

STEBBING NEIGHBOURHOOD PLAN STEERING GROUP

Notes of meeting 2 held on the 7th June 2016 at 7.30pm

Venue – The Old Friends Meeting House, High Street, Stebbing

1. **Present – Robert James (Chair), Francine Morgan, Bernard Bazley, Jackie Kingdom, John Evans, Judith Farr, Christina Cant & Val Stokes.**
Secretary- Greg King, Rachel Hogger of Modicum planning
2. **Apologies received from Andrew Martin. The resignation from the Steering Group from Margaret Rufus was also received.**
3. **Actions from Previous Meeting**
 - 3.1 Greg to email contact details of all members to the group – Discharged
 - 3.2 Greg King to find out whether declarations of interest are required for Steering Group members – Awaiting a response from UDC, Greg will chase.
 - 3.3 Greg to create an expenses claim form – this has been completed by Francine – Discharged
 - 3.4 Greg to contact Rachel Hogger to determine what training was thought necessary and who could provide it at what cost – Discharged
 - 3.5 Robert to email all members with Dropbox information - Discharged

4. **Finance Report**

Francine reported that she had set up an expenses spreadsheet and had looked into what funding options were available. There are 3 possible funding sources

1. Central Government Grant of up to £9k
2. UDC Grant of up to £10k
3. Parish Council grant

The UDC grant can be applied for once the designated area has been agreed and the application for the Central Government Grant has been submitted

The Central Government Grant can be and should applied for in stages for specific upcoming known expenditure as this grant has to be used in the financial year that it is received. The Central Government grant cannot be used to cover costs already spent, it is for future spend only.

Rachel recommended that the Central Government grant be applied for and used first with the UDC grant later.

ACTION:- Greg to provide Francine with expenditure to date

5. Revised Terms of Reference

James asked the members for comments on the revised Terms of Reference. Bernard had 2 comments – he thought that in Item 4 Purpose, Objects & Responsibilities points 2 and 10 should be combined as they were a repeat of one another. Also that point 12 needs tightening.

James asked if there were any comments regarding the Expense Claim Policy. Greg said that he had discussed the policy with the Chair of the Parish Council and felt that there needed to be a little more clarification regarding some of the items, e.g. photocopying, printing & stationery, it was expected that the secretary would do all of this and volunteers should in the first instance contact the secretary if any of this type of expense was thought likely.

ACTION:- Greg to revise the policy in conjunction with the Parish Council Chair.

Greg also added that this policy would need to be brought as a proposal to the next Parish Council meeting to be voted upon by the full Parish Council.

6. Training Session by Rachel Hogger of Modicum Planning

Rachel Hogger presented a training session, details of which will be provided separately.

7. Public Questions

There were no public questions as this was a training session