

Wolston Neighbourhood Plan
Minutes of Co-ordination Group meeting 24th July 2018, 7pm
Held in the Half Moon.

Present: Tim Willis (acting-chair), Tracie Ball (Finance), Bob Grainger (Housing), Clare Malyon (Built Environment & Natural Environment), Gillian Waddilove (secretary); Dave Smith (Infrastructure & Economy)

1. **Apologies:** Jock Rainey (chair) Jessica Ramsay (Comms & Engagement, Community Sports & Leisure)
 Minutes of the meeting on 26th June will be presented next meeting. GW

2. **Progress on Project Plan:** TW, Project Manager, reports no change until the grant submission is completed. TB is waiting for 2 quotations for website design and needs to liaise with NP re the work included for Avon Planning Services. TB, CM
30/7/18?

3. **Revision of Terms of Reference:** We have read through the amendments to the ToR re Finance and Admin, sections 7.3 and 7.5, and we agree to accept TB's suggested wording. GW will clarify by copy of the wording to RG, which subsequent amendments by RG we accepted. RG will provide wording for an additional clause at point 4.7. He will then produce a clean copy to be circulated to all currently on the mailing list for the Steering Group. GW
28/7/18
RG
4/8/18

4. **Working Group Reports:**

Finance: see above under item 2.

Housing: the group is working on policies, with an initial target date of 6th August, which will be indicative of their final intentions. RG & CM have had a meeting to discuss overlap between their groups. On village design principles, Built Environment wg will lead; principles of good design and heritage assets will be within Natural Environment wg.

Communications & Engagement: GW will make contact with JRa this week to talk about work in her areas of responsibility. CM is going to the Allotments association Barbeque on 29th July as a patron, and will invite comments about the allotments site and the other 4 suggested as LGS, GW
30/7/18

Infrastructure & Economy: no progress can be made on the Business questionnaire until grant funding is in place. TW suggested that DS and his wg look at the skeleton plan alongside the Claverdon NDP, to consider what they need to include. DS
7/8/18

Natural Environment: / Built Environment: CM has sent an email to the NDP Mailing List, asking for comments on the 5 areas proposed as Local Green Spaces. RG has produced a map in .pdf format labelling all the areas proposed. CM will introduce the matter on the Facebook page shortly. CM 1-
7/8/18

Community, Sport & Leisure: RG has come across a document setting out what villages should have in this area, which he will send to GW for circulation to the CG. RG
30/7/18

5. **Any Other Business:**

(i) as RG included in his Housing wg report for the SG meeting, we have no objectives for the Plan. TW suggested that while we wait for the grant, all wg leads work up strategic objectives, using the other plans available to us, and try to develop a list to share at the next CG. Wg leads
20/8/18

(ii) We suggested a number of people to approach about being on the re-formed SG, and will finalise a list to go to the SG in September.

From the CG we suggest: CM, DS, JR – GW will try to speak to him; failing JR, then TW. GW

Others, with initials of the CG member to approach:

Kevin Payne	TW
Keith Francis	TW
John Church	CM (DS has already spoken & JC accepts)
Paul Jennings	
Roger Ingles	CM
Wendy Gilsenan	RG
Laurie Wright	
Neil Moore-Smith	TB
Latoya Flanagan	
Sally Beament	TW
Jim Griffin	DS (JG accepts)
Geoff Henman	TW
Lesley Blay	GW
Jake Huddleston	
Michael Smiton	TB
Caroline Rothwell	TB

30/7/18

All –
report
progress
to GW
by
10/8/18

5.

Dates of next meetings:

CG: Tuesday 28th August, 7pm, in the Rose & Crown if available. (CM/TB will check please)

SG: Tuesday 14th August 7.30pm in the St Margaret's Church Rooms.

Next PC is on Thursday 2nd August.

CM/TB
4/8/18

6. The meeting closed at 8.15 pm.

4.3 Expenditure - commitment: The NDP-WG does not have any delegated authority for financial commitment. NDP-WG purchase requirements shall be submitted to the Co-ordination Group member responsible for finance, who shall ensure that all purchase requirements comply with the relevant PC procedure. The purchase requirement shall then be agreed and minuted by the Steering Group. The Co-ordination Group member responsible for finance shall pass the request to the PC Clerk to enable authorisation to be obtained in accordance with the Wolston PC Financial Procedures¹. A justification for the purchase request is to be provided and in all cases for proposed expenditure greater than £250, a minimum of two quotes is required against an agreed specification or Scope of Work. In cases where it is only possible to obtain a single quote a clear justification for this shall be supplied. All orders shall be placed by or on behalf of the Clerk to Wolston Parish Council;

7.5 Expenses: Where it is considered necessary personal expenditure may be expended and reclaimed as expenses subject to the following conditions:

- a) any need to incur personal expenditure up to £50 shall be agreed in advance by email from the Co-ordination Group member responsible for finance;
- b) the Co-ordination Group member responsible for finance, shall ensure that all claims shall comply with the relevant PC procedure.
- c) all requests for reimbursement shall be made, and processed in accordance with 4) above. All expense claims shall comply with the relevant PC procedure, including a signature for 'Goods Received'.² The completed expense claim shall be passed to the PC Clerk who will arrange for authorisation for payment and the claim will be settled by the PC Clerk and payment made by cheque. The PC Clerk will notify the finance person / claimant when the cheque is ready for collection from the PC office. Note that the Parish Council does not have a cash float and neither receives nor pays out any amounts as cash;

¹ Wolston PC Financial Procedures, (Rev 1, May 2017) Para 4.1;

² Wolston PC Financial Procedures, (Rev 1, May 2017) Para 5.3;