

PAULTON COMMUNITY PLAN

Minutes of Steering Group

02.06.2010

The Red Lion, Paulton

1. Apologies

HW, TB.

Present KS, PL, AM, RS, JN, JS.

2. Minutes of previous meeting

The minutes were then taken as read and signed by the Chairman KS.

3. Matters arising.

AM has spoken to Judith Plucknett and the archives can be stored in the parish office. KS has arranged to pay the cheque for printing the Executive Summary to the Parish Council who will then pay the full printer's invoice.

AM has the cheque for £463.75 to deliver to JP.

KS has been invited to give a presentation of the Paulton Plan to the Somer Valley Partnership on Wednesday the 28th July in Midsomer Norton (time & venue to be confirmed).

4. Distribution of the Final Report/Printing of Exec. Summary

KS has sent out the distribution list to SG members and the completed deliveries were updated. This will leave about 70 copies of the Final Report available to interested villagers at the Party in the Park on 17 July.

Richard Dowling has received the file of the Executive Summary for inclusion in the Paulton Letter which this is now at the printers.

After these dispersals any remaining copies will be given to JP for distribution to newcomers to the village.

5. PR programme

JS has prepared a draft press release for the week in which the Paulton Letter is delivered. It was discussed and finalised ready for release to the Somerset Guardian, Midsomer Norton Journal and the Mendip Times. JS is recording an interview with Somer Radio which will go out at the time the Executive Summary is delivered.

JS will speak to Guy Edwards to secure a stall for the SG at Party in the Park.

6. Finances & Final Accounts

KS provided the receipted invoice from Fosseway Press for £1405.00 for printing the Final Report to JS for her records. After payment for Executive Summary printing the current account will be £158.46. Minor expenses maybe incurred for Party in the Park. The previous decision to hand over any remaining cash to the Parish Council to help fund projects arising from the Plan was confirmed.

Final accounts cannot be issued until the last cheque has been cashed.

7. Paulton Community Group and sub groups.

JS reported that the Sustainability group have had a further meeting and are on course to raise awareness in the village on sustainability issues. They will have a stall at Party in the Park.

The website group met on 18 May, John Crocker relinquished the webmaster role to RS, as pressure of work makes it difficult for him to continue. RS reported that the Parish website has been taken down and the Parish will henceforth be adopted onto the www.yourpaulton.org. The final design of the web pages is still under discussion.

KS will email the other sub-group leaders to request an update on their progress in time for the next meeting.

8. Project Closure

Things to do before final wind-up:

- i) Print and distribute the Executive Summary. ✓ **in hand**
- ii) Press release ✓ **in hand**
- iii) Update website by entering all the minutes. ✓ **done**
- iv) Closure of the website as portal for the Community Plan.
ongoing
- v) Handover of website to the web sub-group. ✓ **done**
- vi) Archive documents, hard copy and electronic. **(KS to discuss with AM).** ✓ **in hand**
- vii) Final accounts.
- viii) **Party in the park.**
 - **JN will obtain a banner WWW.YOURPAULTON.ORG**
 - **RS will print banner "Paulton Community Plan"**
 - **RS will provide a gazebo.**
 - **JN will investigate printing of business cards giving website name to advise that the parish web site is now found here.**
 - **KS will invite leaders of the sub-groups to attend.**
- ix) Closing celebration. RS and TS have offered to host a BBQ date to be arranged.
 - **RS will email possible dates.**
 - **American style, each bring a dish (Terrie S to co-ordinate)**

9. AOB

KS has checked conditions of the Quartet grant and it was agreed that the terms have been fulfilled.

10. Date of next meeting.

Tuesday 22 June 7.30pm in the Red Lion.

Meeting closed 9.00 pm.