

MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Held Tuesday, 11th November, 2008 at 7.45 p.m.

Present: Trevor Jones, Sandra Nunn, Valerie Shawcross, Jeanette Mochrie, Sue Thomas, Claire Udall.

1. Apologies for Absence: John Shawcross.,
2. Agree Minutes of Meeting held on 7th October, 2008.

The Minutes were agreed and signed by Sandra Nunn.

3. Matters Arising from the Minutes.

There were no matters arising.

4. Report from Treasure.

There have been no changes to the account which still stands at £3929.42.

5. Agree Printing Costs and Printers for Publication of Parish Plan Booklet.

Trevor had obtained 4 quotes as follows:

- Lavenham Press 1: 150 copies = £1,187; 650 copies = £1,383 (Litho text and cover).
- Lavenham Press 2: 150 copies = £470; 650 copies = £1,613 (Digital text and cover).
- Images (Protoprint) 1: 150 copies = £1,260; 500 copies = £1,753; 1,000 copies = £1,890 (Digital Lazar).
- Lemon Tree: 150 copies = £720; 650 copies = £2,595 (Print type not specified).

It was agreed to have 650 copies printed by Lavenham Press, preferably option 1. Trevor agreed to enquire further on the quality between litho and digital printing and to ask if V.A.T. is included in the quotes. The Treasurer also wanted the payment terms confirmed.

The Treasurer stated that the cost will exceed the amount quoted in the grant received for the printing expenses. However, it was agreed that the sum granted for the cost of display boards for the launch meeting could be used for printing as we could produce adequate displays ourselves at a much reduced price rather than have them professionally printed.

6. Agree Time Scales of Parish Plan Proposed by Parish Council.

The Parish Council had provided generous time scales for each Parish Plan action, it was agreed therefore, that we request these time scales be adhered to if at all possible. It was agreed that we should also request that the Parish Council review the action plan every quarter at their meetings in order that the results may be printed in the IN TOUCH magazine for the benefit of villagers.

7. Any Other Business

A launch meeting will have to be arranged once the Parish Plan booklet is printed and the action plan completed. The Treasurer stated that this would be classified as an extraordinary general meeting and that 21 days notice needs to be given to residents. It was agreed to postpone the meeting until after Christmas, preferably on Saturday, 10th January as this would be more convenient for residents. Tea and coffee would be provided and residents given the option to call in at any time if not able to attend the whole meeting. The Secretary to book The Village Hall for the meeting.

It was agreed that a parish councillor should be present at the launch meeting to answer any questions on the parish action plan and that an updated list should be provided by them of actions taken and the outcome of any completed actions. The Secretary agreed to write to The Clerk with these requests and to place a notice in the IN TOUCH magazine advertising the launch meeting.

When the action plan and booklet are completed, it will be necessary to write to the manager of Blue House Farm, and, The Village Hall Management Committee with any relevant results of the questionnaire and any comments relating to them.

8. Summarize Any Actions to be taken before Next Meeting

- Trevor to contact Lavenham Press for more details of printing quality, and payment terms.
- Trevor to confirm with Lavenham Press our decision on the printing of Parish Plan Booklet.
- Valerie to write to The Clerk to The Parish Council re: time scales and launch meeting.
- Valerie to book village hall for launch meeting.
- Valerie to place notice in IN TOUCH magazine advertising launch meeting.

9. Date of Next Meeting

Tuesday, 2nd December, 2008. Venue to be arranged.

Meeting Closed at 9.30 p.m.