

PAULTON COMMUNITY PLAN STEERING GROUP
Minutes for
Committee Meeting 18.09.2007 7.30pm
Parish Meeting Room

1. **Apologies for absence:** Jane Stephenson, Terry Bridgeman, Terrie Stocker
2. **Minutes of meeting 21.08.2007.**
These were taken as read and signed by PL as Deputy Chairman.
3. **Matters Arising.**
 - Sperring Trust: **KS will approach the Trust to investigate and apply for a grant to cover the shortfall in the budget funding of the Community Plan.**
 - Insurance: The committee voted for annual insurance cover for equipment and injuries on committee business. **KS will ask for quotes from a Broker before taking up Zurich Plan already quoted. He will go ahead with purchase if it is in the region of previous quote of £200.**
 - Committee felt an invitation to B & NES Councillors David Spiers and John Bull was not appropriate at this stage. If they wished to attend a committee meeting it was incumbent upon them to make the request. It is important to the committee to be free of any political bias.
 - The Meeting with Stefan Turnbull is on 26th September at 10am. KS, SN & AM will attend. **AM to confirm room is booked.**
 - Topics for the meeting:
 - i) SATO's Timeline.
 - ii) Section 106 money will the Plan be able to have effective input into the way some of this money is used?
 - iii) Inform SATO of Committee's Timeline.
 - iv) How to maximise communication between both parties for mutual benefit.
 - v) Confidentiality.
 - iv) Social housing.
4. **Treasurer's Report:**

There are now funds in the account, £3,000 from the Quartet grant and £250 from the Parish Council. Due to the generosity of everyone having given their services free there are no out-goings at the present time. It is important that Committee members keep a record of the time spent on Plan business; this can then be shown in the accounts, as service in kind.
5. **Webmaster's Report yourpaulton.org**
 - All signed minutes have been added to site.
 - Email problems will be addressed.
 - 3 more comments added by site visitors
 - Hits on the site are increasing, with average of 4 pages per hit.

6. **PR Report:**

- JS not present but reports that Somerset Guardian published Press release on 6.09.07 due to help from John Turner.
- Posters have been copied and a large number laminated. Thanks to JN and PL. These will now be placed around the village and used at Community group meetings.
- The idea of suggestion boxes in strategic premises is to be held over at present.
- Radio Bristol has been suggested as a channel for publicity John Turner is keen to help in any way he can with contacts etc.
- Lesson plans for the Junior School are ready.
- RS will scan onto the website a selection of the children's drawings and comments collected for the Paulton Letter which Judith Plucknett and Mr Grosvenor, Headmaster, have granted the committee permission to use.

7. **Contact Strategies:**

Community Groups

- MB has list of 40 clubs which will be entered onto website. Her sub-committee will undertake to visit as many as possible before the end of October
- MB has arranged for a stall in Hillside Court by Somerfield on Saturday 29th September, to meet the public, PL will assist.
- KS proposed inviting Trevor Gardiner, Community policeman, to a meeting to hear his opinion on the needs of the village from a police perspective.

Businesses.

- SN has compiled a list of all those in the local directory.
- **SN will draft a letter with an enclosed prompt sheet for replies together with a sae to encourage a response. Depending on the result of this a social event for local business people to attend maybe arranged at a later date.**
- **Big companies should be approached individually e.g. Tesco & Focus**

8. **Project Plan:**

SN nothing to update at present; he will add community contact to be completed by the end of October.

9. **Any Other Business**

- AM has not had any reply from Cam Valley Wild Life inviting their involvement.
- Skittles match on 4th October. KS, JN, MB and RS will play. HW will watch.
- Quartet has an AGM on 19th October **KS will attend.**
- Christmas Bazaar on 7th December. RS felt it would be unsuitable environment to spread the word. By this time it is hoped the questionnaire will be in preparation. AM offered space on the History Society table for the Group to update people on their progress and prepare for the receipt of the questionnaire

- Judith Plucknett has given KS the list of distributors used for the Paulton Letter. It is possible that some of these people may be able to assist with the questionnaire delivery/collection.
- SN advocated a risk assessment should be undertaken in respect of the distributors. Important that fluorescent bibs etc be provided for low light deliveries. **KS will undertake this.**
- KS reported Peasedown-St-John Parish Planners are having an open day on 29th September. AM & HW hope to attend too.
- KS suggested a social evening for the committee members. **AM would arrange a room at the Red Lion for a brief meeting followed by skittles on 12th October 7.30pm.**

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10. **Date of the next meeting:**

23rd October 2007 at 7.30pm in Village Meeting Room.

Meeting closed at 9.50pm