

## Paulton Community Plan

### Steering Group Meeting 26th June 2006 7pm Village Meeting Room

Apologies Liz Milton

Jacqui Ward in attendance

1. Training session on Community Consultation JW
2. Public Liability Insurance – **KS to check with Judith Plucknett exactly what the Parish Council can cover us for.** We may possibly have to arrange our own cover for one-off events, for which JW can provide contacts (price around £50 per event). JW suggested she may also eventually be able to provide cover via the Rural Communities Council.  
**Rural Week – JW reported that w/c 7 July has been designated as Rural Week. JW will provide some Rural Week material for our website.**
3. KS regretfully accepted the resignation of Liz Milton from the committee for reasons of lack of time.
4. RS will take over LM's job as assistant PR with JS
5. **JS will get Press Release out in next week.**
6. JS supplied list of printing requirements:

*Leaflet double-sided printing in 3 columns for folding A4* *x 500 x 3 versions*  
*price for colour & B/W*

*Questionnaire double sided printing 10pages A4 finished size ?A3 folded* *x 2500*  
*price B/W Stapled & spiral bound*

<i>Feed back leaflets double-sided printing</i>	<i>A5</i>	<i>x 2500</i>
<i>Feed back leaflets single sided printing</i>	<i>A5</i>	<i>x 2500</i>
<i>B/W &amp; Colour</i>		

<i>Final report</i>	<i>50 pages</i>	<i>A4 bound</i>	<i>x 200</i>
<i>48 pg + Cover Spiral &amp; perfect binding. Half &amp; half B/W &amp; colour printing</i>			

<i>Executive Summary</i>	<i>6 pages</i>	<i>A4 bound</i>	<i>x 400</i>
<i>Spiral &amp; stapled</i>		<i>A4 unbound</i>	<i>x 400</i>

*Posters* *A2* *x 20 x 3versions*  
*30 laminated/ weatherproofed 30 indoor each run. That is 60 posters on 3 separate occasions, total 180.*

7. **AM to get estimates for above printing requirements.**
8. **Planning & Budgeting sub group, KS, SN & JN will meet to complete Quartet Claim for the grant, in order to submit via Jacqui Ward before 9 July.**
9. Resources for next 2 events TS organising:
  - Pre-school fun day on 1 July at Cricket Ground Ks & HW to help set up. TB will supply a table.

Chairman Kerr Stirling email: [kerr\\_stirling@btinternet.com](mailto:kerr_stirling@btinternet.com)

Secretary Anne Miall email: [a.miall@btinternet.com](mailto:a.miall@btinternet.com)

- Junior School Fete on 6<sup>th</sup> July 6pm at the School. AM will help and investigate volunteers. Felicity Horne and Moira Lai. KS to ask Tessa Wyatt.
9. KS has formalised roles of committee members:

Kerr Stirling	Chairman & Report Editor
Pam Leah	Vice-Chairman
Anne Miall	Secretary
Jacqui Nolan	Treasurer
Terry Bridgman	Parish Council Liaison
Hugh Warren	Parish council Liaison

Steve Nolan	Project Planning & Sustainability
Rob Stocker	Webmaster & Publicity
Jane Stephenson	Publicity
Terrie Stocker	Events Organiser
Margaret Barrett	Local Group Liaison

Yet to be assigned:	Volunteer Co-ordinator
	Questionnaire Design
	etc

10. RS requested that members keep checking the website and to let him know of any problems or inaccuracies.

Green denotes “to do”

The meeting closed at 9.30pm. The next full meeting will be on 17<sup>th</sup> July at 7.30pm in the Village Meeting Room.