

26. 7. 2001

**SUPPLEMENTARY REPORT BY THE
CHAIRMAN OF THE STRATEGY AND RESOURCES COMMITTEE**

PART A - MATTERS REQUIRING A COUNCIL DECISION

1. AFFIXING THE COMMON SEAL

Officer responsible Legal Services Manager	Author Peter Mitchell DDI 371-1549
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The Council system for affixing the Common Seal is that the Mayor, or any other Councillor, and the Senior Purchasing Officer of the Corporate Services Unit witness the affixing of the Seal and that in the absence of the Senior Purchasing Officer, the Seal be witnessed by the Council Secretary, the Director of Operations or the Legal Services Manager.

The Senior Purchasing Officer is shortly going on extended leave and will be retiring from the Council shortly thereafter. Consequently it is necessary to alter the system for those persons who are authorised to witness the affixing of the Seal. It is recommended that Mr Bernard Toner, Projects and Systems Officer, Corporate Services Unit, be authorised to witness the affixing of the Common Seal and also that the Corporate Services Manager, Mr Miervaldis Altmants, be added to the list of those who can witness the Seal in the absence of Mr Toner.

Chairman's

- Recommendation:**
1. That previous Council resolutions relating to the affixing of the Common Seal be rescinded.
 2. That the Mayor, or any other Councillor, and the Projects and Systems Officer of the Corporate Services Unit, witness the affixing of the Seal and that in the absence of the Projects and Systems Officer, the Seal be witnessed by the Council Secretary, the Corporate Services Manager, the Director of Operations or the Legal Services Manager.

CONSIDERED THIS 26TH DAY OF JULY 2001

MAYOR