

Steering Group Meeting 3rd May 2019 at 10.45am at the Community Centre

Present Cllrs D Webb (Chair), J Greenwood, D Coe(Part of meeting), S Shepherd and Secretary

1. **Apologies** - BW
2. **Declarations of interest** - None
3. **Approval of Previous Meeting Notes** – 9th Jan, 6th and 13th Mar

Chair asked these to be discussed at the end of meeting as there were a lot of items on the agenda to deal with and she felt that it would slow the meeting down. However due the length of the meeting these items never got discussed properly and will be held over until the next meeting as it was felt there were still some issues so Mar minutes couldn't be agreed. Secretary had not been advised of these so would now have to wait until next meeting which the group agreed was not ideal and needs to be rectified as soon as possible.

4. Actions Outstanding from last meeting – 13th March 2019

- Website – Secretary had made good progress with updating site, still some work to do, been delayed slightly due to extra meetings this week but was hoping to have completed by next week as her availability would be less after this. SS to still send Vision and Objectives results from last year's exhibition. **Action SS**
- Parish Chairman had responded to Messing so JG didn't feel that he needed to send anything further as originally planned
- DW and JG had met with a local business regarding possible relocation in the future and details had been sent to all members of the response from the business.
- Response form had not been sent on to the Secretary for comment by the WG as agreed **Action SS**
- SS had stated she had some information for Consultation document to be forwarded **Action SS**

5 Outstanding Actions from previous meetings

Precis/Statements not completed as considered unnecessary now so was agreed to disregard this

Process of analysis report Nov 17 **(Action SS)**

Schools Analysis Report Nov 18 **(Action SS)**

Youth Questionnaire Results Nov 17 **(Action SS)**

Will be completed as time permits

6 Updates of Meeting 29/4/19 and 1/5/19

Chairman reported that herself, JG, Secretary, Clerk, VC and Chair had met on the 29th April to try and sort out issues between office and S Group. It was agreed that Survey Monkey could be purchased through the office and arrangements needed to be arranged to set this up asap as Clerk would be on annual leave. The 2018/19 accounts would be distributed by Secretary but still to be agreed with Parish Figures. The NP Chairman was also informed by the Clerk that the meeting that she wished to hold on the 8th May 19 would not be able to go ahead as the councillors would not be back in office until after 13th May 19 and that they could do nothing next week as they are not officially councillors. The Secretary then advised that due to this, the agenda could not be published in time for the next meeting that Group wished to hold with the Working Group

Secretary had reservations about a letter that had been sent to The Parish Council Chairman by the Steering Group regarding herself and felt that quite a lot of it was incorrect and was unhappy about it. The Chairman stated that it was sent from her, without the Steering groups agreement and was sent onto them afterwards, and although it wasn't meant as a criticism of the Secretary, she took full responsibility for it. As DW and Secretary hadn't come to any satisfactory conclusion after speaking about it at two previous meetings Secretary would put her responses in writing to the points that were made rather than verbally discussing it further. Neither herself or the Clerk were happy with the letter and Secretary wish this to be noted on record

7. Correspondence

Letter received acknowledging the end of grant report had been completed and grant had been repaid back (£6352.25)

Letter received from Tollesbury requesting information regarding information about policy writer

8. Time Scale plan (not discussed)

9. Finance/ Grant

Secretary gave out expenditure sheet for 2018/19 which showed overall cost of £9650 being spent (this still needs to be clarified with Parish Accounts). Borough Councillors allowance of £1500 had not been spent, and £1322.75 had been spent out of the £7675 grant money claimed.

As secretary had been waiting for some more detailed information regarding Survey Monkey and whether we could pay monthly or yearly she had not put out the total expenditure required for the exhibition to the SG. There were also some issues regarding costings of the response form. As per the notes of last meeting balance was agreed to be sent back so that we could claim additional funds. However, since the last meeting Grant provider had advised there would be a delay in accepting grant applications that were originally going to be accepted from April 19, definite dates had not been announced at the time of this meeting, but provisional dates of early to mid- May. The Secretary advised against using Parish reserves for exhibition costs as

contingency costs required could be quite high, also as if plan is accepted we would probably not utilise all the grant money which wasn't making good use of public money. The three members left were unanimous in agreeing that they we wouldn't need to go to re-consultation and that they needed to get this through for protection against the Gladman Appeal so should use Parish Funds. Secretary also advised that none of the required expenditure had been agreed by full council and that the individuals/group had no power to spend money not ratified by Council.

10. Future Consultation dates

Without formal agreement the SG had requested that consultation dates were agreed at Parish Council and Secretary was informed that Parish Council were insistent that they go ahead, regardless of grant funds, which was agreed at the meeting. SS stated that as the date was agreed by council we should be going ahead, and shouldn't be discussing it any further and should go ahead. After a debate regarding whether to go ahead with the consultation, as well as considering the Parish Chairman's letter explaining that the perception that the Parish Council would fund any shortfall whatsoever was not true, JG proposed they go ahead with both SS and DW in agreement. The Parish Council meeting of the 22nd April agreed that it was imperative that the NP consultation should go ahead on the 8th June even if it meant full grant funding was not available. Subject to hall availability dates would be June 8th with opening times of 10am – 3pm, 12th June and 10th July 5pm – 8pm

It was agreed to ask the Library and Staines whether they would take plans and hold collection boxes. There was some discussion regarding putting forms in envelopes, this would obviously come at a cost and would be investigated. **Action Secretary**

Secretary was also informed that JG had asked a member of the WG whether he would be able to print 24 A1 posters for the exhibition free of charge, as he had done the posters for the previous exhibition in 2018.

11. Agreement of on-line Platform

It was agreed to use Survey Monkey and accept the monthly package of £35 but did come with a fee of 15p per response over 1000 responses a month. If a yearly subscription was taken there was no additional charge for extra responses. A testing period would be required and SS to send details to Clerk for account to be set up as soon as possible. SS requested that she be given a password to use the account for testing and then password changed when it comes back to the office before going live.

12. Agreement of response form

Agreement to proceed with form produced once a couple of amendments made. Secretary stated that we should be asking people if they wish to go on our database, SS to put some wording to include contact us, rather than taking details as this could lead to further data protection issues. SS to send updated form to Clerk and Secretary. Secretary was concerned that people were being told they must give their name, she had been told that people don't have to give their names/addresses for this type of

form. Secretary was asked to forward form to WG which should have been reviewed by the group on the 6th March, but not ask for their comments Action SS/Sec

13. GDPR guidelines for online platform

SS read out what had been put on the form and would need to be agreed by the Clerk. This was to be sent as soon as possible as clerk had not seen it and would be going on leave soon Action SS

14. WG Update

JG had drafted an update, a few amendments were made and would be forwarded to the Secretary for sending to the Group Action Secretary

15. Future Press Release

JG had drafted a press release, a few amendments were made and would be sent out to the Parish Chairman and Clerk for agreement

16. Dates of Future SG/WG meeting

Next Working Group Meetings 22nd May 19 (informal)/29th May 19 (Agenda) and 5th June 2019

All WG meeting dates after 5th June until the end of July cancelled as will be under consultation period

Scheduled SG meetings for June and July would be cancelled due to them being evenings chosen for Consultation

Secretary stated that she would be on leave from 15th May, returning to the office on 22nd May 19

Meeting closed at 3pm