

Minutes of the 4<sup>th</sup> Meeting of the Steering Group (JPPSG) for the Great Bealings, Little Bealings and Playford Parish Plan(s) held on 3 July 2007 at 7pm in the Admiral's Head

**Steering Group members present:**

Anne Seward (Chairman), Chris Chestnutt, John Day, Ferial Evans, Tracy Hanson, Phil Holmes, Colin Hopkins, Joan Metcalfe, Tom Norfolk, Paul Norris and Sarah Wilson

**Also present:**

Carol Ramsden (Minute taker)

**RESPONSIBILITY  
FOR ACTIONS**

**1 APOLOGIES and DECLARATIONS OF INTEREST:**

**Apologies:** Peter Carr, Jonathan Keer and Robin Sadler

**Declarations of Interest:** None, but see item 6. 2) below

**2 MINUTES OF THE MEETING HELD ON 19 JUNE:** Approved as drafted

**3 MATTERS ARISING FROM THE MINUTES:**

**Appointment of Secretary:** It was noted that Carol Ramsden will continue to take the minutes of JPPSG meetings on a voluntary basis, and that Anne Day has offered to provide cover as a volunteer when available. Minutes and other papers will be distributed by the Secretary. PH

**Appointment of Treasurer:** JM confirmed that, as the post did not involve preparation of the budget, she is able to continue as Treasurer. JM

**4 TERMS OF REFERENCE:** A draft JPPSG Constitution had been distributed by the Secretary. It was AGREED that:

- 1) in future reference will be to the JPPSG's 'Constitution', not 'Terms of Reference'
- 2) the draft Constitution be approved, subject to the following amendments:
  - a) to clarify that individual/group representations will not be accepted in person at JPPSG meetings
  - b) to include information on the means of dissolution of the JPPSG
  - c) to clarify that the JPPSG acts on behalf of the three parishes, not the Parish Councils
  - d) to authorise limited expenditure by volunteers between JPPSG meetings and to require receipts for expenditure wherever possible

**5 REPRESENTATIVES FOR WORKING GROUPS**

It was AGREED:

1) to appoint representatives as follows

a) **Stakeholders Working Group:**

- Gt Bealings: Paul Norris
- Lt Bealings: Colin Hopkins

PN/CH/JD

- Playford: John Day
- b) **Residents' Survey Working Group:** RS/PC/TH/JM
- Gt Bealings: Robin Sadler
  - Lt Bealings: Peter Carr
  - Playford: Tracey Hanson/Joan Metcalfe

- 2) that the detail of the work to be carried out by the SWG and RSWG will be drafted by the Groups for consideration by the JPPSG PN/CH/JD  
RS/PC/TH/JM
- 3) that draft Terms of Reference for the SWG and RSWG will be prepared and distributed by the Secretary PH

It was noted that, despite the JPPSG having a member with professional consultation skills, Suffolk ACRE was still very keen for it to be represented at a Consultation Workshop to be held on 14 July, at a cost of £10 per delegate. It was also noted that the JPPSG had no funds until Suffolk ACRE approved a budget and granted funding.

It was therefore AGREED that:

- 1) Phil Holmes will attend the Consultation Workshop on 14 July PH
- 2) Gt Bealings, Lt Bealings and Playford Parish Councils will be asked to approve the transfer of £50 funding to the JPPSG (ie to Playford Parish Council bank account) to cover the cost of the Workshop and provide some other short term funding. This amount would be representative of the 5% funding the Parish Councils were required to contribute to the Parish Plan budget and could be adjusted once the budget was finalised as necessary. JM/Parish Council  
representatives

## 6 BUDGET

PH had distributed a draft budget, based on the models provided by Suffolk ACRE for different sizes of parish (Appendix 1 attached).

During discussion points made were:

- the draft budget total was broadly in line with that estimated by Suffolk for three parishes
- care was needed as funds could not be transferred between budget headings later
- there was a need for the budget to be transparent
- the amounts required for laminated maps, hire of display boards, printing of the final Plan(s), data entry/analysis and translation for ethnic groups needed some adjustment
- external funding needed to be included and this could be volunteers' time and/or goods in kind, such as the use of the Admiral's Head for JPPSG meetings, volunteers' time and members' own IT provision

It was AGREED that:

- 1) the Secretary will prepare a final budget for approval at the next JPPSG meeting PH
- 2) it is not appropriate to hold any local fund raising event, but all members will provide details of local businesses which could be ALL MEMBERS

approached for funding for the next JPPSG meeting (John Day declared an interest in this item as a fund raiser for local charitable causes.)

- 3) the Secretary will draft a letter to be sent to local businesses seeking funding (eg questionnaire sponsorship) for approval at the next JPPSG meeting PH
- 4) CC, JD and PN were familiar with various other Parish Plans and will research where these parishes had found external funding CC, JD,PN

## **7 ANY OTHER BUSINESS**

### **Use of the Admirals' Head for JPPSG Meetings**

It was noted that the pub had not known that a meeting was to be held on 3 July. Although there was no difficulty in continuing to meet at the pub, this was dependent upon there not being any bookings taken for the room.

It was AGREED that:

- the Secretary will provide the Admiral's Head with a list of JPPSG meeting dates PH

## **8 FUTURE JPPSG MEETINGS**

It was AGREED that:

- meetings will be held every three weeks for the foreseeable future: on Wednesdays, from 7.15pm to 8.30pm in the Admirals' Head.
- future meeting dates would therefore be 25 July, 15 August, 5 September and 26 September. (The Chairman on Wednesday, 25 July will be Sarah Wilson.) SW