



Weeton and Huby Parish Plan Steering Group



Steering Group Meeting 5

21st June 2018

Almscliffe Hall at 7.30pm

Present:

Derek Needham

Mark Wilkinson – Almscliffe Hall

Tim Jackson - Tennis and Bowling Club

Emma Littlewood – School Representative

Paul Jagger – Parish Council

Harwin Bosworth – Parish Council

Liz Meades - NYCC

Apologies

Jennifer Stacey – Craft Club and Talks Group

Simon Thomas – Parish Church

Item	Note	Action
1.00	Reviewed notes from last meeting. Actions – <ul style="list-style-type: none"> • Poster published in parish magazine • Posters distributed and put up around village • Contact list for all village groups - DN • Parish Map – L Meade to check copyright and email • Combined questionnaire had been circulated • PJ had updated programme • PJ had emailed Leah / Andy for thoughts on youth engagement 	
2.00	Publicity and Funding	
2.01	After further discussion with Lottery it appears that the application has to be by an organisation with its own bank account. All agreed best to ask PC if application can be in their name. Next PC meeting is on 3 rd July. PJ and HB to ask for approval.	PJ / HB
2.02	Lottery application must be at least 12 weeks prior to needing the funds. Timescales are now difficult as if the questionnaire is to be	PJ



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- circulated in early October with the Parish Magazine costs will be incurred during September which is less than 12 weeks from mid July which is the likely earliest lottery application date.
- 2.03 L Meade advised that she had responsibility for a fund (Inspire) with access to £1000 which could be used to fund the early costs. This should cover all the costs of preparing and circulating the questionnaire. Having a second fund should help secure Lottery funding.
- 2.04 PJ to submit application after PC meeting. LM advised usually takes a few weeks to process and the application could be by the Steering group with funds managed by the PC providing it is explained in the bid. PJ
- 2.05 PJ to progress Lottery application once PC approval received. PJ
- 3.00 **Budget**
- 3.01 An updated proposed budget had been circulated showing current expected costs at £3004.
- 3.02 DN circulated quotes from Smith Settle Printing and Bookbinding for £1131.30 to print 400 copies of a 24 page A4 document. A quote from Printzone was also circulated at £1360 for 400 wire bound final documents and £287 for colour A5 questionnaires. An alternative quote from PMD creative solutions (Baildon) was circulated for a total of £804. Pannal had used PMD .
- 3.03 PJ to update budget PJ
- 4.00 **Questionnaire**
- 4.01 The group considered splitting up to consider possible questions (one section per group) but agreed it would be better for all to be involved with all sections.
- 4.02 Section 1 – Leisure and recreation was reviewed and discussed with notes taken.
- 4.03 PJ to circulate updated draft questionnaire PJ
- 5.00 **Other matters**
- 5.01 Reminder that more detailed note needed for July / August magazine. All
- 5.02 PJ to circulate A5 version of poster PJ
- 5.03 Discussed if possible to have a banner or some publicity at Weeton show – probably not a stand. DN
- 5.04 Option of school photo competition for Summer term EL
- 5.05 There is a Gin and Beer festival at Almscliffe hall on 6th Oct. Good opportunity to launch the questionnaire / encourage engagement. All
- 5.06 Contact with Secondary school children still difficult. Contact at school bus stops.... All
- 6.00 Noted possible GDPR issues. All
- 6.00 Agreed next meeting to be 7.30pm on 12th July in Almscliffe Hall ALL