2 The Code of Conduct applies to Board Members in all aspects of their activities as a Member of the Town Board, including (but not limited to): -
- a. at formal Town Board meetings
 - b. when acting as a representative of the Leigh Long Term Towns Fund programme
 - c. in taking any decision as a Board Member
 - d. in discharging your functions as a Board Member
 - e. at meetings with local stakeholders
 - f. at site visits
 - g. when purporting to act as a Board Member
- 6.3 Board members are expected to adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life. They are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership and therefore these are embedded in the Code Conduct.
- 6.4 The following provisions shall apply to all Board members:
- Board members are obliged to declare a conflict of interest if they, or the organisations they represent, or close relatives stand to gain financially from any decision taken by the Town Board.
 - In the event that there is a conflict of interest, the person conflicted shall immediately declare the nature of the conflict or potential conflict and withdraw from any business where the conflict would be relevant.

- Whenever a person has an interest in a matter to be discussed at a meeting the person concerned will not be:
 - entitled to remain present at the meeting during discussion of that matter
 - counted in the quorum for that part of the meeting
 - entitled to vote on the matter

6.5 The Board may, at any time authorise a person to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the person subject to the conflict of interest shall not be entitled to vote on the matter.

6.6 A zero-tolerance stance will be taken on any breach. Any breach, or perceived breach, will be escalated as follows: First to the secretariat and Chair; second to the s.151 and Senior Responsible Officer; third to an independent arbitrator in consultation with DLUHC, if deemed appropriate by the local authority as accountable body.

6.7 Board members are required to respect confidentiality of specific topics discussed at the meeting as requested by other members, local authority staff or guest speakers.

7. Sub-groups and Technical Working Group

7.1 The Board may choose to establish sub-groups.

7.2 Sub-groups may be established by the Chair as and when required to focus on particular investment strategies or projects, or to drive forward particular themes.

7.3 Sub-groups must include at least one Board Member and a representative of the local authority and named secretariat to ensure that the activity of the sub-group is coordinated and reported effectively to the Board.

7.4 It is anticipated that as the activity moves toward implementation the Board will be supported by a Technical Working Group, comprising representatives from the Towns Board organisations, other partner organisations and supported by consultants and local authority officers. It is anticipated that this group will be complemented by three thematic sub-groups aligned with the three areas of focus of Long Term Towns Fund (as specified in the government guidance): safety and security; high street, heritage and regeneration; and transport and connectivity.

8. Escalation and Wider Governance

8.1 The operation of the Towns Board will be reported through the Council's established governance structures, i.e. via the Director of Place to Senior Management Team (SMT) and Cabinet/Full Council as appropriate. This will include update reports on progress, finance and risk as and when appropriate.

9. Equality and Social Value

9.1 Where relevant, Board Members will draw on relationships with other community leaders and community groups to make sure the engagement is diverse and representative of the whole community.

9.2 Contracts will strive to ensure opportunities for social value within the local area are optimised and accord with the accountable body's policies and procedures.

10. Communications

10.1 All email correspondence to the Chair about Board-related matters should be copied to the named Secretariat to ensure transparency and accountability. All correspondence must adhere to the Nolan principles. The Secretariat will intervene if the correspondence is deemed to breach the terms of reference and Code of Conduct. As far as practicable all business will be conducted in the Board meetings to minimise correspondence outside of 'Board-time'.

10.2 Any media activity or communications (including social media) about the actions of the Town Board should be agreed by the Chair prior to circulation.

11. Personal Data

11.1 Wigan Council, as the accountable body for Leigh Town Board, will be required to process personal data relating to Board members including:

- Board agendas and minutes
- Signed Code of Conduct
- Any Declarations of Interests that are made
- Pen pictures as a Board member

11.2 Board members must sign the form in Appendix E to agree that the personal detailed in 11.1 may be published on the Leigh Town Board webpages and that documentation containing my personal data may be made available for public inspection and/or regulatory audit in accordance with any requirements set out by Government, subject to the right to request that personal data which may cause distress, damage or harm may be suitably redacted before publication.

