

Minutes of the Hunton Parish Plan Steering Committee – 15 June 2011 8pm at Hunton Village Club

Present: Mrs Sue Heaton (Chair), Mr Guy Oliver, Mrs Kathy Reid (Treasurer), Mrs Barbara Wright (Secretary)

In Attendance: Mr D Farman

Apologies: Mrs A Ellman-Brown, Mr D Heaton, Ms D Martin (Events Co-ordinator), Mr N Parsons, Mr Simon Reid (Questionnaire Co-ordinator), Mrs Sue Wood

Welcome and Apologies

1. The Chair welcomed everyone attending the meeting. Apologies were received from the list above. The Committee could not form a quorum at this meeting, instead the meeting was held to update members of the Committee on current progress.

Minutes of 11 May 2011 – Actions arising

2. The minutes of the meeting would be agreed at July's meeting.
3. **Paragraph 16.** The Secretary had contacted Mr Patey with adjustments to the Parish Plan.
4. **Paragraph 21.** The Secretary had invited Mr Sawtell to the July meeting and Mr Adams had accepted the invitation to attend.

Treasurer's Report

5. The balance of the account was £1170.89 that included a previous payment made to Mr Patey of £475. The Treasurer wrote a cheque for £218.40 to Stuart Morris for the bags. £25 would be used as a cash float for the fete.

Working Group Reports

School Sub Committee

6. Nothing to report.

Events Working Group

7. The notes from the meeting held on 31 May had been circulated to Committee members. The bags were ready for the fete and shown at the meeting. The Chair explained that the cost of producing the bags had risen significantly and the sale price would have to reflect this. In view of this the cards had not been ordered. The illustrator would require 5% on the sale of the merchandise and an example of it.
8. The paperwork was collated for the Parish Plan Stand and the Treasurer would laminate them.
9. Mrs Ellman-Brown had kindly supplied the buttons for the competition and work was underway on the Treasure Map.

Parish Plan Development Group

10. The Parish Plan had been displayed at the Parish Council AGM. The Parish Plan was in the process of being printed and would be ready in time for the launch.
11. The Secretary would contact Mr Patey to ask for the final version of the document in pdf. **Action: Secretary**

Questionnaire Development Group (QDG)

12. Nothing to report.

Any Other Business

13. The Chair and Secretary both expressed a wish to step down, providing successors could be found, although both would still remain on the Committee. The Chair would produce an article for the Herald asking for new members to join. There would also be the option for residents to register an interest at the Parish Plan stand at the fete. **Action: Chair**
14. It was felt that the Philips Fund enquiry form could wait until Mr Adams attended the meeting next month. The deadline for the application was 2 September, however there was an initial screening process that would have to be undertaken. **Action: Chair**
15. The Secretary would email a copy of the Constitution for all Committee members to review, especially the section on forming a quorum. This would be discussed at July's meeting. **Action: All**

Date and Venue of Next Meeting

16. It was agreed that the next meeting would be held on **Wednesday 20 July 2011** in the Hunton Village Club at 8pm. This and all future meetings are to be open meetings for anyone to attend.