

PAULTON COMMUNITY PLAN STEERING GROUP
Minutes of
Committee Meeting 8th April 2008 7.30pm
Village Meeting Room

1. Apologies: PL, RS, HW

Present: KS AM, JN, SN, JS, MB, TB

2. Minutes of last meeting.

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

3. Matters Arising.

- Somer Valley has rejected our application for a grant.
- Paulton Parish Council has granted us £1000. Thanks were expressed for their support.
- The questionnaires are back from the printers together with the covering letter.

4. Publicity

The post boxes have been prepared and should be in position by the weekend
The posters advertising the advent of the questionnaire and its collection etc will be posted this weekend.

The press release is with the Somerset Guardian hopefully for publication on 17th April.

5. Engaging with Paulton Youth

PL visited the Junior School to discuss the writing of the under 12's questionnaire. SN will send the school an electronic copy of the youth questionnaire from Otterbourne. AM has again approached Sue Clarke about speaking at the Baptist Church youth club but there are no meetings at present due to the illness of Barry Clarke.

6. Distribution Allocation

KS has produced a plan for distribution and collection based on the members and volunteers respective neighbourhoods. He has tried to make the workload equitable. All Steering Group members will be co-ordinators for their area. A handout showing the allocation is attached which shows the number of properties from which each person will be responsible for collecting. Each co-ordinator will need to ensure that their volunteers know what they have to do but the co-ordinator is ultimately responsible for solving any problems that might arise so, as to achieve the maximum return of completed questionnaires.

At the next meeting (15th April) the volunteer collectors will be invited to a briefing session. JN will provide name badges at this time. Anyone unable to attend will need to be briefed by their co-ordinator.

7. Any Other Business.

JN proposed the possibility of providing the distributors with small collapsible trolleys as a “thank you” for their invaluable help. The meeting agreed that a gesture of some kind should be made.

8. Marking-up Questionnaires

The rest of the meeting was spent marking and grouping the questionnaires by co-ordinator and inserting the covering letter; followed by bundling under the name of each distributor. [The collation had to be completed the next morning by KS, SN, TB & AM. working from 9.15am until 11am.]

9. Date of Next Meeting

15th April 2008, 7.30pm in the village meeting room. The volunteer collectors will be invited to join the meeting at 8pm.

The meeting closed at 10.45pm.