

Cheltenham Borough Council

Cabinet - Minutes

16 September 2025

6.00 pm - 7.15 pm

In attendance:

Councillors:

Victoria Atherstone, Paul Baker, Flo Clucas, Mike Collins, Rowena Hay, Peter Jeffries, Alisha Lewis and Izaac Tailford

Also in attendance:

Paul Jones (Deputy Chief Executive (Section 151 Officer)), Bernadette Reed (Public and Environmental Health Team Leader) and Caroline Walker (Director of Housing, Customer and Community Services)

1 Apologies

Apologies were received from Councillor Pineger.

2 Declarations of interest

There were none.

3 Minutes of the last meeting

The public minutes of the meeting held on 15 July were approved as a true record and signed accordingly.

4 Public and Member Questions and Petitions

There were no petitions. One public question and one Member question had been received. The responses had been published and were taken as read.

1. Public Question from Richard Lawler to Cabinet Member for Economic Development, Wellbeing, Culture and Public Realm Open Space, Councillor Izaac Tailford

In Swindon Village, graffiti is a visible issue in our laneways, tunnels, and on public utilities. While enforcement alone may not address the root causes, there is an opportunity to turn this into a positive for the community.

Will the council consider supporting a graffiti artist outreach programme in Swindon Village — one that:

- designates the Windyridge underpass as a safe and legal space for graffiti art;
- encourages artists to contribute to the community by helping residents with projects such as fence painting or mural creation;
- works with local partners to connect interested graffiti artists to apprenticeships, training, or career pathways in painting, decorating, or related trades.

This could help address the appearance of our public spaces, foster positive engagement with young people, and build community pride while creating real opportunities for skills development.

Might the council also consider asking Andy Davis, who runs the street art programme, to advise on the best way to implement this?

Cabinet Member response:

Thank-you, Mr Lawler, for your question and I agree art activities such as those which are undertaken via the Cheltenham Paint Festival are positive in addressing areas of graffiti, contributing to a sense of place and to positively engage communities.

The tunnel you are referring to is managed and maintained by Gloucestershire County Council and any works would need to gain their approval both for the artwork and for health and safety provisions whilst any works are undertaken. To date, the County Council has been supportive and helped facilitate the works of the Cheltenham Paint Festival.

The type of activity you have suggested may be a suitable project funded by neighbourhood Community Infrastructure Levy (CIL). The Windyridge Tunnel actually falls within the Prestbury Parish area, but there is a close relationship with the wider areas of Swindon Village. Both Prestbury and Swindon Village parishes receive CIL funding direct and are responsible for the award of projects for the funds available for the Neighbourhood CIL arising from within their parishes. I would be very happy to make the introduction to enable this conversation.

In areas outside the parished areas for which the council manages neighbourhood CIL receipts, allocations have been made previously to support the work of the Cheltenham Paint Festival. This included an allocation of £45,000 in [July 2023](#) for £15k to be spent per year over three years, together with a further £7,500 in [July](#)

2025 for murals on the Honeybourne Line £7,500. The images below are those funded by the Honeybourne Line project:



Supplementary question:

Based on the council's own records or those of its partners such as Gloucestershire County Council, the police, or the Cheltenham paint festival, how many individuals are thought to be responsible for the repeated graffiti tagging in Swindon Village? Of these incidents, what proportion of offenders have been identified? Does the council, either directly or in partnership, maintain a tagging database to record signature graffiti tags for possible future prosecutions or, equally, to support diversionary programmes that could help prevent reoffending?

Cabinet Member response:

Thank you for the question. I don't have this information to hand, and feel that the police are best-placed to provide it. I will speak to colleagues in other portfolios and to officers, and get back to you.

2. Member Question from Councillor Beale to Cabinet Member for Planning and building Control, Councillor Mike Collins

I am receiving a lot of feedback from residents about the availability and quality of GP care. It is quite clear to me that Leckhampton Surgery is under extreme pressure and this seems to be leading to an empathy gap between patients and doctor. For elderly patients in Warden Hill, this surgery is one of the nearest to residents following the relocation of many other local surgeries to Swindon Road. On top of this, we have 350+ houses currently in development - which will increase the pressure further.

Please can you assure me that CIL money is being reserved to enable new doctors' surgeries to be built in Cheltenham?

