STOKE GABRIEL PARISH PLAN STEERING GROUP

Action Points

Date & Time:	3rd October 2007, 2000hrs	**Meeting No.:**	8
Meeting Place:	Hillmount, Hillfield, Stoke Gabriel	**Minutes By:**	Ian Brown
Present:			
	Mick Mercer	**(MM)**	
	Clive Wigfall	**(CW)**	
	Edward Lovesey	**(EL)**	
	Charles Gillmore	**(CG)**	
	Roy Ellender	**(RE)**	
	Luke Peakmean	**(LP)**	
	Chris Snow	**(CS)**	
	Paul Duckett	**(PD)**	
	Ian Brown	**(IB)**	
	John Currie	**(JC)**	
Apologies:			
	Chris Mortimer	**(CM)**	
	Rebecca Garner	**(RG)**	
	Rebecca Cogger	**(RC)**	
	Emma Currie	**(EC)**	

		ACTION
7.1	**Approval of Previous Actions/ Corrections** 1.1 Approved	
7.3	**Actions from Previous Meetings** *(previous in italics)* *2.1 Still waiting to hear from the carnival committee on funding; Carnival committee has donated £150 to the PPSG fund* *2.2 MM has made contact with Michael O'dell from Observer newspaper; the Group confirmed no further action to be taken*	
7.4	**Parish Council Liaisons** *7.4.1 MM reported that the Parish Council holds the funding for the group and will administer and maintain financial accounts for the fund.* *Expenses to be reclaimed should using the following procedure:* • *Submit claim to CW* • *CW to forward to Jill Hamilton, secretary to the Parish Council* • *Jill to raise cheque within 3 days of receipt, and post directly to the claimant.* *7.4.2 The Parish Council will be keeping the fund in a separate and dedicated PPSG account* *7.4.3 CW will monitor all costs against budget and report to group meetings as requested by MM* *7.4.4 Councillor Emma Currie has been appointed to the Steering Group and will be the new Liaison officer with the Parish Council.* *7.4.4 The Parish Plan will be added as an item on the Agenda for each Council meeting.*	

		ACTION
7.5	***Raffle Prize*** *No winner came forward for one of the bottles. Give it back to redfield wines.*	***CM***
7.6	**Parish Plan Update** *MM has spoken to Paul Edwards with regards to guidance on the naming of areas and issues, PE strongly advised to steer away from specific locations and issues. The meeting generally felt that this may not be representative of the raw data in certain cases, where specifics required the questions should be treated sensitively.*	
	Matters Arising	
8.1	**Accounts and Expenses** Covered in 7.4 above	
8.2	**Parish Council Liaison** Covered in 7.4 above	
8.3	**Questionnaire** 8.3.1 Continuation of debate with all 3 groups chosen questions for their topics. Went through these and removed duplicates and made amendments as agreed by the Group.	
	8.3.2 All groups confirmed that the questions were traceable back to the raw data collected at the consultation day	
	8.3.3 MM to amend questions as discussed and forward to CG for formatting into excel template (as Devon County Council standard format), CG/CM to sequence the questions.	***MM/CG/ CM***
	8.3.4 MM to review and forward to the Group for questionnaire to be piloted initially on partners/impartial person for comments, and back to MM.	***MM/ Group***
	8.3.5 MM to carry out final amendments, review with Paul Edwards and Malcolm Macdonald before proposal to Parish Council, and others as required.	***MM***
8.4	**Any Other Business** JC to provide posters for update on Plan in the Parish.	***JC***
8.5	**Date & Time of Next meeting** TBA **Agenda**: TBA	