



NORTH FERRIBY PARISH PLAN STEERING GROUP

Minutes of Meeting
held at 7.00 p.m. on Thursday, 21st February 2008
in North Ferriby Village Hall

Present: John Halmshaw, Chairman John Pickering
Margaret Swindin, Secretary Chris Swindin
Mandy Ulliott, Treasurer Steven Taylor
Brian Bannister Margaret and Arthur Winn
Christine Kneeshaw

1. **Apologies:** Apologies were received from Debbie Taylor and Ernest and Jean Henderson.

2. **Minutes of Meeting held on 18th January 2008**

The Minutes of the previous meeting were approved, and signed by the Chairman as a correct record.

3. **Matters arising from the Minutes**

There were no matters arising which were not agenda items to be dealt with later.

4. **Analysis of Issues identified at Open Day**

The Chairman had prepared an analysis of the issues identified at the Open Day, which had been distributed to members with the Agenda. This made suggestions for items to be followed up in the Parish Plan process and identified partner organisations which would need to be involved. The majority of the meeting was spent discussing the issues and agreeing which were the main ones to be followed up. The Chairman agreed to revise the schedule in the light of these discussions.

5. **Next Steps**

a. Schools Steve Taylor reported that he had arranged to mount a display in the foyer at South Hunsley School during the lunch hour on Thursday, 28th February; he would ask the pupils to make their comments on Post-It notes. He felt it would be helpful to take one or two of his teenaged children to relate more easily to the pupils. There was also the possibility of posting a questionnaire on the school website. It was also reported that the Chairman and Secretary had arranged to make similar presentations to KS1 and KS2 pupils in the primary school on Wednesday, 27th February to elicit their views.

b. Workload Sharing The Chairman suggested that five small groups should be identified, each to work on a specific issue:

- preparation of letters and articles to ensure that relevant bodies are kept informed (e.g. E.R.Y.C., Parish Council, Primary Care Trust, parish magazine, web page): JH/MS
- financial situation and grant applications: MU
- involving children and young people: ST/DT (Youth Club/South Hunsley); JH/MS (Primary School)
- preparation of a specific questionnaire for the business communities: MW/AW
- preparation of general questionnaire for households: BB/JP/CS

The Chairman also suggested that another member should endeavour to obtain the background demographic and other data (e.g. from the 2001 census) and a suitable map. Another information source was the Registrar General's statistical data.

The Secretary would go through the feedback forms from the Open Day to see where people who had offered their services could be invited to take part. She would also ask Ernest and Jean Henderson if they would like to be involved in this stage of the proceedings.

6. Financial Situation and Review of Draft Funding Plan

The Treasurer asked whether the Chairman and/or Secretary needed to have a copy of the monthly bank statements. It was agreed that they needed only to be produced at meetings of the Steering Group.

The Treasurer also proposed that the £82.07 raised at the Open Day, which still had to be passed to her, should be retained as petty cash. As two members had expenses to be repaid it was agreed to reimburse them from this amount and retain the remainder as petty cash. The company which had produced the poster for Coronation Gardens had also to be paid.

The Treasurer would make a second application to Kingston Communications in the current round of grant funding and would look into the UK Villages Community Kitty, details of which had been forwarded to us by Peter Hirschfeld. She would also write letters to local businesses which she felt might be sympathetic to the cause to request sponsorship.

The Chairman had prepared a draft funding plan based on estimates of production costs and of volunteers' time. This was approved, subject to a possible adjustment of the time requirement for questionnaire analysis.

7. Any other Business

The Secretary checked that all members had received a copy of the time sheet which she had circulated, reminding the group that she would in future note the time each meeting finished: 10.30 p.m. tonight.

8. Date and Time of next Meeting

The next meeting would be held at 7.00 p.m. on Thursday, 3rd April in the Committee Room of the Village Hall.

Margaret Swindin, Secretary
26th February, 2008