

Present: Town Mayor Councillor Mike Pearn MBE (MNP), Councillors Eddie Andrews (EHA), Jan Creek (JFC), Gary Davis (GJD), Mrs Andrea Johnson (AIJ) and the Assistant Town Clerk, Milly Southworth (ATC)

Apologies: Councillors Mrs Chris Goodman (CEG) and John Tivnan (JT)

	<b>ITEM DISCUSSED</b>	<b>WHAT AND WHO ACTION</b>	<b>POST MEETING NOTE/UPDATE</b>
	Cllr Mike Pearn wished to thank and congratulate all those involved with the organisation of the first public meeting at the Council Chambers and also the meeting with 6 <sup>th</sup> form students at Torpoint Community College. He added he had received very positive feedback following Saturday's event.		
1.	<p>Brief overview of public meeting held 14<sup>th</sup> March 2015</p> <ul style="list-style-type: none"> <li>• Over 180 people attended the three presentations</li> <li>• 150 communication questionnaires completed</li> <li>• 24 volunteering questionnaires completed</li> <li>• Favourable comments made on Facebook, after the event</li> <li>• Four members of public have emailed comments as unable to attend this event</li> <li>• See comments above made by the Town Mayor</li> </ul>	<ul style="list-style-type: none"> <li>• ATC has taken notes from Q &amp; A sessions, to be recorded and distributed</li> <li>• Communication questionnaires being summarised/analysed by AIJ</li> <li>• Volunteering questionnaires being summarised by AIJ – list to be forwarded to ATC to correspond with the volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Notes to be recorded and distributed by ATC</li> </ul>
2.	<p>Green volunteering forms 24 forms received - invite all volunteers to a 'get to know you session' on Wednesday 25 March 2015, 7pm in Committee Room. Offer tea/coffee and ask volunteers to give a brief summary of how they can help and whether they would like to join the steering group. If unable to attend, ask each volunteer to provide a brief summary of how they can provide assistance, for inclusion at the event.</p>	<ul style="list-style-type: none"> <li>• Email invitation (blind copy) to be sent to all volunteers</li> <li>• Hospitality to be organised by ATC</li> <li>• Due to the current age demographic of volunteers, being older residents, CEG will endeavour to seek out one or two students from the town to join the volunteering group</li> <li>• AIJ to add this event to the Facebook page</li> </ul>	<p>Four additional volunteering forms returned. The volunteering evening was re-arranged to <b>Tuesday 24 March 2015</b>.</p> <p>20.03.15 Seven members of the public have replied to the email planning to attend. Four members of the public have replied to the email and are unable to attend, have offered to assist in the future</p> <p>23.03.15 - reminder email sent to those not responded</p> <p>24.03.15 – Fifteen members of the public now replied and planning to attend</p>

3.	<p>Follow up action to communication questionnaires Communication questionnaires being summarised/analysed by AIJ and a summary paragraph will be prepared</p>	<ul style="list-style-type: none"> <li>• Summary paragraph to be compiled by AIJ</li> </ul>	
4.	<p>Brief summary / written report for March Full Council meeting: GJD presented a draft reporting document, which includes objectives, achievements, along with a brief summary of the current risks. It details milestones, with timescales and the second page provides contact information (which can then be used as a poster for distribution around the town). The initial group approved this reporting format, GJD agreed to circulate and take amendments, before distribution to Full Council by ATC.</p>	<ul style="list-style-type: none"> <li>• GJD compiled first report for Full Council, a reporting format will need to be agreed by the steering group</li> </ul>	<ul style="list-style-type: none"> <li>• Full Council (19 March 2015) approved a monthly report and resolved to include the Neighbourhood Plan as a separate agenda item for monthly reporting process</li> <li>• Those Councillors who are not on the steering group asked to be kept informed regarding NP updates (action ATC).</li> <li>• Expenditure incurred to-date for NP was approved for payment at Full Council on 19 March 2015.</li> <li>• Spreadsheet summary of actual, planned &amp; committed expenditure produced by Town Clerk</li> </ul>
5.	<p>Consultation questionnaire – what next?</p> <ul style="list-style-type: none"> <li>• At this second meeting of the Council appointed members to the steering group, the members debated a proposed strategy for the distribution programme of the first questionnaire. However, it was acknowledged that the decision on a distribution methodology will be made by the formally constituted steering group.</li> <li>• One of the suggestions made was a reply based on Freepost envelopes and also return to boxes located around the town.</li> <li>• Suggestion that envelopes (which enclose the questionnaires) are</li> </ul>	<ul style="list-style-type: none"> <li>• GJD to draft a first copy of a proposed initial questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>• 23.03.15 - questionnaire distributed, via email, by GJD to volunteer Councillors for their comments. It is acknowledged that it is for the steering group to agree the distribution method and also the detail/questions on the initial questionnaire.</li> </ul>

	<p>printed with addresses and also the words "Your place, your plan".</p> <ul style="list-style-type: none"> <li>• GJD volunteered to compile and produce the proposed initial questionnaire</li> <li>• Discussed distribution via the Advertiser, although there has been recent occurrences of non-delivery in the town</li> <li>• Web-based questionnaire also discussed.</li> </ul>		
6.	<p>Website</p> <p>Members were pleased that a holding page was set up in time for the initial public meeting. ATC to check what procedures are in place for uploading to the website, as Powerpoint presentation from first meeting should be uploaded asap.</p>	<ul style="list-style-type: none"> <li>• ATC to clarify with webmaster login/password and uploading detail</li> </ul>	<ul style="list-style-type: none"> <li>• 24.03.15 ATC awaiting reply for webmaster for this information</li> </ul>
7.	<p>Post event publicity</p> <ul style="list-style-type: none"> <li>• It was agreed that a press release following the initial public meeting should be drafted and circulated, along with photographs purchased from Andy Campfield.</li> <li>• AIJ volunteered to prepare a draft press release for publication</li> <li>• AIJ volunteered to prepare a summary of the event for inclusion in the Advertiser.</li> </ul>	<ul style="list-style-type: none"> <li>• AIJ to draft a press release – for approval</li> <li>• Once approved, ATC to distribute press release, along with photographs</li> <li>• AIJ to produce a summary for the Advertiser</li> </ul>	<ul style="list-style-type: none"> <li>• Press release and summary of initial public event both drafted by AIJ, submitted to local press by ATC</li> </ul>
8.	<p>Date of next meeting</p> <p>It was proposed, to be agreed when the steering group members have been appointed, that future meetings should be held monthly, on Monday's before each Full Council meeting, commencing at 7.00pm in the Council Chambers.</p>	<ul style="list-style-type: none"> <li>• ATC to compile proposed set of meeting dates document, from immediately to the end of this year</li> </ul>	<ul style="list-style-type: none"> <li>• 24.03.15 ATC to compile list of dates for distribution at volunteering meeting (will endeavour to undertake in time for meeting today)</li> </ul>