Cabinet Member response

Thank you, Councillor Beale, for your question, for reference I have provided the link to the published [Constituency data: GPs and GP practices](#). My apologies in advance

for the length of response; the funding for health provision in the context of planning is not straightforward.

The Gloucestershire Integrated Care Board (ICB) plays a central role in monitoring and managing GP capacity. Working with NHS partners and local authorities, the ICB assesses current pressures and future demand to ensure resources are directed to the right locations. This process includes developing business cases for new or extended GP premises, securing developer contributions where appropriate, and embedding primary care within wider community health networks.

Each Community Infrastructure Levy (CIL) Charging authority has a statutory requirement to publish annually, as part of its Infrastructure Funding Statement, the document that reports on s106 developer contributions and CIL, a list of specific projects or types of infrastructure that its CIL Infrastructure fund receipts *may* be spent on. The current published Infrastructure list ([Cabinet report 17 December 2024](#)) includes as a pipeline project **NHS GP surgeries**. This was included on the list in recognition of the demands for services across Cheltenham.

The Cheltenham, Gloucester and -Tewkesbury Strategic Local Plan Team and the CIL Strategic Infrastructure Planning Manager are currently working across all parties to review the Infrastructure Delivery Plan (IDP) the evidence base document that tracks the infrastructure needs associated with growth, and also separately the content of the Infrastructure List as an update to the Infrastructure Funding Statement that will be considered by Cabinet later this year.

These receipts are not ringfenced for specific purposes in advance. The CIL Joint Committee is the decision-making body in regard to the strategic allocation of CIL from the CIL Infrastructure Fund receipts. This is reliant on the availability of CIL receipts for consideration for allocation to projects, and when a CIL funding bid round is open, the appropriate bodies submitting clear and costed proposals for consideration of allocation of CIL receipts to a project, informed by the assessment process.

There is currently no CIL Funding bid round open. In the event that a future CIL funding bid round is opened, this would not prevent the ICB from submitting a funding bid request. The CIL Joint Committee process would determine if any project were considered for funding support or not, and if it is, to what value. Liaison with the ICB will continue to determine any future bids for funding.

Alongside CIL, the SLP team are preparing a new IDP which seeks to address the issues you have raised through forward planning, ensuring health provision is aligned with planned housing and demographic change. This involves identifying where additional capacity may be required, either through the expansion of existing surgeries or the delivery of new primary care facilities in areas of significant growth.

In respect of planning applications, the local planning authority ensures health infrastructure is properly considered through consultation with the ICB and other health bodies. Where capacity impacts are identified, mitigation is often secured via Section 106 agreements, enabling financial contributions from developers to support the improvement or expansion of GP services, where this can be justified and meets the three statutory tests for securing planning s106 obligations. While CIL receipts can be used to support infrastructure requirements also part funded through planning obligations, in practice s106 agreements and direct NHS funding streams are typically more effective and reliable in delivering the necessary health infrastructure to support growth.

By combining strategic infrastructure planning through the IDP, the ICB's operational role in managing capacity, and the development management system's ability to secure contributions and respond to consultee input, a coordinated approach is achieved. This framework is to help ensure GP surgeries in Cheltenham can continue to meet patient needs as the town grows.

Code	Name	Number of patients from Cheltenham	What percentage of Cheltenham's patients are registered at this practice?	What percentage of this practice's patients live in Cheltenham?
L84033	Weston House Practice	14,989	13.7%	77.6%
L84030	Berkeley Place Surgery	14,318	13.1%	81.1%
L84041	Overton Park Surgery	11,080	10.1%	84.2%
L84040	The Leckhampton Surgery	11,011	10.0%	84.2%
L84003	Underwood Surgery	10,002	9.1%	88.2%
L84015	Sixways Clinic	9,529	8.7%	87.1%
L84008	St. George's Surgery	8,449	7.7%	70.4%
L84058	St. Catherine's Surgery	6,560	6.0%	70.4%
L84049	The Royal Well Surgery	6,232	5.7%	75.2%
L84059	Royal Crescent Surgery	6,067	5.5%	74.2%
L84022	Yorkleigh Surgery(Ct)	6,065	5.5%	76.1%
Y05212	West Cheltenham Medical	3,444	3.1%	57.8%

Source: [Constituency data: GPs and GP practices](#)

The above shows that 11,011 patients are registered at Leckhampton. To determine capacity/accessibility issues further consultation will be required with the ICB.

