

**DRAFT RECORD OF MEETING OF SALHOUSE VILLAGE PARISH PLAN STEERING GROUP, TUESDAY 27 May 2008**

Record of Meeting of Salhouse Parish Plan Steering Group held at Jubilee Hall on Tuesday 27<sup>th</sup> May, 2008.  
The meeting commenced at 19.30.

**Present:** Pat Gallanders (PG) Chairwoman, Malcolm Prestwood (MP) Vice Chair, Andrew Musgrave (AM Treasurer), Kerry Robbins (KR), Julie Bendy (JB) Secretary, Jenny Rose (JR), Robert Cooper (RC).

**Apologies for Absence:** Colin McCormick (CMcC) – working abroad, Gerry Crombie (GC), Ann Prestwood (AP), Michael Jordan (MJ) - work, Tim Nelson (TR).

**APPROVAL OF MINUTES:**

There were no comments or changes to the minutes of the previous meeting. RC proposed their approval, AM seconded. Minutes approved.

**ACTIONS ARISING:**

1. **Hours.** A record of hours must be forwarded to AM after the Open Meeting.

**Actions:**

- Itemise hours up to and including Open Meeting and forward to AM..... **All**

**FINAL FORMAL REPORT - Update**

The household report has been delivered and the full colour Report is awaiting distribution to external agencies. PG and MP will visit the printers tomorrow to resolve a problem which occurred during printing. They will start work tomorrow to prepare the Conservation Enhancement Appraisal for printing and this, together with the Footpath and Highways Appraisal, will be printed and distributed to external bodies. The CD needs to be finalised and MP will put the Formal Report onto the website.

**Actions:**

- Resolve printing problem ..... **PG,MP**
- Complete Conservation Report ..... **PG,MP**
- Put Final Report onto website ..... **MP**
- Finalise CD format ..... **PG,MP**

**OPEN MEETING 31<sup>st</sup> May, 2008**

The meeting will begin at 10.30am. KR will open Jubilee Hall at 9.45am. PG would like chairs to be arranged lengthways in clusters, approximately 40, with table at front. Richard Squires will be contacted to confirm whether he will attend. The WI will organise refreshments after the meeting. AM will hand out raffle tickets to villagers at the door. Raffle will take place at the conclusion of the meeting. Refreshments will be available at the end of the meeting. The meeting will be used to encourage more members for volunteer groups eg Carers, Team Salhouse and Speedwatch as well as for the Parish Council.

**Actions:**

- Open Jubilee Hall on day ..... **KR**
- Contact Richard Squires ..... **PG**
- Provide raffle tickets, draw box and prizes ..... **PG**
- Provide Speedwatch display ..... **MP**

**FINANCE REPORT**

There is no change to the last Finance report. Invoices for publicity, printing and room hire are awaited.

**ANY OTHER BUSINESS.**

A concluding meeting will be arranged. Members should email JB, (copy PG) with dates when they will be away in Jul and Aug and a meeting will be arranged. This will be a social event.

**Actions:**

- Email dates of absence to JB (copy to PG) ..... **All**

**ITEMS FOR AGENDA NEXT MEETING.**

Organising a social event

**DATE OF NEXT MEETING.**

**The meeting ended at 20.10**