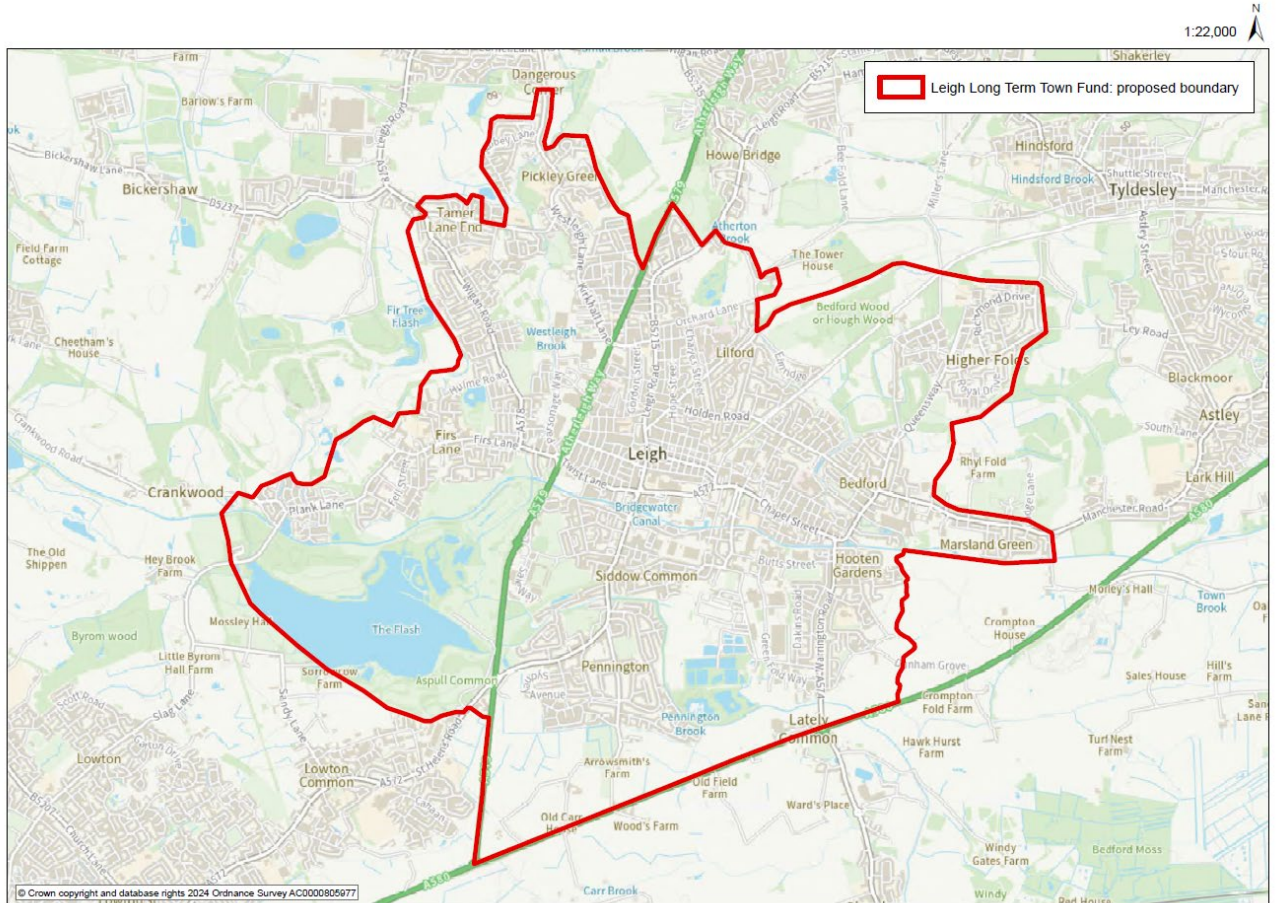
12. Review and Dissolution of Board

12.1 The Board membership and Terms of Reference will be reviewed annually in line with guidance received from Department for Levelling Up, Housing and Communities (DLUHC) relating to the Long Term Towns Fund.