5 Civil Penalty Notice Policy under The Housing and Planning Act 2016 and the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

The Cabinet Member for Housing and Customer Services introduced the report, saying it is important not just as a legal requirement but to make sure that tenants

feel safe in their homes and know that if they have an issue or problem, it will be addressed. This applies not just to council tenants, but also to social landlords and the private sector, and the change in the law means that CBC will take up issues with landlords to ensure that their properties meet legal requirements.

In response to a Member's question, she confirmed that although the council is enacting national legislation, there is currently no additional government funding to deal with it, although this may become available further down the line.

The Director of Housing, Customer Services and Communities undertook to provide written responses to two further questions, namely how well the council is resourced to manage and issue penalties, and where the money it receives from the penalties will go.

The Cabinet Member for Housing and Customer Services added that new staff are being recruited and it remains to be seen whether this will be enough to carry out the additional required work. She suggested meeting with officers over the next few months to consider this and determine whether any further resource is required.

In debate, a Member thanked the Cabinet Member for Housing and Customer Services for an extremely insightful report, clearly setting out landlords' responsibilities when letting properties. She said it is likely that many tenants aren't aware of their rights, and a readable summary of the policy would be helpful for them, as well as a checklist of legal requirements for landlords. It is a great opportunity to make the rental environment better for both tenants and for landlords.

The Cabinet Member for Housing and Customer Services said this is already being looked at, and another agenda item at the meeting concerns the 'tenant voice', both in the public and private sector, to help them to be aware of their rights and ensure that landlords understand their responsibilities. The Public and Environmental Health Manager added that the policy also provides transparency, making landlords aware of that to expect if they fail to comply.

The Cabinet Member for Finance and Assets welcomed the changes which will enable the council to help and support tenants, but regretted the lack of government action around these issues.

The Cabinet Member for Housing and Customer Services said that fixed penalties for landlords who failed to comply would make them think twice about what they were doing, and the names of landlords and lettings organisations which don't comply will be available to tenants and tenant organisations when making their choices.

She concluded by thanking officers for all the work they have done, saying the council will continue to do its best to make life better for all tenants.

The Leader felt it worth mentioning that the great majority of landlords are responsible, and that the council is looking to work with the small minority who are not.

RESOLVED THAT:

- 1. the Civil Penalty Notice (CPN) policy attached at Appendix 3 is approved with immediate effect;**
- 2. the Head of Public Protection is authorised to take such actions and decisions as are necessary to facilitate the effective implementation and operation of the Authority's powers referred to in this report.**
- 3. the Head of Public Protection is authorised, in consultation with the Cabinet Member for Housing and Customer Services, to approve minor variations to the policy in line with any revised statutory guidance.**

6 Tenant and Leaseholder Voice Plan

The Cabinet Member for Housing and Customer Services said the council aims to put tenants and leaseholders at the very heart of all it does, which has not always been the case in the past. Their voice is pertinent to what we do, and inviting them to speak out gives the council the opportunity to act on their behalf, help wherever possible, and explain the reasons why in some cases it cannot. She recommended the report to Cabinet.

The Cabinet Member for Waste and Recycling, Parks, Gardens and Green Open Space welcomed the excellent report, and asked what is being done to encourage tenants to participate and engage, which is key to its success. The Cabinet Member for Housing and Customer Services confirmed that:

- a group of tenants is already at the heart of what we do, and their important feedback helps the council to build and change;
- community walks have already started and will continue;
- tenants will have a single person with whom to communicate, responsible for linking aspects of the council's housing provision; this will encourage them to bring issues or problems to the council;
- the Tenants' Voice is posted to all tenants, giving them the opportunity to say what they want and to engage with the council. Officers are championing this and working together with tenants to make it happen.

The Leader recalled that some years ago, CBH carried out monthly walkabouts in different parts of the town, and said that if this is to be revived, it would be helpful to make Members aware, allowing them to participate and then provide officers with feedback on what they have found in their wards. Directing issues to the right person at an early stage will help get solve problems quickly as well as reducing the individual caseload for Members.

