

11.03.2010

PAULTON COMMUNITY PLAN

Minutes of Steering Group

11.03.2010

Thornfalcon, Hallatrow Road

1. Apologies

JS, TB.

Present KS, PL, AM, RS, and HW.

2. Minutes of previous meeting

The minutes were then taken as read and signed by Vice Chairman PL.

3. Matters arising.

PL has organised the litter collecting party for Sunday 28 March, meeting in Heal's car park at 10am. There will be a morning and afternoon session but could as many as possible appear at 10am for a photo shoot, please? RS no scouts are available but the guides and cubs will help. **PL to send details of times and meeting place to RS, for distribution to the children.**

The action plan is not yet on the web site, it was decided to wait until the plan is finalised. JS has circulated the note on the open meeting.

4. Webmaster's report.

RS reported 66 hits this month a record.

5. Treasurer's report

There is £2,028.81 in the account.

6. Progress reports on the action plan actions.

KS has had acknowledgements from 3 of the people in B&NES to whom he sent action plans, but no constructive feed-back as yet. **He will contact Dave Dixon again to try for some response.**

KS will write to Sato for their comments on the action plan proposals involving the Polestar development.

RS has spoken to the Postmaster Tom Timms who is pleased with the questionnaire results as they apply to the PO. **RS will write notes on this meeting and send to KS for the records. RS to contact BBC and BT etc. KS has updated the outstanding action spreadsheet** which is attached to these minutes.

RS will check that his notes on schools meeting were emailed to KS.

7. Review of the meeting 17 February.

AM will ask JS if she has list of the people in each group, or a name that can be used as lead contact for any new people who might be interested in joining. She will circulate the notes to non-attendees. AM will update some email addresses and names in the notes and re-issue to them to everyone on the volunteer list.

KS is concerned that the open meeting did not result in the formation of a single Community Group; we need to contact the groups and invite them to

11.03.2010

nominate a representative who can liaise with the other groups. **AM will write to a member of each of the five groups and invite them to confer together to nominate a representative who will be invited to the SG committee meeting on 30 March.**

The web site committee is making progress experimenting with the web site writing offline. A second meeting is scheduled for 25 March. KS will send a copy of the letter to businesses to Sue Burnett with the list of names and addresses, for her to contact about the website.

8. AOB

Writing the plan is well underway. Only KS and RS have to complete their sections; the executive summary can then be written. KS estimates the full report, including the Action Plan, will be about 30 pages, plus charts.

If charts are required, please ensure that RS knows which ones are wanted by 19 March. The completed document should be finished by 26 March.

Authors are to submit to KS, any photographs they deem appropriate for their particular section by the 19 March. RS will create a Workspace page on which pictures can be downloaded. He also can use a publishing programme for the whole report, if necessary. KS will edit the whole document.

KS will speak to Dave Dixon to ask what help B&NES are able to offer in the way of graphic design and printing costs; also he will get an estimate from Fosse Way Press, after reviewing the number of copies required.

9. The date of the next two meetings.

Tuesday 23 March at the Village Hall meeting room at 7.30pm

Tuesday 30 March at the Village Hall meeting room at 7.30pm

The meeting closed at 9.30pm