STOKE GABRIEL PARISH PLAN STEERING GROUP

Action Points

Date & Time:	10 January 2008, 2015hrs	**Meeting No.:**	12
Meeting Place:	Red Slipper, Stoke Gabriel	**Minutes By:**	Ian Brown
Present:			
	Mick Mercer	**(MM)**	
	Clive Wigfall	**(CW)**	
	Chris Snow	**(CS)**	
	Rebecca Cogger	**(RC)**	
	Luke Peakman	**(LP)**	
	Ian Brown	**(IB)**	
	John Currie	**(JC)**	
	Edward Lovesey	**(EL)**	
	Charles Gillmore	**(CG)**	
	Paul Duckett	**(PD)**	
Apologies			
	Roy Ellender	**(RE)**	
	Chris Mortimer	**(CM)**	
	Rebecca Garner	**(RG)**	

		ACTION
11.0	**Action Points from Previous Meeting** All action points from meetings 10&11 cleared; minutes & Actions agreed by group as true record.	
	Matters Arising	
12.0	**Distribution and Collection of Questionnaire** **12.1 Programme**	
	12.1.1 Questionnaires are to be distributed commencing 19.01	
	12.1.2 Delivery of Questionnaires should be complete by 23.01	
	12.1.3 Collection boxes will be in position by 19.01.	
	12.1.4 Boxes will be collected no later than 04.02	
	12.1.5 Collection boxes to be delivered to DCC(?) Exeter on 11.02 (to allow for any late completions)	
	12.1.6 Collation and results will take c6weeks	
	12.2 Administration	
	12.2.1 Responsibility for distribution will be the Group Members, all as per the attached Distribution List dated 11.01.2008.	***ALL***
	12.2.2 Distribution list to be updated with new/altered addresses as required following delivery of questionnaires. Information to be provided to IB,	***ALL***

		ACTION
	12.2.3 Collection of questionnaires will be from boxes placed in locations stated within the Plan. Boxes will be provided and positioned by LP	***LP***
	12.2.4 Boxes to be reasonably secure with lid and slot in cover for "posting"	***LP***
	12.2.5 A4 Identification posters (6no) to be affixed to box with "advertising" poster in a prominent position at each collection point.	***JC***
	12.2.6 Collection boxes will be monitored an emptied as required by CG	***CG***
	12.2.7 On 04.02 all Collection Boxes will be delivered to IB	***CG***
	12.2.8 IB to deliver boxes to Exeter, MM to provide address/contact details	***IB/MM***
	12.2.9 Collection from individual residences will be made by specific request	***Note***
	12.3 Publicity	
	12.3.1 Provide A2 size poster at Panto	***PD***
	12.3.2 Discuss with Rita (Director) announcement to be made at performances reminding parishioners to respond to questionnaires	***LP***
	12.3.3 "Reminder" Posters to be distributed around village	***JC***
	12.3.4 Ditto in Parish Magazine	***MM***
	12.3.5 CM to monitor email & telephone queries/responses	***CM***
11.5	**Date & Time of Next meeting: TBA**	***MM***
	Agenda: to be Circulated	***MM***