

PAULTON COMMUNITY PLAN STEERING GROUP
Minutes of
Committee Meeting 15th April 2008 7.30pm
Village Meeting Room

1. Room prepared for meeting with volunteer collectors.
2. Volunteers in attendance: Liz Milton, Felicity Horn, Pippa Birch, Kath Fear, Helen Collins, Pam Reynolds, Graham Dix (also representing Heather Brinkurst), Roy Green, Ken Rideout, John Sheldon, Jason Davies, Craig Snelling, Mike Colliver.

Apologies were received from Julie Budgett, Tessa Wyatt, John Marriott.

KS distributed handouts and identity badges together with written directions on how to record the collection of the questionnaires together with basic health and safety measures to be taken when making the collection. The volunteers are covered by our insurance policy.

A short session of questions was followed by a coffee break and light refreshments, after which the volunteers departed.

The steering group started a full committee meeting at 9.00pm

3. **Apologies: No apologies full committee present**
Present: KS AM, PL, JN, SN, JS, MB, TB, RS, HW

4. **Minutes of last meeting.**

These were taken as read and signed by the Chairman KS.

5. **Matters Arising.**

- KS thanked JN and MB for organising the refreshments and to RS for washing up.
- **RS requested a electronic copy of the Otterbourne Youth Questionnaire. SN will provide him with one.**

6. **Publicity**

The post boxes have been delivered to the 5 collecting points. It was decided not to put one in the library as the opening hours are quite limited and there are already 4 boxes in or close to the centre of the village.

AM will empty the boxes once a week.

The press release is with John Turner hopefully for publication on 17th April.

7. **Engaging with Paulton Youth**

This is the age group (11 to 18) whose needs the Steering Group feel have not been adequately addressed yet due to an unfortunate sequence of events. We were let down by the Children's Society's funding being withdrawn, unfortunately the Baptist Church youth club is still not meeting due to the ill health of the leader, and thirdly no one is sure if youth group at the Rec is very active yet.

JS proposed that in view of the present pre-occupation of the SG with collecting and analysing the questionnaires it would be best to postpone any approach to the youth sector until we have a more precise idea of their needs from their response to youth section in the questionnaire. RS suggested the setting –up of focus groups to which the youth are enticed, to tackle the issues which arise from questionnaire following its appraisal. **RS will develop a specification for the focus groups.** SN proposed the possibility of making contact through X-box messaging.

10. Project plan update.

SN will update timelines to show the work which has been completed. KS & SN need to meet to work out a project plan to track the progress of the next phase of the SG's work. The timelines are there to be used as a reference guide rather than a rigid tool. As the plan evolves focus groups can be formed to address individual issues which arise from the questionnaire.

11. Webmaster's report.

Since the questionnaire has gone out the number of web site hits has markedly increased; there were 21 hits in the past week. SN has updated the web page changing much of the content. An electronic version of the questionnaire is available to download plus a message board for comments. KS will join RS and SN in dealing with the message board queries.

12. AOB

SN is in process of writing a Community Plan Newsletter for electronic distribution. A small number of hard copies will be printed and distributed around the village with an entreaty to pass it on to a neighbour, once it has been read.

Manning the questionnaire surgeries:

24th April: 3.00-7.30pm

AM 3.00-5.00pm

TB 5.00-7.00pm

HW 3.00-4.30pm

SN 3.00-7.30pm

PL 3.00-4.30pm

RS 5.00-7.30pm

KS will attend for entire time (subject to family commitments).

28th April 7.00-9.30pm

MB 7.00-9.30pm

JS 8.00-9.30pm

PL 7.00-9.30pm

JN possibly

HW 7.00-9.30pm

SN possibly

KS 7.00pm-9.30pm if possible

13. Date of Next Meeting

29th April 2008, 7.30pm in the Red Lion.

The meeting closed at 10.13pm

Provisional future meetings:

- 13th May 7.30pm in Red Lion.
- 27th May 7.30pm in Village meeting room.

