

**RUSTINGTON COMMUNITY PARTNERSHIP
MEETING - 23.07.09 AT 2.30 P.M.
MINUTES**

Present: Iain Armstrong (Treasurer), Julie Armstrong (Vice Chair), Austen Beard (Chair), Marilyn Burt (Secretary), Florence Harrison, Mary Helyar, Don Rogers.

1. **Apologies** - Deirdre Carolin, David Helyar, Maggie Line.
2. **Minutes of Meeting** - 25.06.09. Agreed and signed by Chair.
Amendment: Arun's Head of Planning is Karen Dwyer not Dower.
3. **Matters Arising.**
None.
4. **Management Group - Officer updates**

Chair: Austen had received the insurance documents from Action for Market Towns and passed a copy for the Secretary and Treasurer for the records. The pro rata premium of £68.11 plus an administration charge of £25 had been paid from the Eastern Arun Local Committee funding and this covered the period 19.06.09 (for the Carnival launch event) until the annual renewal date of 31.09.09. The annual membership fee of £92.95 up to 31.03.09 had been paid to secure this insurance from general funds. Our membership no. was 031847H.

Treasurer: To assist accounting Iain was identifying the three projects currently being funded through a numbering system.

Village Design Statement: The invoice for printing the questionnaire for £429 had been paid leaving a balance of £8121

Project Launch: Of the £250, committed expenditure was Insurance £68.11, printing £35 and gazebo £91.48 - Total £194.50. The remaining £55 could be transferred to the Plastic Bag project under the terms of the Eastern Arun funding. The launch itself raised £27 through the sale of bric a brac donated by committee members and this would be added to general funds.

Plastic Bag Project: Funds were now arriving from various sources and an approach had also been made to Store Properties - a condition of Arun District Council's funding. Iain to update the Committee at the next meeting.

Iain confirmed he had received the excel spreadsheets promised by Caroline Gosford, Arun District Council which were aimed at assisting working out costs for funding bids. It was suggested that it would be necessary for at least two members to have instruction on its use.

ACTION: Secretary to contact Caroline Gosford for assistance.

Secretary: No report.

5. Group project updates:

(a) Village Design Statement - Austen Beard

Austen confirmed the completed questionnaires - 100 via village collection points, 2 online - had been passed to Ashley Kent for analysis. Concern was expressed as to the number returned but it was agreed the consultation had used the best distribution method available - the Parish Newsletter - and had shown a commitment to obtaining the best results by paying for the online version.

Ashley has confirmed he has contacted Mary Taylor regarding the history aspect of the Statement and would be aiming to produce his first outline draft during August. He had requested the committee take forward the village photographs.

ACTION: Iain to contact Mary Taylor to co-ordinate with her writing.

(b) Community Garden - Julie Armstrong

Julie confirmed the meeting with the Funder's representative was cancelled as it was proving difficult to obtain a professionally drawn plan to go with the preferred quote.

A survey letter had been left in the museum café for residents to complete with their views on the garden and this had shown a mixed response.

ACTION: Don to arrange meeting Phillipa (ADC Park Section) with Austen. Julie to contact Funder's Representative to request extension to deadline with a view to obtaining further quotations based on an agreed specification and plan.

(c) Recycling - Deirdre Carolin

No report.

(d) Jobs Information Board - Mervyn Wright

Mervyn reported there had been a problem with staffing at the Job Centre and was not receiving the local to Rustington list, but was having to cut and paste from a wider area onto a Job Centre template.

Chichester College, Littlehampton was offering help to unemployed with CV's and this would be publicised on the board.

It was difficult to gauge success of the board in the current job climate, but the Committee were in agreement that a dedicated board should be considered.

ACTION: Mervyn to investigate siting and funding options

(e) Plastic Bag Project - David & