**Portreath NDP Meeting 9th November**

**6m Via Zoom**

* In attendance; HM, ID, BC, JE, TR, CD and CM.

Previous Action Points

* 05/10 meeting- Additions to minutes: 1. We discussed user experience and website use statistics, we have not received user statistics from Go Collaborate yet. Action points agreed as accurate on the condition of the above amendments being made. Noted that these action points are a less formal set of minutes.

**Action- HM to request user statistics for the online platform.**

* 05/11 meeting- Additions to minutes: 1. that the Post Office was agreed as a suitable drop off point. 2. We had a long discussion about the issues that had arisen through the public consultation (especially the zoom meeting) and we discussed more robust ways to engage the community. 3. HM had emailed Lucy Jose to sort training for webpage and delegate work. 4. We made an active decision to only engage with people through the formal channels. 5. Add that we specifically decided a three week extension to the consultation period. Minutes agreed as accurate on the condition of the above amendments being made. Noted that these action points are a less formal set of minutes.

**Action- ID to amend and add minutes to basecamp and notify Chris to show PC. (Make distinction that they are not as formal)**

**Action- HM to ensure minutes are added to NDP website.**

* We have confirmed that CM will keep track of an excel spreadsheet to keep a record of informal consultation responses whilst asking people to record their thoughts through formal channels. This has been stated by the Parish Council through their communications.
* Local requests for another evening zoom meeting have been noted.

**Action- CW and KS to draft statement for all social media posts about formal channels of consultation (not by sharing facebook posts, comments etc).**

**Action- ID to print executive summaries and place in post office.**

**Action- HM to check on CW actions from 05/10 and 05/11.**

* PC asked if we could extend the consultation period for a further three weeks, this has been agreed. Consultation period to end on 31st December.

CW has confirmed that Facebook posts to advertise the gift card incentive for participants and PC letter has been done 09/11 (with some minor amendments that the PC has agreed)( this has been shared to these facebook pages: PC, Chit Chat, Go Collaborate).

**Action- HM to add updated letter to basecamp**

BC suggested that the next post is to announce the extension to consultation, and remind people to use the right channels.

**Action- CW to write next post (conversation/dialogue style)**

**Action- BC to update the mastercopy of the executive summary and update on Basecamp**

**Action- ID to print 2 NDP documents when in office to make available with Lucy Jose.**

**Wednesday Zoom meeting**

* HM anticipates that it will be well attended. It will need formal format, raising hands and being on mute otherwise etc.
* HM suggests panel of NDP group who can take questions.
* HM to chair, housekeeping and respect rules to be mentioned.
* Note that we have responded to people making personal, discriminative comments and we will not accept these type of comments.

Availability for zoom- TR, CD, CM, BC and HM.

**Finance update**

* Still waiting on community chest bid response.
* CD mentioned that people may want to see the finance report. HM has confirmed that a report is available. It gets reported to the PC as they have managed it and BB has a spreadsheet.

**AOB**

* An afternoon zoom could exclude a lot of working people. We should commit to another zoom session for an evening, given the extended deadline. Weds 25th 7pm. Details to be included in the next facebook post- 10/11.

**Action- BC to draft and send to KS and CW who can post on NDP and Go Collaborate page.**

**Action- HM to ask for Go Collaborate user figures.**

* TR- A discussion took place on the nature of the challenges of zoom. We took the opportunity to reflect around the comment of inclusivity and we are confident that we have worked hard at that. Verbal abuse and discriminatory comments have been distressing and upsetting for steering group members. Despite this, the group are committed to the plan and between us we feel that we have worked very hard to be inclusive throughout and we are very confident that we have.
* During the consultation phase we continue to balance the recommendations presented in the consultation currently before the Parish with a small number of individuals who have now read the document and as within their rights, disagree or are seeking further clarification, particularly where, as it may appear the recommendations go against their own interests. We agreed this is a usual part of consultation and we have responded to individuals, reminding them that this is a consultation document and that we want to hear and consider all responses. This is the purpose of the consultation phase.
* This discussion followed what was quite a hostile and vocal zoom meeting dominated by two parishioners on the 26th October 2020. We recognise that we have no control over social media and what occurred on various social media sites instigated by the people concerned after the zoom meeting. We do however feel it is necessary to document our unease and concern at inflammatory and personal remarks, the spoken and written inaccuracies voiced within and outside the zoom public meeting. As a steering group we have come up with actions to ensure we continue to communicate honestly and carefully and have agreed we should not be subjected to hostile, offensive and discriminatory language or behaviour, whether directed at us or at the wider parishioners. One way of doing this we agreed, is through an agreed code of conduct at the next public zoom meeting.
* We agreed we will rigorously listen to all the comments, to factor them in to the consultation and to continue to embed the values that underpin the democratic process as we have sought to do throughout the NDP process.

**Action- TR and HM to bring draft statement to next meeting.**

* Could we record the public zoom meetings to capture comments accurately? As long as participants are notified that they are recorded.
* CM- GO Collaborate have committed to tutorial, offer 1 to 1s and make changes to platform to make it user friendly.

**Action- HM to ask for update from Go Collaborate**

* CM- Keeps a log of all telephone calls which are recorded on a spreadsheet as well as emails to CM. All need recording.

**Action- CM to manage interactions spreadsheet**

* Can someone else have access to NDP inbox to help monitor.SG has offered to help on the website. Training is booked for Tuesday with the ICT software company for SG and CW.

**Action- CM- Ask SG to look at website email address and if he can also monitor it**

* CM is checking summaries and surveys stock and returns in the post office. Returns go into a box behind the post office counter to remain confidential. CM to check a few times a week and GO Collaborate will put them on the system.
* CD- Raised that there was some confusion around the local green space map (pieces of gardens being chopped up).

**Action- HM to clarify position of settlement boundaries and gardens being excluded.**

**Action- JE to convert DB methodology to plain English before Wednesday.**

* Next meeting 30th November.