12.2 Dissolution of the Board will be considered and agreed by the Chair, in consultation with Board members, The Department for Levelling Up, Housing and Communities (DLUHC) and S151 and Director of Place of Wigan Council, upon completing the implementation of the Long Term Towns Fund investment programme.

Appendix A. Boundary

Important note: the boundary indicates the area eligible for investment from LTPT, there is no guarantee that assets/services within the boundary will automatically benefit directly from LTPT funding. Interventions will be determined through the Vision and Investment Plan process.



Appendix B: Indicative Funding Profile

The table below sets out the indicative Long Term Plan for Towns funding profile advised by government.

in 000's	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	Total
Total RDEL per place	50	449	423	449	449	449	449	454	467	467	467	4,574
Total CDEL per place		491	1,605	1,605	1,605	1,605	1,605	1,605	1,605	1,605	1,605	14,936
Total amount per place												19,510

Appendix C – Code of Conduct

1. The Seven Principles of Public Life

All Board Members are required to observe and adhere to the Seven Principles of Public Life (Nolan Principles) as membership of the Board is considered as consistent with holding public office:

1.1 Selflessness

Board members should act solely in terms of the public interest.

1.2 Integrity

Board members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, their friends, employer or organisation that they represent. They must declare and resolve any interests and relationships.

1.3 Objectivity

Board members must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

1.4 Accountability

Board members are accountable to the public for their decisions and actions and must co-operate fully with whatever scrutiny is appropriate to their position.

1.5 Openness

Board members should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

1.6 Honesty

Board members should be truthful.

1.7 Leadership

Board members should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

2. Personal Judgement

Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

3. Respect for Others

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

4. Duty to Uphold the Law

Board members should uphold the law and regulations and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

5. Expectations of Conduct

Board members should base their conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, immediately in favour of the public interest.

Board members should ensure any use of expenses, allowances, facilities and services provided from the public purse is strictly in accordance with any rules laid down on these matters and that any limits placed by the Board or Government on the use of such expenses, allowances, facilities and services is adhered to. Board members should at all times conduct themselves in a manner which will maintain and strengthen the public's trust and confidence in the integrity of the Board and never undertake any action which would bring the Board, you, other Board Members or stakeholders generally, into dispute.

Board members should adhere to any requirements or guidance issued by Government on matters of governance relating to the Town Board and adhere to the protocols for declaring and managing conflicts of interests set out below.

6. Protocols for Conflicts of Interest

Board members shall complete a declaration of potential and actual conflicts of interests using the pro-forma attached and consent to a version of this declaration being available for public inspection and/or regulatory audit in accordance with any requirements set out by Government, subject always to the right to request that personal information which may cause distress, damage or harm may be suitably redacted before publication.

Board members undertake to keep their declaration of potential interests under review and actively raise any new or emerging issues around potential conflicts, as the Leigh Investment Plan develops and proposals are considered. You acknowledge that you may be required by the Board to withdraw from deliberation of decisions of the Town Board in the event that you have a pecuniary (i.e financial) interest (as defined by the Localism Act 2011) and on the understanding that:

- The Board will take legal advice on your conflict of interest and, where appropriate, will seek guidance from Government;
- The Board will consider whether the matter can be progressed and managed in such a way as to not give rise to a conflict of interest.

MEMBER'S DECLARATION AND SIGNATURE

I confirm that I have read and understood the Code of Conduct and will adhere to it in my appointment to Leigh Town Board.

