Cradley and Storridge Parish Council: SMALL DONATION GROUP

Minutes of meeting 29th June 2016, Sorridge village Hall

In attendance: Derek Scully (DS), Ivan Smart (IS)
Apologies: Cheryl Smith (CS)

Point of Order: In connection with Cradley Parish Council Standing Orders, 4.d.viii, there being less than 3 members of the committee present, it was resolved by the Chair that the meeting can continue on the basis that only administrative matters be discussed, with those matters being subject to further approval by the full council prior to action, in accordance with the subcommittees terms of reference.

- 1. The Chair signed the minutes of the previous meeting on 26th May 2016 as a true and accurate record of what then and there took place.
- 2. Having reviewed the prior produced flow chart this was agreed with only minor changes. IS to make changes and forward to DS. DS to discuss with Parish Clerk to ensure approval for working practice and if agreed, the flow-chart to be adopted.
- 3. A provisional set of questions & criteria were agreed that would form the basis of the schemes application form. IS to produce draft application which would be discussed and agreed at the next meeting
- 4. It was agreed to wait until the above application form was agreed before asking the Parish Councils Vice-Chair for assistance to formulate a web based application form
- 5. The previously produced pro-formal accounts / applications summary were adopted
- 6. Matters regarding advertising of the group were deferred until the working documents mentioned above had been drafted and approved.
- 7. DS to present an update on the group at the next PC meeting in July with the news that hopefully at the PC's August meeting, a full presentation could be made with a request to 'go live'
- 8. Next meeting TBA

Signed
Date