

## **Brandeston Parish Plan – Steering Group Meeting Minutes – 7/08/2008**

Venue: The Red House, The Street

**Present:**

Nick Holland-Brown  
Alastair Chapman  
Susan Edhouse  
Graham Edhouse  
Paddy Fielder  
Annie Law  
Sarah Thorne  
Nick Hayward  
Mark Hounsell (part)

### **1. Item 1 - Apologies:**

Peter Thurlow.

### **2. Extraordinary item – Expenses**

Mark Hounsell addressed the group regarding expenses, such that expense claims need to be made out to the PC, and VAT (eg for future printing) claimed back as a condition of the grant. Should the project appear likely to exceed the budget approved, early notice needs to be given to the PC.

### **3. Item 2 - Minutes of Previous Meeting**

Accepted.

### **4. Item 3 – Matters arising**

Accounts presentation to be carried forward.

Remaining items covered by the agenda.

### **5. Item 4 – Report draft review**

V2 of the report and Action Plan were reviewed, with the following points:

- Header page to be enlarged pic of village sign
- Villagers' comments to be in blue
- `People' pics to be included
- Full colour report to be costed
- Detailed revisions were proposed to the report & Action Plan for version 3, to be circulated by 15/8 and final comments given to NH by 22/8
- Final draft to be sent to David Risk before formal presentation to PC

### **6. Actions**

Expenses claimed to be submitted on PC invoice	<b>ACTION AC</b>
Present current accounts to Steering Group	<b>ACTION AC</b>
Re-circulate draft report v3 with revisions by 15/8	<b>ACTION NH</b>

## **BRANDESTON PARISH PLAN - Meeting Minutes**

---

Review draft report & Action Plan & email comments to NH by 22/8

**ACTION ALL**

Obtain quote for printing full colour report

**ACTION NHB**

### **7. Item 5 – AOB**

None.

### **8. Item 6 - Date of Next Meeting**

To be arranged.

Nick Hayward  
10/08/2008