

Portreath NDP Meeting 18/02 Minutes

Attendees: Imogen Day (ID), Karen Matijasevic (KM), Terry Reynard (TR), Cath Dennis (CD), Chris Matijasevic (CM), Iain Stewart (IS) and Claire Whelan (CW).

Apologies: Heather Mullin (HM), Brigid Clarke (BC), John Eyre (JE)

1. Introduction
Apologies as above. Meetings to be held in Institute Building from now on to be in the public domain.
2. Previous Minutes
CM proposed previous meetings' minutes, all in agreement.
3. Survey
800 copies have been distributed. 100 paper responses and 160 online responses received. CW to promote survey again on Facebook for last minute responses. CW to analyse results and produce PowerPoint presentation. ID and CM to input paper copies with personal information onto SurveyGizmo. Group to distribute remaining paper copies to upload to SurveyGizmo by 25 th Feb. CW to produce Facebook and poster update by 18 th March. CW to make word cloud from scroll commentary.
4. Budget Update
CM updated the group with the following: <ul style="list-style-type: none">• £1221 of Parish Council money spent to date.• £2500 Locality Grant money received• £350 was spent on the initial survey, £700 has been committed to the business work stream for a survey, analysis and event and £625 has been spent on events. £250 spent on materials for the events cart and approximately £210 spent on materials for school engagement. CM stated that grant money received should be spent by the end of the financial year so proof of commitment to spend the money shortly after would be needed. TR,CD and IS to get quotes to prove the commitment to spend grant money on the World Café Event on 18 th May. All to send quotes to CM who can get PC to raise a purchase order for expenses. IS or CD to confirm storyteller for World Café event. TR to give stationary order to Lucy at PC. CD stated that the photography for the World Café is likely to be between £45-90. CD to confirm. CW to get invoice for logo work (£100) TR/CM to research public liability insurance for 18 th May.
5. Grant Application
IS looking into whether a Landscape Character Assessment can be funded through technical support. IS to update group at next meeting. Group to consider additional funding- Member funding through Joyce Duffin?

6. Work stream Updates

Housing Needs Survey funding secured through IS. **IS** to provide update from AECOM at the next meeting.

World Café Event planning going well. 10am-4.30pm event with visuals and children's artwork, 3 tables for 6-8 people on each with facilitators. Children's event from 3pm-4pm.

Environment work stream are meeting with Kath Statham (Cornwall Council Landscape Architect) on 6th March.

CD to continue working with pre-school.

ID to book Cornwall Council display boards for 5th March.

ID, HM, CM to attend primary school event 5th March.

CM and HM to explore option of sub-contracting out CW work once on maternity.

Business group- BC has produced a draft cover letter for the business survey. **CW** to check this and survey.

CM to circulate business database on basecamp. All are welcome to add to it.

7. AOB

Next meeting 18th March at Millennium Hall. Time TBC