

**Notes of the East Leake Community Plan Group held on Monday 13th
August 2012 at 7.30 pm at the East Leake Parish Council office.**

Present: Jenny de Villiers	Co-operative Sector & Neighbourhood Watch (Chair)
Vicenta Rose	Resident (Secretary)
Kevin Shaw	East Leake Village Hall
Doris Elcock	East Leake Community Care
Shirley Fox	Women's Institute
Brenda Lewis	Resident
Craig Baldwin	Something Special
Carys Thomas	Parish Council
Lesley Bancroft	Parish Clerk
Julie Stables	Love & Piste

Item	Action
<p>Financial Situation</p> <p>The financial situation was discussed and Lesley Bancroft will take a proposal for the shortfall in the ELCPG budget to the Parish Council Meeting on the 14th August 2012. To prevent a recurrence of this situation in future, it was agreed that Jenny, Conrad & Lesley would meet on a regular basis to review the expenditure against the budget and that finance reports would be submitted to ELCPG on regular basis. ELCPG will be allocated its own account at the Parish Council and this will make it easier to check that items have been coded to the correct budget. Any future charges to this budget will be approved by Jenny or Vicenta. Lesley will also confirm that the prize draw for vouchers to be spent in the village are a justifiable use of public money.</p> <p>Lesley confirmed the need for a transparent and robust process for the expenditure of public money in order that it stands up to scrutiny. Lesley will notify Jenny of the outcome of the meeting and Jenny will confirm to Kevin so that the questionnaires can be printing if the outcome is positive.</p> <p>Lesley informed the meeting that she has discussed the Community Plan with the Chairman of the Parish Council and he has confirmed the Parish Council's support of the work we are doing.</p>	<p>Lesley & Jenny</p>
<p>Questionnaires & Delivery</p> <p>Subject to approval as above, the questionnaires will be ready for Kevin to collect on Friday 24th August. People delivering the questionnaires should collect their round from the Parish Council offices on Friday 24th at 2.45PM (please note this is a change from the time of 11.30am stated in the meeting as the questionnaires</p>	<p>People doing deliveries.</p>

<p>will not ready until 2pm)</p> <p>The parish council offices are closed over the bank holiday weekend from Saturday to Tuesday inclusive and will reopen on Wednesday so anyone who can't make the 24th can collect them then. If anyone is unable to attend the parish council office during office hours, please contact Vicenta and she will arrange for those rounds to be collected on the 24th and she will take them to the people doing the delivery or they can be collected from her house.</p> <p>Questionnaires must be delivered by the 31st August at the latest. As people deliver each questionnaire, please tick it off on the accompanying sheet. Please keep these sheets safely as they will be needed for a future meeting.</p>	
<p>Publicity</p> <p>It was agreed to re-use 2 of the banners purchased for the Open days and to cover the open day information with a printed sign from John E Wrights saying "Have your say. Please return your questionnaire by the 14th September" Kevin to action</p> <p>Brenda will draft and submit articles for the PC newsletter and the East Leake Times. She will also update the posters with the drop off points and send them to the Parish Clerk for printing.</p> <p>Vicenta to check with the Parish Clerk about printing a cover sheet to put on the ballot boxes</p>	<p>Kevin</p> <p>Brenda</p> <p>Vicenta</p>
<p>Date of Next Meeting</p> <p>Wednesday 19th September at 7.30pm at the Parish Council offices in order to check which questionnaires have been returned or submitted online and to agree a follow up plan.</p>	