

Minutes of the Kingswear Neighbourhood Plan Group

Date May 16th 2016 **Time** 1030am **Place** Sunny Cottage

Members attending

Eileen Parkes, Jan Henshall, Lucy Payne, Liz Essex,

Apologies

David Macilrath

Declaration of Interest None

Topics Discussed

- 1) Minutes of March 21st 2016 agreed and signed by Eileen.

Report from last meeting's actions

Actions	By whom	Report
Website: Eileen will relay to Andrew headings we agreed in the meeting. Also ask Mike Stevens to put a link on the parish web page.	Eileen	Website running
Poster : we need 15 by May 9 th to advertise the Parish Meeting	Lucy	All posters on display
Make a facebook page	Waiting for skilled volunteer	pending
Arrange printing of leaflets and inform people of roads they are delivering to.	Eileen with Lucy as backup	All done
Check email whilst Eileen is away.	Lynne	n/a
Make A5 feedback form for parish meeting and to deliver to village pubs etc.	Lynne	Done
Find out printing costs for feedback form	Parish Meeting and workshop	Done and £12
Check display boards in village hall	Eileen	Done
Parish Meeting: ask for us to go first since we have a invited speaker	Eileen	Done

Actions

Actions	By whom
Statement of accounts for next meeting and also for KPC	Liz
Give invoice to clerk for website	Eileen
Forward timesheet and minutes to webmaster	Lucy
Change some photos on website by giving webmaster memory stick of them	Eileen
Give steam packet a poster for NP Meeting in village hall	Eileen
Need display boards for Meeting. Phone RDYC	Eileen

Actions	By whom
Make a start on the grant application	Liz
Tell Lynne and Edward that the wine is at the end in the NP Meeting	Eileen
After NP Meeting visit village clubs	Eileen

Next Meeting**Date** Fri 1st July 2016**Time** 1000 am**Venue** Overcreek**Minutes approved****Date**