



Taverham Neighbourhood Plan

INCEPTION meeting

Wednesday, 4th July 2018

10.30am @ Suite 1, Taverham Village Hall

AGENDA

- 10.30am **1** Steering group introductions.
 Consultancy team introductions and outline of approach.
- 10.45am **2** Steering group members: update on progress to date.
- 11am **3** Practicalities:
- (i) Steering group
- Frequency of meetings
 - Main points of contact
 - Positions – chair, vice-chair, secretary, treasurer
 - Agendas and minutes – who writes and prints them?
 - Pre-meeting phone catch ups
 - Printing of agenda, minutes and papers
 - Terms of reference
 - Funding applications, Locality and Broadland Council
 - Role of the Parish Clerk in the NP
 - Monthly Parish Council update reports
- (ii) Organisation
- Timesheet, expenses sheet, payment sheet, invoicing
 - Emails
 - Saving files – drop box/google drive? Hard drive
 - Working days and times
 - Articles and guidance
 - Projector
 - Relationship with Broadland Council
 - Parish Online subscription
- (iii) Communication
- Communication plan
 - Website
 - Font, logo, layout
- 11.45am **4** Next steps and project plan update.
 Tour of Taverham.