

Mtg 6th Nov 2013

Hi Team,

Many thanks for all the input on Wednesday night. Here are the notes I made.

- 1) DW to circulate draft questionnaire in next few days. ACTION:DW. DUE: ASAP
- 2) Team to feedback any suggested amendments/omissions/updates etc. ACTION:ALL DUE: ASAP
- 3) Questionnaire WG to redraft as appropriate ready for review at next mtg.
ACTION:Questionnaire WG. DUE:NEXT MTG
- If necessary Questionnaire will then be split into Sections for final polish by separate groups.
- 4) Electoral roll – MH to check with Electoral Services when latest updates become available.
ACTION:MH. DUE:ASAP
- 5) Make all discussion docs available on website. ACTION:MH. DUE: New website/21Nov
- 6) Questionnaire proposed timetable:
 - a. Prepare pre Questionnaire information Newsletter for residents.
ACTION:MH/All. DUE:Y/E
 - b. Questionnaire ready for distribution W/E 25/01/14.
 - c. Open meeting for residents to discuss Questionnaire W/E 01/02/14 (10.00 – 12.00)
 - d. Final date for returning Questionnaire W/E 08/02/14
- 7) Investigate Questionnaire distribution/collection/analysis options. ACTION:MH. DUE. ASAP
- 8) Next mtg 26 Nov 2013 7.30 Old School.

Item 4) Subsequent to the meeting I contacted Electoral Services and they have confirmed the recent round of checks will not be reflected in the roll until February 2014.

Regards

Mike Harris
Councillor
Kings Caple Parish Council