

	<p>Young People – Gary Grayston Environment and Transport – Jenny de Villiers and Brenda Lewis Education, Leisure & Culture – Donna Griggs Health and Social Care – Conrad Oatey Housing and planning – Carys Thomas and Barbara Wright Crime Prevention – Brenda Lewis and Jenny de Villiers Sport – Kevin Shaw</p> <p>Pens and post-its to be available for visitors to jot down their suggestions and the person ‘hosting’ the stall to make sure people are aware of the format and facilitate responses. Signing-in sheet to record numbers attending the event and ‘parting comments’ board to be available.</p> <p>It was agreed to start the event at 10 am, (set up from 9 am) and finish at 3 pm (away by 4 pm).</p> <p>Publicity: Donna will arrange for school texts to be sent out about the event nearer the time.</p> <p>It was agreed to have banners printed by John E Wright at a cost of £85 for 2 colour banners. It was also agreed to ask the Parish Council to print 20 A4 posters and 1000 A5 leaflets. Kevin & Felicity to action.</p> <p>Activities/Refreshments: It was agreed to have helium balloons again and to provide colouring activities for children. Approximate cost of balloons and helium £60. Craig to action. Felicity to arrange colouring activity for a short time during the event. The Co-op have agreed to provide refreshments and WI to serve. Jenny and Shirley to action. It was agreed that photographs, a map and a Powerpoint presentation were not needed.</p> <p>Local Traders: It was agreed to ask local traders to provide leaflets/promotional materials for an information table at the event. Jenny to attend the next meeting of the local traders and ask them to take any materials they wish to display to the Parish Office by 21/3/13.</p> <p>It was agreed to invite representatives of Notts County Council, East Leake Parish Council, Rushcliffe Borough Council and Kenneth Clarke MP to attend the event. Kevin to arrange for information to be available at the event detailing what areas each Council is responsible for.</p>	<p>Donna</p> <p>Kevin/Felicity</p> <p>Craig/Felicity/ Jenny/Shirley</p> <p>Jenny</p> <p>Jenny/Kevin</p>
6	<p>Community Plan</p> <p>It was agreed that the results of the questionnaire could now be released to East Leake Parish Council for circulation. Jenny to inform</p>	<p>Jenny</p>

	<p>Lesley.</p> <p>It was agreed that the format of the Community Plan document would be discussed at a future meeting. Consideration to be given to whether to ask traders to sponsor the plan and list trader names in back of document.</p>	
7	<p>Finance</p> <p>Jenny confirmed that the Parish Council has agreed a budget of £3,500 from 1 April 2013 to 31 March 2014. Funding applications to be made to Lynn Sykes (£300), East Midlands Airport community fund (£2000) and the Co-op community fund (£500) to help with additional costs of producing the Plan. If funding applications are not successful, the Parish Council will review the situation accordingly at that time. Jenny and Donna to continue to liaise with Lesley re finances/funding apps.</p>	Jenny/Donna
8	<p>Dates of Next Meeting</p> <p>Monday, 18 March 2013 at 7.30pm in the Parish Council office</p>	