

PAULTON COMMUNITY PLAN STEERING GROUP
Minutes of
Committee Meeting 11 March 2008 7.30pm
The Red Lion

1. Apologies: TB & JN

Present: KS, PL, AM, SN, JS, RS, HW, MB.

2. Minutes of last meeting.

These were taken as read and signed by the Chairman.

3. Matters Arising.

- Grant Applications: No further news yet. KS has applied to Somer Valley Small Grants scheme; this makes small awards up to the value of £250 for community based projects.
- The Parish Council are meeting tonight when they will hopefully agree to our request for combining the delivery of the Paulton Letter and the Questionnaire
- KS has rewritten section C12; RS has done section D.
- JS has provided input for Health & Safety section of collectors briefing, and KS has adjusted item 4. A copy of the rewritten brief is attached to the minutes.
- JP can provide storage of the completed questionnaires if needed, in the Parish office. SN is at present investigating the regulations concerning retention of the actual documents via Treasury Guidance on Expenditure of public money. JW can store the papers too if necessary.
- KS has some boxes for the post box collection. To be painted magnolia and stickers applied.
- KS, PL, & AM will proof read the questionnaire on 13th March and pass to SN for corrections that day.

4. Treasurer's Report

JN has transferred £1500 from deposit account to the current account ready to pay the printers. No other transactions have taken place.

5. Webmaster's Report

RS has now updated the front page; changed the topics page to "send comments". Links have been updated and all the minutes entered up to and including February.

No email comments have been posted in past month. Hits continue to be 20 plus a month, visiting 3-4 pages each time.

6. Publicity

JS: now the release date is known the press release must be updated and hopefully published in Somerset Guardian on 10th April. **KS will draft changes to the press release. JS to ensure posters are displayed to suit questionnaire delivery.**

MB suggested adding final collection date to posters but SN recommended a sticker added to posters later to advertise the final date.

SN must confirm the delivery date with the printers so that the area coding and bundling can be co-ordinated with the Paulton Letter.

SN intends to have questionnaire at the printers by 14th March.

8th April Questionnaires must be back from the printers by this date, to be coded by committee that evening.

10th April KS will bundle with the Paulton Letter with JP

20th April Deliveries completed.

22nd April Paulton Assembly KS to give short address to encourage public to complete questionnaires.

24th April (provisional) Steering Group to hold surgery in Village Hall (provisional) to answer any queries and receive questionnaires.

7. Parish Councillor's Report.

HW reported that he had just heard of a government grant to B&NES of £80,000 over the next 3 years, ring-fenced grant for youth services. It will be administered through a Youth Bank.

8. Questionnaire Final Draft.

SN the final document is now 38 pages long, so we have 2 spare pages. It was decided to use these to advertise the prize draw of £25 to anyone submitting their name on the tear-off sheet on the back page and to announce the "Surgery" on the 24th April.

RS will send a trial design of the name box on page 39.

KS has made some changes to the accompanying letter.

KS proposed a vote of thanks for JN & SN for their unstinting hard work in producing the questionnaire, which was carried unanimously.

9. AOB.

- RS had a meeting with Matt Grosvenor today. He gave him the list of section headings as guidance to the children. MG intends to have the school council devise the questionnaire and the school children will complete it towards the end of the summer term. PL will attend the next School Council Meeting at 3pm on 17th March to explain the purpose of the questionnaire.
- SN provided a specimen youth questionnaire from Otterbourne, Hampshire.

Contact names and telephone/email addresses for back page were agreed. All emails to the “yourpaulton” site. **RS will forward to JS and print off replies for MB & HW.**

- SN requested ideas for the flip side of the accompanying letter. It could be used to ask for interest in setting up Focus Groups to implement some of the changes suggested by the questionnaire results.
- SN would like to continue with the web site as a social enterprise, using it to advertise the many activities taking place in the village and as a general news forum etc.
- KS suggested it was time for another social evening. A skittles evening at the Red Lion was arranged for 4th April at 7.30pm.

Date of Next Meeting

8th April 2008, 7.30pm in the Village Meeting Room

The meeting closed at 9.25pm.