Date	
Member's Name (Capitals - in full)	
Signature	

Appendix D – Declarations of Interest Policy and Record

The process for declaring conflict of interests (commercial, actual and potential) is set out below:

- Town Board members must follow the established process for declaring interests, where the interest is yours, your spouse's, civil partner's, or somebody with whom you are living with as a spouse, or as if you were civil partners.
- A person's pecuniary interests are their business interests (for example their employment, trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and assets including land and property).
- Town Board Members must declare pecuniary interests (actual and potential), other relevant non-pecuniary interests (which could be reasonably regarded to be so significant that it could materially impact upon your judgement of the public interest), gifts and hospitality.
- Town Board members must complete a declaration of interests (at minimum on an annual basis), which the lead local authority will hold [and publish].
- Town Board members must update their declarations of interest on a continual basis and record new interests as they arise.
- Town Board members are responsible for declaring their interests before the Town Board considers any decisions. If an interest has not been entered onto the Town Deal Board's register, then the member must disclose the interest at any meeting of the Town Deal Board at which they are present, where they have an interest in any matter being considered.
- The general principle is that no Board Member should be involved in a decision where their personal or professional interests may conflict or reasonably be perceived as in conflict with the Boards decision-making.
- Where a Board Member declares an interest they may be required to withdraw from the meeting for the duration of the item/matter under discussion and will not be permitted to vote on that matter.
- Town Board members must follow the process for requesting an exemption.
- The lead local authority, engaging the secretariat where that service is provided by a third-party, must record:
 - actions taken in response to any declared interest
 - any gifts or hospitality given to the Town Board or individual members

Leigh Town Board: Register of Members' Interests

April 2024

As a Board Member of the Leigh Town Board, I declare that I have the following disclosable pecuniary and/or non-pecuniary interests. **Please state 'None' where appropriate, do not leave any boxes blank).**

This includes where the interest is yours, your spouse's, civil partner's, or somebody with whom you are living with as a spouse, or as if you were civil partners.

NOTIFICATION OF CHANGE OF CIRCUMSTANCES

Each Board Member shall review their individual register of interests before each board meeting and decision making committee meeting, submitting any necessary revisions to the Towns Board Chair and Council secretariat at the start of the meeting. Any recorded interests relevant to the meeting should also be declared at this point.

Even if a meeting has not taken place a Member must, as soon as reasonably practicable after becoming aware of any change to the interests specified below, provide written notification of that change to the Town Board Chair and Lead Council secretariat.

BOARD MEMBERS INTERESTS

Type of Interest	Details (name of organisation and nature of interest, relationship, gift or hospitality)	Date of interest declared
Relevant business or commercial interest		
Land or property interest		
Personal relationship		
Gifts and hospitality (above value of £10)		

MEMBERSHIP OF OTHER ORGANISATIONS

In addition to the organisations declared above, I am also a member of, or I am in a position of general control, a director of, a trustee of, or participate in the management of the following organisations:

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OTHER INTERESTS NOT DECLARED ABOVE

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MEMBER'S DECLARATION AND SIGNATURE

I confirm that having carried out reasonable investigation, the information given above is a true and accurate record of my relevant interests, given in good faith and to the best of my knowledge:

Date	
Member's Name <i>(Capitals - in full)</i>	
Signature	

Appendix E – Use of Personal Data

I acknowledge that Wigan Council as the accountable body for Leigh Town Board will process my personal data in order to facilitate my membership of the Board. This will include:

- Board agendas and minutes
- My signed Code of Conduct
- Any Declarations of Interests I make
- My pen picture as a Board member

I acknowledge that my personal data as detailed above may be published on the Leigh Town Board webpages and that documentation containing my personal data may be made available for public inspection and/or regulatory audit in accordance with any requirements set out by Government, subject to the right to request that personal data which may cause distress, damage or harm may be suitably redacted before publication.

I acknowledge that my personal data will be retained for one year after my Board membership ends.

I consent to the processing of my personal data as detailed above.

Date	
Member's Name <i>(Capitals - in full)</i>	
Signature	