

Cockshutt-cum-Petton Civil Parish

Community Led Plan-Steering Group (SG)

Minutes of meeting held at 7:30pm Thursday 7th July 2019 at The Millennium Hall

Present:

John Cooling, Parish Council

Ian Webb, Steering Group

Penny Inglis, Steering Group

Ewan Williamson, Steering Group

1. Public participation
 - No members of the public present
2. Apologies for absence
 - Loft Longhurst
3. Minutes of last meeting
 - Approved & signed
4. Printing and distribution of plan
 - 360 copies of the final plan and envelopes have been printed and received
 - Steering group members and volunteers have agreed to deliver copies to each household during the period 8th- 10th July 2019.
 - SG members are to email all other SG members on completion of their assigned area or if further copies are required. Any surplus copies should be re-assigned as required or returned to the PC Chair.
5. Finances
 - The total cost of printing 360 plans and envelopes was £494.20 (incl. VAT as appropriate)
 - The final budget and cost for the production of this plan is attached at annex A.
6. The SG Chairman thanked all SG members for their contribution to the development of the plan, as did the PC Chairman.
7. Date of next meeting
 - Thursday 2nd April 2020 at Cockshutt Millennium Hall at 7:30 pm.

Annex A

Cockshutt Cum Petton Parish Council							
Community Led Plan							
	<i>Parish Statistics</i>	<i>Cockshutt</i>	<i>Petton</i>	<i>Totals</i>			
	<i>People</i>	859	87	946			
	<i>Households</i>	350	34	384			
			<i>No of returns</i>				
	Return Rate	40%	154				
	<i>% of returns done on-line</i>	20%	31				
	<i>Returns done on paper</i>		123				
Budget & Final Cost for production of the CLP							
Sum set aside in PC's Budget		£ 1,500.00					
Activity	Costing Assumptions	Budget Cost (exc VAT)	Actual Cost (Inc VAT)	Actual Net Cost	Actual VAT	Check total	Source of information
Mad-sad-glad printing questionnaires		£250.00	£284.00	£ 236.67	£ 47.33	£ 284.00	FS 10 May 2018
Survey Monkey fess							
RCC Support in drafting Questionnaire		£0.00					
Printing Questionnaire	Quote from Maxwells	£143.00	£149.08	£149.08		£ 149.08	Un presented Cheque value Bank Rec 12 July 2018
or distribution of Questionnaire by hand	15p/FP+ 5p/Del envelopes= £76.80	£76.80					
Return of completed Questionnaire online	One-off charge for 20% of the returns, no cost for data input= £25+VAT	£30.00					
Either return of Questionnaires by post-FP Envelope postal charge	Paper returns part of a 40% return at £1.00 each=£122.80						
Or return of Questionnaires to collection boxes that we establish plus postal return	Assume 50% of paper returns are still posted back to us=£61.44	£52.08					
Data input by RCC	Say £1.80 per Paper Questionnaire	£221.18					
Reporting by RCC	Flat Fee £500	£500.00	£939.54	£ 782.95	£ 156.59	£ 939.54	Bank Rec 07/11/18-Unpresented cheque to RCC for £ 939.94 which is assumed to include VAT.
Posting Completed Plan on Website		£0.00					
Printing a copy of survey report for each SG member			£11.00	£ 11.00		£ 11.00	Bank Rec 07/11/18-Unpresented cheque to I Webb for £11
Printing Completed Plan	Say a summary to all houtholds at 30p each plus envelopes	£127.00	£494.20	£ 487.00	£ 7.20	£ 494.20	Actual cost for 360 Plans & printed envelopes from Maxwell Bussey (no VAT on booklets, but VAT on Envelopes.)
Distribution of Completed Plan	Assume included with "Parish Matters" hence no cost	£0.00					To be delivered by hand, without cost.
Prize Draw	Say £50, £30 & £20 prizes-assuming we don't get a sponsor for this?	£100.00	£100.00	£ 100.00	£ -	£ 100.00	FS 13/09/18 £249.08-£100 prizes with zero VAT
Totals		£1,500.06	£1,977.82	£ 1,766.70	£ 211.12	£ 1,977.82	