

Cockshutt-cum-Petton Civil Parish

Community Led Plan-Steering Group (SG)

Minutes of meeting held at 7.30pm Thursday 7th December 2017 at The Millennium Hall

Present:

Penny Inglis, Steering Group

Ian Webb, Steering Group

Loft Longhurst, Steering Group

Linda Baumgartl, Steering Group

Ewan Williamson, Steering Group

Renee Wallace (RW), Shropshire Rural Communities Charity (SRCC)

1. Public participation
 - No members of the public attended
2. Apologies for absence
 - None
3. Minutes of last meeting
 - Agreed & signed by the Chairperson
4. Parish Council (PC) requirements regarding SG meetings
 - PI had a copy of the Terms of Reference for the SG that had been issued by the PC's previous Clerk in June 2017. PI to forward a copy to IW.
 - SG meetings are to be open to members of the public who are welcome to join in and contribute to the proceedings and the creation of the CLP.
 - Minutes of CLP meetings are made available to the PC Clerk for publication.
5. Finance Lead
 - Linda Baumgartl will liaise with Lynda McCormark (PC Clerk), which will be our formal link with the PC on financial matters.
 - All expenditure by the SG shall be approved beforehand through the link above.
 - All claims for approved expenditure must be presented via a VAT receipt.
6. Review of Questionnaires
 - PI had summarised all the reviews of the 3 sample village questionnaires that had been done by SG members and the additional volunteers and sent this to RW
 - RW had produced an annotated draft questionnaire that all present then started reviewing on a line by line basis. With approximately half the questions reviewed it was agreed that the SG would review the remaining half at the next SG meeting.
 - SG members agreed to prepare for this by doing their own line by line review in advance of that meeting.
7. Review of timetable for action
 - It was agreed that the programme set out last month would slip by 1 month.
8. Date of next meeting
 - 7.30pm at the Millennium Hall on Thursday 4th January 2017
 - LB will confirm the next meeting date with the Village Hall Booking Clerk, Rosemary.