



Wadebridge Town Council

The Town Hall, The Platt, Wadebridge, Cornwall PL27 7AQ
Telephone: 01208 812643

Town Mayor – Cllr Tony Rush

Town Clerk – Mrs Kate Glidden-Rogers

Notes from meeting held on Tuesday 29 January 2013, 12 noon in the Conference Room

Those present : Cllrs; Tony Rush, Pamela Starling, Amanda Pennington, Peter Collis, Simon Malloni

Also present : Kate Glidden-Rogers, Town Clerk & Beverley Collins, Minutes Clerk

Apologies from : Jeremy Varcoe & Stephen Frankel

1. **Terms of Reference for Steering Committee** – Draft version circulated for comments.
Several changes were discussed and agreed. Amended version will be circulated for formal agreement at next meeting. **Action : Town Clerk.**
2. **Terms of Reference for Advisory Group** – Draft version circulated for comments.
Several changes were discussed and agreed. Amended version will be circulated for formal agreement at a future meeting. **Action : Town Clerk.**

With reference to Membership, it was agreed to write to all volunteers, including those previously co-opted, in order to ascertain a level of interest & commitment prior to members of the Steering Committee selecting a maximum of fifteen volunteers to sit on the Advisory Group. **Action : Town Clerk.**

3. **Delegation of tasks** – This will be decided once Advisory Group membership has been agreed. It was noted that several volunteers previously co-opted have agreed to assist with specific tasks. Peter & Amanda will guide task leaders initially making use of templates provided by Paul Weston - information previously collected can be slotted into place as necessary.
4. **Update on meeting with Paul Weston, 23 January 2013** – Tony, Amanda & Peter gave a brief précis of the meeting which proved very productive. It was noted that the remaining 21 hours available from Locality must be used by 31 March 2013 – limited assistance / funding will be available after that time but not necessarily from Locality. Paul Weston is currently facilitating but it is important to have the volunteers in place in order to move forward.
Amanda advised that she is looking at several sources of funding and that the Questionnaire web link has been forwarded to the Research Team at Eden to establish if they are able to assist with data analysis.
Pamela noted that some of the returned questionnaires contain lengthy 'comments' – it was agreed that these comments should be considered.

5. **Creation of a website and Dropbox** – The Town Clerk advised that, for costing reasons, she has created a Neighbourhood Plan website and Dropbox account – several points were discussed and the Town Clerk was thanked for this work which will be useful on several levels - members of the Steering Committee to review and decide on their use.
6. **Cornwall Neighbourhood Planning 'Getting on Track' Workshop 20 February 2013 (free of charge)** – The Town Clerk advised that attendance is minimum of three / maximum of five. Simon confirmed he would attend & Amanda to advise availability. Town Clerk has forwarded details to Stephen Knightley – workshop can be opened up to other co-opted volunteers as necessary.

Next meeting: Steering Committee – Monday 11 February 2013, 1pm Conference Room to review volunteer information.

Meeting closed at 1.50pm