

PAULTON COMMUNITY PLAN STEERING GROUP
Village Hall Meeting Room
29 July 2008 7.30pm

1. Apologies:

JN, SN, JS, HW.

Present: KS, AM, PL, MB, TB, RS.

2. Minutes of the previous meeting

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

3. Matters arising

KS has sent the letter of thanks to the co-opted members who helped with the questionnaire distribution and collection.

KS & SN have yet to meet to review the project plan.

The treasurer has received the cheque from the Parish Council.

KS spoke to Councillor Roberts regarding the B&NES initiative “stronger and safer Community”; she said that all parish councils had already been contacted. However it appears that Paulton has not had any communication on the subject, so it assumed that it was not among the sample chosen. The Councillor said she would be keen to hear what we had to say.. KS said he would explain to her the findings of our informal consultations of last year.

KS and TB attended the “get active” meeting in the Village Hall on 15 July, called by the Parish Council. This was well attended by representatives of local sports clubs. Martin Pellow (BANES Sports Development Officer) is very interested in seeing the results of the questionnaire analysis. The meeting agreed to form a Sports & Leisure Committee for the village; this could be utilised by the Steering Group as a focus group into which the results from the questionnaire on sports & leisure are fed. The Parish Council has asked for nominations for this committee to be in by the 8th of August and the first meeting will be in September.

4. Treasurer’s Report

JN: We now have the £1000 grant from the Parish Council so the total assets are £1,342.72 plus £1000.00 on deposit in the reserve account.

5. Publicity

No report is available but no actions are required until there is an interim report on the results of the analysis.

6. Web Master’s Report.

RS July has been much quieter so far only 29 hits, each visitor looks at an average of 3 pages. There has been a marked downward trend since the peak in May. PL enquired about the updating of the web page. Report on the school presentation has not yet been entered.

7. Parish Councillor's Report

TB nothing to report as there has not been a full council meeting since the last Steering Group committee meeting.

8. Questionnaire data entry and analysis

Round the table assessment of progress showed MB has not yet had the lap top from SN. PL has done 26, AM 8, KS 10, RS (TS) 5. Everyone has taken an average of 45minutes per questionnaire.

TB felt he could not participate in the entering of data; he may liaise with MB to help her. **KS will contact SN and deliver the lap top and her batch of questionnaires to MB; he will give her some help at this time too. JN has asked RS to look at collating the data so he asks that we email our completed input to date to him so that he can to explore ways of analysing the results.**

9. Youth Programme.

No action to date.

10. AOB

AM asked if the data input files should be backed –up onto disk. RS suggested emailing oneself the spreadsheet after each one is completed.

11. Date of next meeting.

KS wants to keep track of the data entry and will therefore email the committee members in 2 weeks asking for a progress report, rather than have a full meeting.

Next meeting will be on 26th August 7.30 at the Red Lion.

The meeting closed at 8.20pm.