

# NORTH ELMHAM COMMUNITY PLANNING GROUP

## Minutes of the fourth meeting held in the Sports Pavilion on Wednesday 15<sup>th</sup> April 2009 at 7.30 pm

Present: Peter Wade-Martins (PWM)  
Peter Smith (PS)  
Martin Sullivan (MS)  
Meg White (MW)  
Nicholas Varnon (NV)  
Mike Wyatt (MWy)  
Linda Richmond (LR)  
Martin Budgett (MB)  
Martin Phillips (MP)  
Ivan Ball (IB)  
Sue Ball (SB)

Apologies: Becky Clayton (BC)

### Action

#### 1. Matters arising

- i) The minutes of the 11<sup>th</sup> March 2009 meeting were approved.

#### 2. Links with Parish Council

A lengthy discussion took place about how the group should move forward in relation to recent difficulties with the Parish Council. Two proposals were put forward:

1) That the NECPG should produce its own constitution and set up its own bank account. This would also enable the NECPG to apply for a number of grants which are unavailable if the Parish Council is acting as banker on its behalf.

2) That the Chair, Vice-Chair and any other members of the Parish Council who wish to attend are invited to the next NECPG meeting. This would provide the opportunity for concerns and questions to be raised by the Parish Council in order that the community planning process can be explained again and any misunderstandings about the purpose of the group clarified.

The two proposals were voted on. Proposal 1) received four votes in favour and five votes against. Proposal 2) received five votes in favour and four votes against.

It was agreed to send a formal invitation to the Parish Council for the next NECPG meeting.

**SB**

#### 3. Roger Atterwill – Swanton Morley's experience of a Village Appraisal

Roger Atterwill (Chairman of Swanton Morley Parish Council) had offered to come and talk to the NECPG about how the process of conducting a Village Appraisal had worked in Swanton Morley. Roger provided copies of the completed Swanton Morley Village Appraisal and talked about the process of consultation, completion of questionnaires, and the outcomes of the project. He emphasised the benefits of village-wide consultation and how useful the information could be to the Parish Council in helping them make future decisions. A consultation process collects views from many people who may

otherwise not have the chance to contribute and identifies what is good about the village that people wish to retain as well as highlighting areas which could merit improvement if appropriate funding were to be available. Roger offered to attend the next meeting to talk with the Parish Councillors who it is hoped will attend.

#### **4. Update from Elmham News regarding website**

A meeting of the Elmham News Committee had agreed that they wished for a formal letter of agreement to be produced setting out the editorial and financial responsibility for the website. Additionally the Elmham News Committee wished to review viability of the website on an annual basis.

It was agreed by the NECPG that a letter would be sent to Mrs J Fletcher, Secretary of the Elmham News Committee, welcoming the agreement of Elmham News to take ownership of the website which has resulted from initial NECPG work. Financial and editorial responsibility will belong to Elmham News, and therefore any future decision as to viability of the website is also that of Elmham News.

**SB**

If funding is obtained for a computer and printer for the Post Office this will be entirely separate and is not the responsibility of Elmham News to either fund or maintain.

#### **5. Fundraising update**

##### **i) Applications:**

**BT** – grant for computer equipment. This application will shortly be ready to submit.

**Norfolk Community Foundation** – advice had been provided by the grants officer for this organisation, and the suggestion made to apply for the Grass Roots grant of up to £500 rather than a larger grant. This application requires a constitution which had been drafted for approval by the NECPG.

**Awards for All** – This grant could be for a sum between £300 and £10,000.

All of the above applications require a copy of the group's budget.

##### **ii) Constitution:**

LR had prepared a draft Constitution for consideration by the NECPG. Roger Atterwill suggested requesting a copy of the Parish Council Standing Orders relating to Financial Procedures in order that we can ensure we comply with any requirements as the Parish Council are acting as banker. It was agreed to request this from the Clerk of the Parish Council. The following wording will also be added to the Constitution:

**SB**

'We will abide by the procedures and Standing Orders of North Elmham Parish Council in all financial transactions'. A copy of the Constitution will be sent to the Parish Council for comment.

**LR**

The Constitution was adopted by the NECPG subject to the above amendment being incorporated and also subject to any comments from the Parish Council.

#### **6. Draft budget**

The budget was discussed and amendments agreed. MWy confirmed that there are no further labour costs to be submitted in connection with the website.

The budget will be updated to incorporate the amendments and formally presented for approval at the next meeting.

**SB/LR**

**7. The Consultation Process**

PS talked about the process and how this should be approached. It was agreed to write to all businesses, organisations, clubs, associations, the school, surgery, PCC, Parish Council etc. to explain the role of the NECPG and ask them to respond with any questions they would like included in the consultation questionnaire. MS agreed to take on this task. PS agreed to provide a template for the letter. MS requested that any lists of contacts, particularly those held in an electronic format, be sent to him to aid compilation of the mailing list.

**MS/PS**

**Date and Time of Next Meetings:**

Wednesday 20<sup>th</sup> May 2009 at 7.30pm in the Pavilion.

Monday 15<sup>th</sup> June 2009 at 7.30pm in the Pavilion.