The Cabinet Member for Safety and Communities complimented the clear plan, which sets out its goals and how they will be achieved. She particularly liked the clear foreword in the Action Plan, and the detail about different types of engagement activity, a lot of which is already happening. She welcomed the new forum for

younger people and older people, and said she would like to this to complement the actions in the Year of Youth Voice Action if possible.

The Cabinet Member for Housing and Customer Services said she would be pleased to work together to help make life better for people.

RESOLVED THAT:

- 1. the Tenant and Leaseholder Voice Plan is adopted.**

7 CBC Housing Service - Tenancy Policy and Decant (required move) Policy

The Leader noted that the policies being discussed are not brand new, but updates to existing policies.

The Cabinet Member for Housing and Customer Services said that when communicating with tenants, it is important to ensure that all information shared is accessible, easy to read and understand, rather than set out in technical or legal language. She was happy to say this guide uses easily-accessible language, and that this is another way CBC is changing the way it does things to ensure that tenants are at the heart of everything.

There were no questions or comments.

The Leader thanked the Cabinet Member for Housing and Customer Services and officers for all the reports today.

RESOLVED THAT:

- 1. the Tenancy Policy is adopted;**
- 2. the Decant (Required Move) Policy is adopted.**

8 Notification of decisions made by the Community Infrastructure Levy (CIL) Joint Committee

The Leader presented the report as published, which sets out the decisions made by the Community Infrastructure Levy Joint Committee (CILJC) to support infrastructure projects across Cheltenham, Tewkesbury and Gloucester, as set out in Appendix 5. She said the allocations support the delivery of three strategic infrastructure, aligned with the councils' development priorities, climate goals, and corporate plan objectives, and that the report also outlines the legal, financial, environmental, and equality implications of these decisions. She confirmed that the remaining £901,879 from Cheltenham's share remains unallocated for future consideration.

Members were asked to note the decisions of the CIL Joint Committee.

The Cabinet Member for Safety and Communities asked for assurance that the committee would meet again before the end of the year as stated in the report, to reassess proposals, as there is a project in her ward that she would like to progress. The Leader said it is in the diary but there are a lot of major infrastructure projects coming forward at present, including Junction 10, and allocation of funding will very much be based on need, priorities, and how any proposal sits with the Corporate Plan.

RESOLVED THAT:

- 1. the decisions of the Community Infrastructure Levy (CIL) Joint Committee made on 14 July 2025. (Appendix 5) are noted.**

9 Revisions to Sexual Entertainment Venue Policy

The Cabinet Member for Safety and Communities said licensing of sexual entertainment venues (SEV) is always very challenging, partly due to the absence of decisive action from successive governments, and as a result it remains the job of councils to find the best way to progress. CBC's stance is that it is better to license premises, but recognises that there are strong views around the subject and that many people oppose this view.

The SEV policy is due for review and has undergone consultation and public engagement, but since publication of the report and draft policy, further representations have been made to her, other Members and council officers. As a result, she is now proposing a different set of recommendations to allow further consideration of the policy by a Cabinet working group, who will produce a final version of the SEV policy for approval by Cabinet and Council as soon as possible.

The Leader said Members were aware of this request, and it demonstrates that the Cabinet is listening. She supported the new recommendations, and suggested no further discussion of the paper was needed at this meeting and that it be suspended for the time being.

RESOLVED THAT:

- 1. revisions to the Sexual Entertainment Venue policy are deferred;**
- 2. a cabinet working group will be established to review the policy, with the terms of reference and composition of the working group delegated to the Leader in consultation with the Cabinet Member for Safety and Communities and Group Leaders**
- 3. the working group will report back to Cabinet on the outcome of their review prior to any revised policy being presented to Council for approval**

10 General Fund and Housing Revenue Account Budget Monitoring Report Q1 2025-26

The Cabinet Member for Finance and Assets presented his report as published, which gives a clear picture of the financial position on 30 June, showing some changes from the original budget and highlighting some the pressures and challenges the council is facing. He said the focus remains on maintaining strong financial management and protecting services whilst continuing to deliver on key priorities, and he thanked the finance and property team who work extremely hard to keep the council on track.

