STOKE GABRIEL PARISH PLAN STEERING GROUP

Action Points

Date & Time:	4th July 2007, 2000hrs	**Meeting No.:**	5
Meeting Place:	Hillmount, Hillfield, Stoke Gabriel	**Minutes By:**	Mick Mercer
Present:			
	Mick Mercer	**(MM)**	
	Clive Wigfall	**(CW)**	
	Rebecca Garner	**(RG)**	
	Chris Snow	**(CS)**	
	Charles Gillmore	**(CG)**	
	John Currie	**(JC)**	
	Chris Mortimer*	**(CM)**	
	Edward Lovesey	**(EL)**	
	Rebecca Cogger	**(RC)**	
Apologies:	Paul Duckett	**(PD)**	
	Luke Peakmean	**(LP)**	
	Roy Ellender	**(RE)**	
	Matt Halkes	**(MH)**	
	Ian Brown	**(IB)**	

** Denotes part attendance*

		ACTION
1.0	**Approval of Previous Actions/ Corrections** 1.1 Approved	
2.0	**Actions from Previous Meetings** *(previous in italics)* *The June 1 and 3 meetings had been a success* *No outstanding actions*	
3.0	**Matters Arising** **Collation of results from 1st & 2nd June Consultation meetings** Most results now passed to MM Outstanding to be passed to MM CM to collate phone feedback, MM to collate emails	***All*** ***CM, MM***
4.0	**Construction of Questionairre** Much discussion followed with the outcome being that a working group would be set up (MM,RC, EL,RG, CW, CS) to reformat all the results thus far from the consultation process into a concise, bullet point format. This would then be circulated to all group members, with the suggested list of	MM,RC, EL,RG, CW, CS

		ACTION
	approx. 300 questions (from Corporate Consultation Services).	
	Thereafter we will have 2 close meetings in mid August to brainstorm the final content of the questionnaire prior to parish wide distribution.	ALL
5.0	**Costs** It was agreed to reduce the cost of formulating Questionnaire by Malcolm Macdonald the group will put together and print the questionnaires themselves.	***All***
	Budget reports to be provided by CW	***CW***
6.0	Fund Raising	
	Rebecca Cogger will investigate the availability of funds from the SG Carnival Committee	***RC***
7.0	Raffle Winning Numbers	
	Red 32 White 95	
	CM to contact winners	***CM***
8.0	Publicity	
	Update articles to be entered in the monthly edition of the Parish Magazine	***RC***
	RC to contact local papers and other media to raise profile/awareness of the parish plan process	***RC***
	Further poster publicity as parish wide updates	***JC***
	Publicity to highlight • 10 key issues so far raised from consultation process (ABOVE working group to collate) • The need for volunteers to help with leg work • The date of the forthcoming questionnaire (?Late September)	
	Date & Time of Next meeting TBA – 2 evening meetings close together in Mid August	***MM***
	Agenda: to be Circulated (if required)	***MM***