

## VOLUNTEERING MEETING – NEIGHBOURHOOD PLAN TORPOINT

NOTICE is hereby given that a meeting of the Volunteers for the Torpoint Neighbourhood Plan will be held on Tuesday 24<sup>th</sup> March 2015 at 7.00 p.m. in the Council Committee Room, 4, York Road, Torpoint. (Volunteers will be formally welcomed by the Town Mayor Mike Pearn MBE).

### AGENDA

- 1. Apologies for absence.**
- 2. Formal introductions by volunteers (please clearly state whether you wish to be a member of the Steering Group).**
- 3. Appointment of Steering Group members.**
- 4. Appointment of the Chair of the Torpoint Neighbourhood Plan Steering Group (may be postponed until the next meeting).**
- 5. Appointment of Reporting Officer to Full Council.**
- 6. Appointment of Secretariat & Finance Co-ordinator.**
- 7. Terms of Reference (based on best practice).**
- 8. Initial Questionnaire to residents.**
- 9. Any questions?**
- 10. Date of next meeting.**  
To be agreed – (Monday 13<sup>th</sup> April 2015 – Mayor's Parlour).

**Note: Declarations of interest to be declared at all future meetings.**

Milly Southworth Assistant Town Clerk

Tuesday 24<sup>th</sup> March 2015