In response to a question from the Cabinet Member for Safety and Communities, he said the report doesn't include specific detail of where CIL money is coming from or how the parish council share is allocated, but that the Cabinet Member for Planning and Building Control would be able to provide further information, and he would be happy to be part of any discussion. The Cabinet Member for Planning and Building Control confirmed this, saying that Members need to be aware that adding more detail to this report would result in significant additional work for officers where an off-line conversation would be more useful.

The Cabinet Member for Safety and Communities was particularly pleased to see how S106 money has been allocated to public art, saying she had enjoyed working with the Paint Festival project on the Honeybourne Line and was working with officers to extend that. It was great that housing and investment in the town was improving the town with the public realm and art.

The Cabinet Member for Major Development and Housing Delivery said she was the responsible Cabinet Member when the budget was set in February – it was extremely ambitious with huge opportunities as set out, and despite a lot of new challenges around housing, recruitment, and additional government requests, it was great to see the budget as it now stands bouncing back with resilience. She was confident that ways and means would be found to reduce the overspend, and congratulated the Cabinet Member and officers on how well the budget has held up in difficult times.

The Cabinet Member for Finance and Assets thanked Members for their comments, saying the council wants to invest as much as it can in the town, through CIL and S106, to provide the best possible services for residents but at the same time remain mindful, resilient and well-managed as we never know what is around the corner, with economic changes regionally, nationally and internationally all having an effect on the council's finances,

The Cabinet Member for Waste and Recycling, Parks, Gardens and Green Open Space added that some of the challenges the council faces are completely beyond its control – such as the reduction in income from the crematorium, despite significant investment, as a result of lower mortality rates, fewer burials, and people looking for cheaper options. The Leader agreed, saying that with a finite amount of

money, any reduction in income requires the council to constantly monitor what it is delivering and make some difficult decisions.

RESOLVED THAT:

- **the contents of the report are noted, including the key projected variances to the general fund and update on the Housing Revenue Account (“HRA”) 2025/26 revenue and capital budgets approved by Council on 21 February 2025 and the actions to ensure overspends are reduced as far as possible by the end of the financial year.**

11 Briefing from Cabinet Members

The Cabinet Member for Planning and Building Control said the planning team has been updating existing policies and introducing new ones to improve the, including planning policy and building control. New staff have also been taken on to streamline the allocation of applications and manage S106 collection and follow up. Recruitment is ongoing to strengthen the team and service.

The Cabinet Member for Major Development and Housing Delivery said we are in an exciting period, with several big projects underway, and reported on some recent events:

- the recent launch of the Skills Hub at the House of Commons, with MP Max Wilkinson, together with HBD and other stakeholders, a fantastic project which aims create a talent pipeline for the many exciting jobs and opportunities coming in the county;
- the first ten homes at Regents Village are ready, with many more coming soon, providing desperately needed, accessible homes; anyone interested should keep an eye on the portal;
- things are moving at pace at the former Monkscroft School site, with an application progressing well for a very attractive development of 100% affordable homes;
- another affordable housing development at 320 Swindon Road is also moving forward, with a Meet the Builder event for neighbours and plans to bring children and young people to the site when work starts, to see how homes are built and career opportunities in the profession.

The Cabinet Member for Economic Development, Wellbeing, Culture and Public Open Space highlighted the following upcoming events and recent activities:

- the *Lions at Large* trail over the summer has been a roaring success and the lions will be auctioned off for charity at the racecourse, 01-05 October;
- a new free exhibition – Material Worlds – Contemporary Artists and Textiles – will open this week at The Wilson and run until 11 January, focussing on textiles and demonstrate how familiar, everyday materials can be transformed into unexpected, radical and bold art;

- with the support of the Pied Piper appeal, the Cheltenham Trust has recently launched SEND soft play sessions at Leisure@ to provide a calm, sensory, friendly space for children under 8 with additional needs;
- Cheltenham BID, with the support of the council and other connected organisations, has financed the renovation of the elephant mosaic in the alleyway between the High Street and Grosvenor Place South, depicting an incident in 1934 when three circus elephants were paraded through the town. The mosaics have been carefully repaired, cleaned, and sealed to significantly improve their appearance;
- thanks to No Child Left Behind, Cheltenham BID and local businesses for the Cambray Festival on Saturday 06 September, an afternoon of free fun activities for older children;
- the Everyman Theatre has recently launched a fund-raising appeal for its Grove Street project, a dedicated creative arts education and community centre due to open Spring 2026.

