

Steering Group members present:

John Day (Chairman for items 1 and 2), Chris Chestnutt, Jonathan Kerr, Phil Holmes, Joan Metcalfe, Paul Norris, Hilary Wilkinson and Sarah Wilson (Chairman)

**RESPONSIBILITY
FOR ACTIONS**

1 APOLOGIES:

Eric Barnett, Anne Beck, Ferial Evans and Anne Seward

2 MINUTES OF THE 34th MEETING HELD ON 18 MARCH:

Approved as amended.

3 MATTERS ARISING/ACTIONS FROM THE MINUTES/PREVIOUS MINUTES:

Review of Draft Plan

JD had passed wording to PH and it had been included in the revised Plan and distributed to JPPSG members for comments

Terms of Reference (ToR) for AMG

PH had revised the ToR to state that members will serve for a period of two years, unless Parish Council endorsement is revoked sooner, after which time new volunteers will be sought. It was AGREED that:

- The ToR will be revised to state that three members, one from each parish, will constitute a quorum

PH

Final Review of Draft Plan

PH reported that Annette Gray had agreed the final draft of the Plan, subject to the AMG producing a detailed Action Plan within four to six weeks of its first meeting.

PH had made the Plan available to all members of the JPPSG via the weblink; no further comments had been received.

Plans for Exhibition

CC, PN and PH had established that no display boards were available for the Exhibition, but the Angela Cobbold Hall had five boards which could be adapted for use.

CC and PH had met to discuss the Exhibition material. See item 7 below. CC had not yet prepared posters.

JD had arrangements for the Exhibition in Playford Parish Hall in hand and had arranged publicity in the Benefice Magazine.

PH had not yet arranged for the Plan to be printed.

PH had prepared a Summary of the Plan. See item 8 below.

Any Other Business

PH had arranged for the Buffet Reception to be held on the Admiral's Head on 13 May. See item 9 below.

4 SECRETARY'S REPORT

None.

- 5 TREASURER'S REPORT**
 JM reported that she will prepare accounts for the final meeting of the JPPSG on 13 May, although the costs of the Buffet Reception and Plan printing may be outstanding. Playford Parish Council required a year end account as at 31 March. JM
- 6 REVIEW OF DRAFT TERMS OF REFERENCE FOR AMG**
 See item 3 above.
- 7 REVIEW OF PLANS FOR EXHIBITION**
 It was AGREED that:
 PH and CC will arrange for the Plan to be displayed on the boards on the day and for the boards to be suspended PH, CC
 PH will print headings for the boards. PH
 Members of the JPPSG will attend from 9am if possible, but from 11am if not. All
 PH, CC and HW will move the boards to the Admiral's Head on the morning of Tuesday, 28 April. PH, CC, HW
 JD will arrange with PN to move the boards to the Playford Parish Hall on 29 April JD, PN
 As PN is unavailable to move the boards back to the Angela Cobbold Hall on 2 May, JD will investigate whether they can stay in the Playford Parish Hall JD, PN
- 8 SUMMARY REPORT**
 This was AGREED with minor amendments.
- 9 ANY OTHER BUSINESS**
 It was AGREED that:
- PH will invite Annette Gray, the Parish Councils, District and County Councillors, Sponsors and the volunteers to the Buffet Reception on 13 May PH
 - JM will finalise the Reception food and drink arrangements with the Admiral's Head one week beforehand JM
 - The Volunteer Co-ordinators will email PH the volunteers' contact details JK/PC/TH
PH/EB
 - PH will ask EB to give a short address at the Reception All
 - The JPPSG will hold its final meeting at 7.15pm on 13 May and the Reception will start at 7.30pm