STOKE GABRIEL PARISH PLAN STEERING GROUP

Action Points

Date & Time:	28th March 2007, 2000hrs	**Meeting No.:**	2
Meeting Place:	Red Slipper, Stoke Gabriel	**Minutes By:**	Ian Brown
Present:			
	Mick Mercer	**(MM)**	
	Clive Wigfall	**(CW)**	
	Chris Mortimer	**(CM)**	
	Rebecca Garner	**(RG)**	
	Vicky Porter	**(VP)**	
	Roy Ellender	**(RE)**	
	Paul Duckett	**(PD)**	
	Edward Lovesey	**(EL)**	
	John Currie	**(JC)**	
	Matt Halkes	**(MH)**	
Apologies:			
	Luke Peakmean	**(LP)**	
	Chris Snow	**(CS)**	
	Charles Gillmore	**(CG)**	

** Denotes part attendance*

		ACTION
1.0	**Approval of Previous Actions/ Corrections** 1.1 Approved	
2.0	**Actions from Previous Meeting** *(previous in italics)* 2.1 All actioned	
3.0	**Finalisation of make up of Parish Plan Steering Group (PPSG)** 3.1 The above listed will form the Steering Group, no further members are envisaged at this time other than helpers.	
4.0	**Communication between Members of PPSG** 4.1 IB to formulate members directory consisting of email addresses and phone no's All to email phone no's to IB asap (hilian@tiscali.co.uk)	***IB*** ***ALL***
5.0	**Terms of Reference for PPSG** 5.1 Generally as Notes provided by MM for the meeting, but Stoke Gabriel Parish Council will "sponsor" the consultation rather than "oversee".	
6.0	**Back Ground Info Re Parish Plans** 6.1 MM to contact Paul Edwards DCC liaison officer to request Parish Plan "toolkit" for each member 6.2 Consider inviting a member of another PPSG who has successfully completed their plan to give a talk on their experiences	***MM*** ***MM***
7.0	**Allocation of Roles and Responsibilities** 7.1 Please refer to attached schedules, PPSG Administration Roles and PPSG Liaison Roles	
8.0	**Funding Application** 8.1 Maximum available grant is £3333 (to be confirmed), although the PPSG will have to demonstrate a 30% payments "in kind" to achieve this figure, eg hire of meeting rooms free of charge. Ie:	

		ACTION
	Cash Payment from PPSG funding body 70% of £3333.00= £2333.10 Demonstrations of payments in kind 30% £ 999.90 £3333.00	
	8.2 Application for grant funding to be made asap.	***MM***
	8.3 May not be appropriate to commit to "high cost" items/matters until finance agreed, to be reviewed.	***ALL***
	8.4 Fund raising events can be held to assist with finances	
	Post meeting considerations!	
	Conditions of grant funding to be clear to all members	
	Budget control and reports	
9.0	**Consultation Process** 9.1 Collation of initial ideas 9.1.1 Generally as list on MM's Notes provided at the meeting, plus:	
	• JC/VP/RG to provide "high impact" sample poster by email to all members for positioning in prominent positions and notice boards throughout village	***JC/VP/RG***
	• CM/CW to format "notice" on Village Web Site	***CM/CW***
	• Set up of "free" to caller (?) 0845 number for response by agreed member as required	***CM***
10.0	**Any Other Business** 10.1 The Timeline provided by MM was discussed; culminating in a target date for Publication and Distribution of the final document in October 2007	***ALL***
11.0	**Date & Time of Next meeting** 18th April 2007, 2000hrs, Red Slipper Stoke Gabriel **Objective:** Information gathering from individuals liaison roles for discussion by he members	
	Agenda: to be Circulated (if required)	***MM***