

# M i n u t e s 16/10/2008

Minutes of the North Rode Steering Group- Thursday 16 <sup>th</sup> October 2008			
Present: Present: Julie Purdham ,Georgina Bailey,Janet Durham, Sarah-Jane Hodgson, Geoff Aldcroft, Mark Watson, John Watson, John Narraway,Sheila Hargreaves			
Visitors			
Bron Kerrigan Parish Plan Development Officer, Rose Brocklehurst Peter Brocklehurst ,Mark Bullock, Nicola Dugmore, Sue Lock			
Apologies: Alistair Kennedy, Jon Burwood, Jonathan Heywood, Norman & Bronwyn Bebbington			
no	Discussion/Action	Owner	By/Status
3	The minutes of the meeting on September 30 <sup>th</sup> 2008 were accepted, proposed by Sarah Jane Hodgson and seconded by Georgina Bailey and signed by Julie Purdham. ....		
4	Julie introduced Bron Kerrigan, Parish Plan Development Officer to the meeting. She outlined the application process and the key requirements.		

# M I n u t e s 16/10/2008

4.1	<p><b>Funding</b></p> <p>There is a maximum grant of £3,000 available to produce the Parish Plan. A Starter Grant (£250) has been received by the Parish Council.</p> <p>The committee decided not to have its own bank account but an agreement needs to be made with the Parish council about how the money can be drawn.</p> <p>Macclesfield Borough Council will also make a donation. This is usually about 5% which will cover the 5% Parish contribution.</p>		
4.2	<p><b>Grant Application Process</b></p> <p>The next opportunity to make an application for funding is in the meeting on December---. The proposal has to be received by Bron 7 days before this meeting.</p> <p>Bron advised use of application form to guide planning.</p> <p>A sub group was formed to work on a draft of the Parish Plan Application Form. Minutes to be taken by Julie Purdham.</p>	<p>Mark Watson Julie Durham John Watson Julie Purdham</p>	<p>13/11/08</p>

# M I n u t e s 16/10/2008

4.3	<b>Budgeting</b>		
4.4	<b>Costing</b> Bron recommended Macclesfield Print Room for one of the printing quotes. Documents costed in units of four pages.		
4.5	<b>Financial Planning</b>		
4.6	<b>Handling Expenses</b> Important to log the time volunteers spend on the project up to 20%		
5	<p><b>Planning the Project</b> Bron supplied the following documents to the committee for reference:</p> <ol style="list-style-type: none"> <li>1. Basic Skill Audit</li> <li>2. A Guide to Parish Plans</li> <li>3. Steering Group Guide</li> <li>4. Grant Pack including the application form, Terms and Conditions, Criteria and</li> <li>5. Marking Sheet.</li> <li>6. Funding Applications and Parish Plans</li> <li>7. Devising Questionnaires</li> </ol> <p>An Action List is to be written.</p>	Julie Purdham	13/11/08
5.1	<b>Public meetings or Questionnaires</b> Bron recommended a questionnaire, one per household, and if we include young people a Parental consent form is needed for the under16's .		
6	<b>Correspondence</b>  It was resolved that letters would be sent to the following individuals and organisations to inform		

