



## Weeton and Huby Parish Plan Steering Group



### Steering Group Meeting 4

17<sup>th</sup> May 2018

Almscliffe Hall at 7.30pm

Present:

Derek Needham

Jennifer Stacey – Craft Club and Talks Group

Mark Wilkinson – Almscliffe Hall

Emma Littlewood – School Representative

Paul Jagger – Parish Council

Harwin Bosworth – Parish Council

### Apologies

Tim Jackson - Tennis and Bowling Club

Simon Thomas – Parish Church

Item	Note	Action
1.00	Reviewed notes from last meeting. Actions – <ul style="list-style-type: none"><li>• Amended programme issued</li><li>• Parish magazine article / note had been issued for June issue</li><li>• Contact list for all village groups - DN</li><li>• Parish Map – PJ had contacted Liz Meades (NYCC) who was preparing</li><li>• Parish survey info had been shared</li><li>• PJ had emailed Leah / Andy for thoughts on youth engagement</li></ul>	
2.00	Discussed Poster – B&W version for magazine. PJ to circulate colour A4 and A3 version for distribution. PJ can print A2 / A1 sized if needed.	PJ
2.01	JS agreed to put on notice boards (laminated) and in Church. HB agreed to put at Tennis & Bowling. MW agreed to put in Village Hall. EL agreed to put at school.	All
2.02	Agreed the title should be Community-Led Plan not Parish Plan to avoid misunderstanding (even if only by a small number). PJ to see if Parish Magazine version can be substituted.	PJ



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- 2.03 Reminder that more detailed note needed for July / August magazine.
- 3.00 Budget
- 3.01 PJ confirmed he had started Lottery application but requirement for Bank account in the groups name was a pass/fail. All
- Options
1. Open bank account etc – not preferred option
  2. Application made in the name of the Parish Council – unfortunately currently no PC exists to agree due to being none quorate – hopefully should be resolved soon.
  3. Try speaking to Lottery to see if they can be persuaded PJ
- 3.02 DN had circulated copy of North Rigton end of grant budget analysis with their costs. DN had got costs for printing questionnaire – allow £540
- 3.03 See attached budget sheet with actions. Costs needed ASAP to progress Lottery application. ALL
- Discussed whether final report should be circulated to all households or just respondents? Agreed to cost for all at this stage. Allow for 400 copies.
- Discussed presence at Weeton Show with Gazebo – manned or not manned. Possible opportunity for people to contribute to areas of interest?
- Discussed cash incentive to return questionnaires - £100
- Until we find a volunteer who can do the analysis and graphics we should allow in budget for employing someone to assist.
- Agreed to allow for banner / pop ups for Hall, Weeton Show etc
- 3.04 Option of school photo competition EL
- 3.05 There is a Gin and Beer festival at Almscliffe hall on 6<sup>th</sup> Oct. Good opportunity to launch the questionnaire / encourage engagement.
- 4.00 Questionnaire – agreed at this stage to work with 8 areas of interest previously circulated.
- 4.01 Reviewed other Questionnaires and thought a starting point would be to select the good parts of each.
- 4.02 PJ to try and draft first word version and circulate. Agreed at next meeting to start the process of working through. PJ
- 4.03 Pannal new questionnaire format looked good. Noted that a children's (7-17 years) questionnaire was separate and only on line.
- 4.04 Noted some questionnaires allow completion by multiple people – but makes the form more complex and difficult to know who has really filled in each item.
- 4.05 Considered possibility of one printed questionnaire to each household with an on line link for multiple access?
- 4.06 Noted possible GDPR issues. All
- 6.00 Agreed next meeting to be 7.30pm on 21<sup>st</sup> June in Almscliffe Hall – subject to others being available. ALL