

Present:

David Cornish
Graham Jukes
Roger Marshallsay

Allan Gibson
Pauline Grainger
Roland Cundy

Apologies:

Andrew Pearce

1 Minutes of meeting

Minutes of meeting 04/06/19 accepted and signed as a true record of meeting. A signed copy to be given to Parish Clerk for filing.

2 Actions from Meeting 04/06/19

- RM monitor social media sites - no comments, closed
- DC pass Project Plan to Jim Amos (Process Management & Admin) - outstanding
- PG circulate Expenditure flow chart to group via cloud – posted, closed
- DC ask Katy if small amounts of personal expenditure (eg online orders) could be paid out of petty cash - Katy would rather use the Parish Council credit card to pay for online purchases to reduce the necessity for personal expenditure claims, closed
- RM manage grant application (before 23rd June) - agenda item 2, closed
- PG notify project management team of cancelled meeting 9th July – advised, closed

3 Agenda items 11/06/19

1. Budget

DC produced a draft taking into account an earlier draft prepared by AP (DC draft attached, appendix 1)
Comments on the draft:

DC: The consultancy is a considered figure but other figures are notional. Work groups over the next week could give these figures some thought in particular Communications group. Admin staff cannot be included in the Locality application and the referendum costs are paid by WBC

RM: Reminder that we cannot claim from Locality any money already spent

RC: He has agreed a sum of £500 with FBC for ad hoc meetings as the centre is being widely used for all group meetings

AG: Would like to see the application kept as flexible as possible as it is hard to build a budget with no history

RM: Locality will require a degree of detail and not just a blanket figure

RC: Asked RM if communications budget could be realistically broken down as certain Communication costs e.g. printing can be ascertained from printers

RM: Need the housing group to decide if they want to apply for the additional funding for the specific categories

GJ: Needs to be an IT allowance

AG: Also allowance for software – e.g. Survey Monkey could cost £30 per month for online questionnaire

RC: Any immediate funding ahead of grant application could come out of Parish Council budget for NDP

AG/RC: Individuals should have the opportunity to claim for personal expenditure e.g. printing ink but they need to invoice via AG and this will be taken out of parish budget for NDP.

RC/DC: Paper should be requested from parish office and bulk photocopying

PG: Phones/Mileage/Travel could all be merged as sundry expenses which should be minimal

All agreed we need to calculate our own housing needs as WBC will not have a current number for the parish as their plan has a long way to go. Bell-Cornwell can give advice on the methodology to do this.

AG will take revised budget to Project Meeting this evening and ask chairs of groups to send back comments to him/DC so the budget can be ratified at the Steering Group meeting on 18th June

2. Grant Application

After budget is ratified next week RM to make request for application. This should be granted in 24 hours and then RC & DC will help complete the application form which needs to be done within 15 days.

3. Project Management Meeting 11/6/19 Agenda

No.	Item	Lead	Purpose
1.	Opening Statements / Apologies	Chair	Information
2.	Minutes of last meeting	Chair	Decision
3.	Matters arising / actions	Chair	Information
4.	Meeting with Bell Cornwell – Reflections & follow up	Chair/DC	Information & Discussion
5.	Communications	Chair /NW	Discussion
6.	Phase 1 Questionnaire	Chair/NW	Discussion
7.	Project Plan	DC	Discussion
8.	Budget Build / Grant Application & Expenditure Approval	DC	Discussion
9.	Key Activities in WGs	All	Information & Discussion
10.	Coordination of Contacts with WBC	Chair	Discussion
11.	AOB	Chair	Information
	DONM: Tuesday 25 th June 7.30pm The Atrium PMG on Tuesday 9 th July - Cancelled		

Linked Documents

1. Minutes of PMG held on 21.5/19
2. Email from Liz Alexander
3. Draft Phase 1 Questionnaire
4. Project Plan
5. Expenditure Approval Flowchart

4. AOB

- i. DC commented that as yet he has had no communication from Bell-Cornwell in respect of the contract.
- ii. DC pointed out that Communications had picked up from B-C at the full group meeting the variation of the housing land supply from 5 years to 3 years once an NDP was in place. Whist he felt this validated the need for a plan and our faith in it he felt it should not be used as a feature in public communications.
- iii. Project Management meetings – it was agreed RC could attend as and when he was available
- iv. PG asked for summer holiday dates of members of the group so a spreadsheet could be prepared showing members' availability. PG was asked to prepare a similar schedule for members of the Project Management Team

Actions

- RM monitor social media sites (ongoing)
- DC pass Project Plan to Jim Amos (Process Management & Admin)
- DC prepare amended budget schedule for Project Management meeting 11/6/19
- AG to ask groups to look at their suggested budget and advise it is only a suggestion, not an allocation
- DC chase Bell-Cornwell re contract
- PG prepare summer holiday schedule for members of steering group
- PG ask chairs of working groups for holiday dates and prepare schedule for Project Management team

Date of next meeting: Tuesday 18th June 2019 at 9.30am FBC

Meeting closed 10.30 am

Signed as a true record of the meeting: Date:.....