

**MINUTES OF WINCLE PARISH PLAN WORKING GROUP MEETING**  
**HELD ON 12<sup>th</sup> January 2005**  
**AT THE SHIP INN**

<b><u>Present:</u></b>	Paul Woodcock	Rev Verena Breed
	Elsa Goodwin	Giles Meadows
	Emma Heald	Ed Stubbs
	Jenny Marsh	Richard Goodwin
	John Weston	
<b><u>Apologies:</u></b>	Johnny Morris	Peter Malkin
	Sandy Blythe	

**Minutes of the previous meeting**

The minutes were unanimously agreed to be a fair and accurate record of the last meeting.

**Actions from previous minutes**

1. Sheila Loughlin sent her apologies that she couldn't attend the meeting due to other commitments. However, she had discussed the section in the questionnaire relating to the school with JM and, apart from suggesting a question relating to the use of IT equipment for adult education, agreed that it covered everything. It was agreed that the question relating to adult evening classes covered this - **Closed**.
2. PW/JW to arrange for households to be asked to take part in test - this was done and four households took part in the trial - **Closed**.
3. JW to purchase laminator - JW reviewing has purchased an A£ laminator and packs of A4 and A3 pouches - **Closed**.
4. PW to re-draft the questionnaire for further review. Completed - **Closed**.
5. PW to circulate papers to SL. See (1). Completed - **Closed**.
6. PW to amend and circulate 'Q & A' sheet to WG. Completed - **Closed**.
7. PW to draft covering letter based on PM's wording and modifications agreed at the meeting. Completed - **Closed**.
8. Everyone to ensure that they were filling in their timesheets and to hand in any that had been completed - **Ongoing**.

**Website Update**

JW confirmed that the Website had been launched as planned on 8<sup>th</sup> January. Initial reaction from people who had visited the site so far had been extremely positive and very complimentary on the design, layout and content. At the moment there were 7 businesses who had registered to be listed on the site. Each would generate £15pa to offset the future URL and site hosting charges. This number would probably increase once the website became more widely known. JW confirmed that he would be contacting the local authorities and other organisations to advise them of the launch as well as advising local residents who had registered their email ids. JW also showed a poster that had been produced to advertise the website on notice boards. Once laminated these would be distributed for display.

**Action: JW to advise local authorities etc as well as Wincle residents with email ids and distribute posters.**

**Action: JW to write to Ginny and Kay to thank them for their efforts in getting the website up and running in line with the project requirements.**

### **Review of trial questionnaire feedback**

PW stated that the trials had gone well and that the overall feedback on the questionnaire had been very positive with only minor additions/amendments suggested. These had been included and highlighted on the fourth draft of the questionnaire for review.

### **Finalising questionnaire and covering letter**

Each draft questionnaire and covering letter were then reviewed in detail along with the comments received from the 'trial'. Additions/amendments/deletions were then made accordingly for input into the covering letter and questionnaire's final format ready for distribution.

**Action: PW to re-draft the covering letter and questionnaire ready for distribution.**

### **Process for distribution and collection of questionnaires**

After discussion and review of each household within the Parish the following points were agreed:

- One questionnaire would be distributed for each of the 65 households in the Parish;
- Each WG member would distribute the questionnaire 'pack' to an allocated set of households;
- The WG member would mark the family name of the household and their name as contact on the questionnaire when they were delivered;
- Should a replacement copy be needed these could be got from JW or by being downloaded from the website;
- PW to make the packs available for distribution by 19<sup>th</sup> January;
- WG members to allow two weeks for the questionnaire to be completed;
- All questionnaires to be collected ready for an initial review and de-briefing at the next WG meeting on 16<sup>th</sup> February;
- Any non-returns to be noted for review by WG.

**Action: PW to list and advise each WG member of their distribution list and circulate relevant number of questionnaire packs.**

### **Accounts**

JW advised the WG that the following invoices had been received:

- |                   |          |  |
|-------------------|----------|--|
| • Postroom-online | £ 80.08  | A3 laminator and pouches (already paid); |
| • Ginny McDermott | £ 600.00 | Website construction and testing;        |
| • Kay Valentine   | £470.00  | Website design and content management.   |

Unanimous agreement was given for purchase and payment from PP project funds.

**Action: JW to pay GM and KV invoices.**

### **AOB**

There was no other business

### **Date of next meeting**

The date of the next meeting is **8:00pm Wednesday 16<sup>th</sup> February at The Ship Inn**