

## NP Meeting New Inn 15<sup>th</sup> Nov 7pm

Apols: Roy Taylor, Caroline Wildish, Pauline/John Tayler, James Kittow, Frank Lawson,

Present: Gill Butler, Kate Roberts, Becky Hughes, Emma Deacon, Paul Horsnell, Alison White, David Quoroll, Adrian Wildish, Alyson Parkes, John Page, David Hughes

### Table of Actions

Actions	Person	Status?
Contact CRCC and discuss with them what help/support they can offer, what their terms are and how we access their help	DQ	In progress
Update on website – who will build it, what it should contain etc	ED	In progress
Start preparing draft of leaflet for Jan distribution	AW	In progress
Start drawing up basic questionnaire for Jan distribution	KR	In progress
Start revising a draft of PowerPoint presentation for consultation (liaise with DQ)	BH	In progress
Start revising draft of ToR for discussion at next meeting	AW/DQ	In progress
Start investigating social media outreach and design logo	ED	In progress
Everyone share a picture and short profile of skills etc to share with committee	ALL!	In progress

### MINUTES

	Minutes approved? David, John P
	Matters arising? All covered on the agenda
Financial & Funding	All spending must go via T & P Parish Council
	Expenditure so far: Running Track invoice - £37.50 Printing, ink & paper costs - £14.97 Laminating pouches £6.79 This expenditure was approved by the Committee -
	5K has been put aside by T & P PC for the NP (funding from CC for NP's)
	Also some money from DH Community Chest funding from 2015 – Sally V has it – DH will sort
	Gill B could use some petty cash to support day-to-day admin
	Claire Hurley CRCC – they have secured some funding to help with initial printing costs
	Should we employ somebody to help with delivering the NP? Should the 5K go towards that?
	What would the role of a paid person be? Could we have a presentation from people? How much would it cost?
	DQ – will try to get his previous information from other NP; they also advertised for the role of Officer
	DH – yes we should share and advertise job; for audit purposes and transparency

	<p>of NP – can we draw up a job advert for help with questionnaire, finding funding, doing an action plan etc</p> <p>we need to advertise what role we need, what we can pay, what the terms are, what the contract is etc etc</p> <p>DH – very pleased to see new faces around the table!</p> <p>JP – we need to look at who else has been used with other organisations</p> <p>DH proposes that we agree to stick with CRCC for this first phase of the NP Process, for their help with the printing etc until we are clearer about what help we need and when, and then we can draw up a tender – DQ/JP second, agreed</p> <p>DQ – we need to set out very clearly that we have a transparent process and it is open and fair</p> <p>ACTION – DQ to contact CRCC and find out what the remit of their support is – what, how much etc</p>
<b>Committee Elected</b>	<p>Committee Roles: Chair/Vice-Chair to lead meetings and co-ordinate members, liaise with PC; Secretary to circulate minutes, manage paperwork, circulate updates, liaise with PC, oversee publicity etc; Treasurer – to keep money under control, record accounts, to liaise with PC.</p> <p>Secretarial: Becky Hughes, Emma Deacon, Alison</p> <p>Chair: David Hughes</p> <p>Vice Chair: David Quoroll</p> <p>Treasurer: Gill Butler/Kate Roberts assist</p> <p>Sub-groups? We need to find some experienced people who are willing to reach out to stakeholders/interested parties – for future discussion</p>
Tasks & Responsible Persons Assigned	<p>ToR: <b>Alison White/David Q</b></p> <p>Website: <b>Emma Deacon/John Page ACTION – Emma will get an update for next meeting</b> we need a web manager on the committee but the website doesn't need to be built by us! An opportunity to get young people involved?</p> <p><b>Social Media: Emma – needs login details/ admin rights (JP will help)</b></p> <p>Leaflet: <b>Alison</b> will lead; aim for January distribution</p> <p>Flyers/Questionnaires: <b>Kate</b> will have a look at the 'simple' questionnaire</p> <p>Consultation Poster: CRCC or another org/body</p> <p>Consultation Presentation (PowerPoint): <b>Becky</b> – basic template &amp; something for presentations; will liaise with Alison White on leaflet</p>
Leaflet & Questionnaire	<p>Leaflet – do we send out a questionnaire with the leaflet? Full or mini? DQ wants to emphasise the slow process of developing an appropriate questionnaire; Alison says we need to emphasise what the process is about and promote the NP Process; can we use a combination of digital and paper process including social media to get a decent response. Committee is willing to invest in raising profile of survey on committee. Emma will ask her husband to look at improving the logo/brand.</p> <p>Questionnaire – how can we get the reach of the survey even wider? Approach groups, doorknock with an ipad, go through the shop, church &amp; library, have some in the village hall, distribute through school, WI, prize from James Kittow (ACTION Kate to ask JK)</p>
Accessibility Aim	<p>*From the outset we are intending to make this whole process accessible to everyone in our community – meaning through visual information, language, presentation and engagement. This will be a key element of our NP Process*</p>
AOB	<p>AoB? Marketing on next week (ACTION Becky to chat with Karen Barnett); draft of leaflet to be prepared for next meeting – comments in advance; decide who is printing the leaflet; ACTION – ALL – prepare a short profile of skills/experience for other committee members;</p>

	NP Committee agreed to define what is quorate? 6 committee members out of a max committee size of 20 (currently 17?) agreed
Date of next meetings	Tuesday 29 <sup>th</sup> November 7:15pm; Tuesday 10 <sup>th</sup> Jan 7:15pm New Inn
For next Agenda?	Update on Actions; Latest draft of leaflet; who will be printing the leaflet; timeline of whole project; committee & sub-groups; ToR, progress on questionnaire; funding; CRCC

# Community Engagement

Social Media

Leaflet

Website

Events & Talking

Questionnaire

Presentation

Poster