

## **Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 26 July 2016 at The Old School Centre, TR16 4BB.**

**Present:** Chair J Tapping, Temp. Minute Secretary M Cawsey, C Williams, D Dolling, Cllr M Roberts, Cllr D Ekinsmyth, Cllr L Pavey.

The meeting commenced at: 7p.m.

**1 Welcome and Apologies:** Letter of resignation received from P Richards. There are 2 vacancies for the Steering Group. This will be covered at the next meeting.

Apologies received from Vice Chair A Prout.

**2 Minutes of last meeting accepted:** Proposed: C Williams, Seconded: D Dolling.

**Amendments to Minutes:** J Tapping asked for clarification regarding funding requested.

£2,000 funding requested from Illogan Parish Council.

There was a spelling error on p1. Cllr D Ekinsmyth should read Cllr D Ekinsmyth.

P2 – A printer and pricing: to clarify, The Image Set quote is for £395.00.

P3 –Should read ‘The SG will need to apply to the Illogan Parish Council’....

P3 – The Website Design site ‘quote’ is actually an estimate as the document from DMC IT states ‘Quote approximately £527.99’.

**3 Actions update:**

**Contact details** – A Prout has updated the Contact List.

**Reply boxes for Surveys** -

Amendments to letter to be sent to the local Doctor Surgeries, Boots the Chemist, the local shops and the Post Office.

- 3<sup>rd</sup> paragraph: ‘once completed’ needs to be deleted, ‘drop of point’ should read ‘drop off point’.
- The 4<sup>th</sup> paragraph: ‘in helping us with the return’ needs to be changed to read ‘in helping us with the collection’. – **A Prout to action**

**A printer and pricing for the survey-** A Prout awaiting for confirmation of the Freepost address (see Bank Account update 1). When this has been received, quality of the print confirmed and amendments re: Freepost address, collection box details (**C Williams to action**), then the use of Image Set can be confirmed for the printing of the survey. Arrangements for the distribution of the Survey may then be made. **A Prout to action**

**4 Feedback on Illogan Parish Fair** - It was deemed an excellent location which attracted people moving from one site of the Fair to another. There was a good response with the public asking for information and questions about the Neighbourhood Development Plan. A Prout has a list of those interested and willing to help with the Neighbourhood Development Plan. Cllr M Roberts submitted contact details of person who is willing to help.

**5 Update on Website** – An update of the Website was given by C Williams. We now have a Domain name, Hosting and the Initial Website Page. <http://illoganneighbourhoodplan.org.uk/>

**Facebook** – The leaflet that was handed out at the Illogan Fair is now on Facebook and the photographs taken by M Cawsey at the Fair are also to be added. - **J Tapping to action**

**Project Plan update** – C Williams has compiled a Project Plan with the information that the Steering Group holds.

**Costing/Funding requests** - A copy of the letter requesting funding for the sum of £2000.00 was circulated. J Tapping stated that the Parish Clerk emailed confirmation that funding was approved at the Illogan Parish Council Meeting on 20 July 2016.

**Bank Account update** – D Dolling has received 2 invoices.

1 – Freepost License for the sum of £259.20. This is for 1 year. There is an additional cost of 40p (the cost of 2<sup>nd</sup> class Franked Mail) every time the address is used. The license is for 1 year only. Invoice to be paid by 04 August 2016.

2 – DMC IT, for a temporary website at a cost of £188.49. To be paid by 2 August 2016, 14 days from date of invoice dated 19 July 2016. Invoice in respect of:-

- Registration fees
- Design of Temporary Website
- Hosting Basic – 1 year
- Domain name – 2 years
- Temporary Website
- Call out and labour

A 3rd invoice, from Illogan Parish Council was handed to the Treasurer for the sum of £30.00 in respect of photocopying of the leaflets used at the Illogan Fair.

Treasurer, D Dolling confirmed-

The Bank Account name and account details.