The Cabinet Member for Safety and Communities also thanked NCLB and BID for delivering the Cambray Carnival, saying the council should aim for more free activities and opportunities in the town centre. She has also been working to combat graffiti, which brings a lot of complaints across the town centre and particularly on the Honeybourne Line and Millennium Bridge; with the help of Max Wilkinson MP, CIL funding, and Cheltenham Paint Festival organiser Andy Dice Davies, some fantastic new murals have been produced on the Honeybourne Line, really lifting the area.

The Cabinet Member for Housing and Customer Services reported that discussions have started regarding the provision of more homes for veterans; reports will come forward in the future in relation to that. She said that she will be addressing the Mayors' Association of Hungary about the work CBC is doing with young people to bring about equality and encourage their involvement in politics, and has also been invited to join the housing task force of the Council of European Municipalities and Regions – which comprises 41 countries and around a million councillors – and will share work done here at CBC to help with housing and ensure all tenants have a real voice. Both of these provide an international showcase for what Cheltenham is doing and she thanked officers for all their hard work.

The Cabinet Member for Waste Services, Recycling, Parks, Gardens and Green Open Space shared several items:

- he recently spent an enjoyable afternoon at the crematorium with ecologist advisers and members of Gloucestershire Badger Group to consider a progressive way forward with the management of badgers at the site;
- the town is blessed with many 'friends' groups, but managing these can place a strain on the small greenspace team, who recently hosted an engaging and useful meeting to consider the best way forward with this;
- Cheltenham also benefits from some excellent volunteer groups, and he joined the excellent Guardians of the River Chelt in picking litter out of the river in St Peter's ward;

- the parks team is looking at traveller incursions at Benhall, with measures going in this year;
- he hopes work will also start this year at Hatherley Park, where the pond has significant issues with dredging.

The Cabinet Member for Finance and Assets said it was difficult to share finance and property issues, which involve a high level of negotiation and confidentiality, but he wanted to put on record his thanks to Gemma Bell, Director of Finance, Assets and Climate Change, and wish her well as she starts her maternity leave.

The Leader said much of her time is currently taken up with the corporate governance review of town and parish councils – data is being analysed and a working group will look at the next steps - and also with the Local Government Review process, but she was able to attend the House of Commons reception recently, hosted by Max Wilkinson MP, to launch the new Gloucestershire Skills Hub network to establish the county's position as capital of the UK's security industry.

In addition, she has received some lovely invitations, including one to join the Oriel Singers for their 50th anniversary concert at the Pittville Pump Rooms, and another to celebrate the 50th anniversary of the Holst Museum. She said these events are always enjoyable, providing opportunities to meet and talk with residents in different spheres.

12 Cabinet Member decisions since last meeting

Cabinet Members reported on the following decisions taken since the last meeting of Cabinet on 15 July 2025:

1. 15 August 2025: Leader, Councillor Rowena hay

[To enter a contract with Fire Proof Window Company Ltd to supply and install 76 fire-rated windows](#)

2. 18 August 2025: Cabinet Member for Planning and Building Control, Councillor Mike Collins

[Planning Policy Manager Roles](#)

3. 02 September 2025: Cabinet Member for Economic Development, Culture, Well-being and Public Open Space, Councillor Izaac Tailford

[Grant agreement between Cheltenham Borough Council and Gloucestershire Everyman Theatre Company Ltd for the financial years 2025-26](#)

4. 11 September 2025: Cabinet Member for Climate Emergency, Councillor Richard Pineger

[To apply to Heat Network Delivery Unit round 15](#)

5. 11 September 2025: Leader, Councillor Rowena Hay

[Civica Payments System](#)

13 Corporate Risk Register - update

A briefing note had been circulated for information only.

14 Local Government Act 1972 - Exempt Business

RESOLVED THAT:

In accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining agenda items as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraphs 3 and 5, Part (1) Schedule (12A) Local Government Act 1972, namely:

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

15 Exempt Minutes of last meeting

The exempt minutes of the meeting held on 15 July 2025 were approved as a true record and signed accordingly.