

Minutes of the meeting of the Taverham Neighbourhood Plan Steering Group which took place on Tuesday 10th April 2018

In the absence of the Chair BC welcomed everyone to the meeting.

- **Apologies**

Dave Wilson (DW) Susie Elmes (SE) Chris Wilson-Town (CW)
Margaret Garwood (MG)

- **Members Present**

John Pennells (JP) Roger Morriss (RM) Glenis Langley (GL) Nigel Langley (NL) Judy Tyler (JT) Hazel McMillan (HM) Brenda Clarke (BC)

Absent – Janice Whiting (JW)

In the absence of the Chair RM was duly elected Chair for this meeting

- **Declarations of Interest** in items on the Agenda

None

- **Minutes the meeting on 27.3.18 and matters arising**

These were agreed with 2 amendments as follows:-

Item 5 –It was Sandra Parkinson who contacted Rachel Leggett not the Clerk to the Parish Council

Item 7 – It is the Treasurer of the Steering Group (CW) who has to comply and make the mandatory accounts return to Groundworks by 14th April and not the Clerk to the Parish Council

There was a query concerning the tables at the Church Fayre on 7th May. Are they provided, or do we have to supply them? SE to confirm please

The amendments were made to the minutes and signed by RM

- **Resignation of BC as Secretary**

No person present wished to take this position on. To be carried forward to next meeting

- **Treasurers Report and Spreadsheet**

CW had forwarded these on to the members. The accounts were accepted as they stand

NB. It is the Treasurer (CW) not the Parish Council Clerk who has to make the accounts return No1147 to Groundworks (as noted in item 7 above). This has to be done by 14th April

- **Reports and Updates from PC meeting on 9th April**

RM advised the website was shown to PC members last evening and that with the exception of the Starter for 10 it can go live, with immediate effect.

One Councillor did query the lack of pictures, but was advised it is still 'work in progress'.

SE had sent in 3 requests to be considered:

- a) £30 to pay for 3 tables at the Church Fayre on 7th May
- b) £40 for advertising in the Taverham Players magazine
- c) £13 for printing of badges. SE to provide template. Clerk to PC to order sticky sheets (25) and print off 600 badges.

The PC agreed to pay the £30 for tables, and the £13 for printing of stickers. **SE to get template to Clerk a.s.a.p.** It was agreed they would not be ready for the 17th

The £40 requested for advertising in the Taverham Players magazine was rejected, as it had been by the Steering Group at the previous meeting on 27th March

The PC also agreed that a petty cash float for the group would allow greater flexibility, but it would have to be run by the Treasurer. The Treasurer and RFO were not keen on the idea at present. To be reviewed.

The PC agreed to fund expenditure of up to £30 for each of the two presentation days for refreshments. **SE to purchase?**

BC - to make a note stating hot drinks must not be carried around the hall, but consumed at the refreshment tables. (Risk Assessment/Health and Safety)

- **Communications**

There must be a tighter knit between the group. Communications must be so that everyone knows what is happening, not just a few members. It was

agreed there many problems with reading the long emails, and all the threads from them. It has been agreed that the only person to contact the Clerk should be the Secretary or the Chair, until such time a Secretary is appointed.

- **Website/Data Protection Act**

RM suggested that we keep the data protection wording simple and as already on should suffice, until greater clarification is available. It was felt a document needs to be prepared for people to sign when group members visit with the questionnaires. To be sorted when we next meet.

All agreed agendas and minutes to be on website, but password protected.

- **Presentation**

JT will speak to Wensum Print as a matter of urgency tomorrow, 11th April, as the banners are required for 17th April. A letter has been received from the PC advising banner can be put up at Hinks Meadow a.s.a.p. and then transferred to the fence at Taverham Village Hall for the second presentation.

BC had prepared a rota for helpers on the day, and emailed a copy to everyone. HM can now do the PM and stay until 8pm to clear up.

RM showed everyone copies of the A1 posters he had collected and had at home. RM suggested that possibly some of the information posters could go on the website, as and when.

BC to make NEIGHBOURHOOD PLAN CONSULTATION THIS WAY, with a pointing arrow posters in colour, and laminate them.

SE to collect boards 1 of 8 and 2 of 6 from BDC on 16th

BC to collect A frame from school on 16th

SE to confirm she has purchased enough 'dots' and 'post its' and pins to attach the A1 sheets

SE or JT to provide a large map which can go in the middle of the room at Hinks (please liaise)

BC to provide a few toys/colouring sheets plus pens and pencils

RM will be leaving for a while during the PM.

SE will take boards home

**NL and GL will take home BC's bits and pieces for collection later
SE will sort out keys for the day?**

Rachel suggested the group adds some sticky notes themselves to the displays before we open up for the day

The next meeting which was to be held on 24th April has to be cancelled as nearly all members will now be attending the APCM of St. Edmunds. **BC to book TVH hall on Wednesday 25th April at 10am (all attending can make this time)** It will be a short meeting and will allow the group to reflect on the Consultation held on 17th and prepare for the one on 30th. Date to be confirmed.

BC to ask Bill Warnes if the big green table tennis tables can be removed from Suite 1 on the day of our presentation on 30th April.

PLEASE NOTE

All action points noted in **RED**

Please remember to wear your lanyards on the day

Remember your lunch as well

Photographs need to be taken before, during and after

The meeting closed at 8.45pm