Cheques to have 2 signatures – D Dolling and J Tapping. A Prout to be added once account is up and running. **D Dolling to action.**

D Dolling and J Tapping to complete bank paperwork and submit to bank. **D Dolling, J Tapping to action**

When the minutes of the Illogan Parish Neighbourhood Development Plan Steering Group are uploaded onto the Website, any sensitive financial details will need to be edited from online documents for security reasons. **All to note**

**6 Progress re production of Questionnaire** – On p2 a grid reference to be added over the map for people to enter their preference regarding development. This will make it easier to collate data.

Proposed by J Tapping, Seconded by D Dolling. All agreed.

Changes to p8 - the Freepost address, return date, and details as discussed.

A discussion then took place with regard to placing the questionnaire on the website. Clarification must be sought to find out if the DMC IT 'quote' includes putting it on the website or whether there will be an extra charge.

**To action:** D Dolling to speak to Dinah Crellin, DMC IT to ask permission to delay payment of invoice until w/e 26 August 2016. DMC IT to be asked if embedded data base is included in the cost of £450.00 / 10hours work. **D Dolling to action.**

**To action:** D Dolling to clarify the situation with Freepost re the address so that it may be added to questionnaire. **D Dolling, C Williams to action.**

Error on questionnaire, 'Parish of Illogan' should read 'Illogan Parish' *Neighbourhood Development Plan Steering Group*. **C Williams to action.**

Confirmation of return date for questionnaires – 30 September 2016.

Prize draw to be one prize of £25.00 from Initial Survey funding.

Once the website and freepost addresses are on the questionnaire then preparations for printing can go ahead.

C Williams has volunteered to visit groups meeting in the Parish to encourage/assist questionnaire completion.

**7 Any Other Business:**

J Tapping to forward a letter in reply to Carn Brea letter dated 1 March 2016. **J Tapping to Action.**  
C Williams to forward letterhead to J Tapping. **C Williams to action.**

1 Funding from the Illogan Parish Council. The £2000. 00 cheque required for funds will be in the cheque run on 17 August 2016 unless needed sooner. D Dolling stated that Freepost invoice to be paid next week to avoid interest charges. D Dolling will pay and be refunded once funds are cleared through the bank.

2 Administrative assistance: JT stated that the Illogan Parish Council have offered support. Funding for this to come out of the remaining £6000 budget they have designated to the Neighbourhood Plan.

3 Good Practice: J Tapping stated that as a community group spending public funding it is important to have roles and procedures in place. In future, once something has been agreed, funding must be secured before work goes ahead. Once funding secured it must only be spent on the items it was requested for. –

JT proposed:

- M Cawsey to act as Minute Secretary, J Tapping (Chair) to act as Secretary for the time being.
- Job roles to be defined along with procedures. **J Tapping to Action.**
- Only actions, including letters that have been agreed and minuted to go ahead.
- Minutes of meetings to be forwarded to Chair for approval prior to circulation.
- Agenda to be compiled by Chair. Any ‘ideas’ to be sent to Chair to include on Agenda.
- Monthly meeting dates to be compiled (4<sup>th</sup> Tuesday of Month). J Tapping to check with A Prout if 4<sup>th</sup> week OK. **J Tapping, A Prout to action.**

Sec Cllr L Pavey, all agreed.

C Williams suggested that the Terms of Reference be looked at again as may require some amendments. To be added to Agenda for next meeting. **J Tapping to Action.**

It was noted again that funding is available from Cornwall Council. The Steering Group needs to be clear as to what the funding is to be used for before applying for any amount of money.

Cllr M Roberts asked that in future ‘Any Other Business’ should be just 2 items.

**Agree tasks for next meeting:**

- Review of Terms of Reference
- Website
- Meeting dates
- Job roles and procedures
- Project Plan

**The meeting ended:** - 8.30p.m.

**8 Date and time of next meeting:** Tues. 23 August 2016 @ 7p.m. at The Old School Centre.

**9 Signed:** .....**Date:** .....

**Name/Position:** .....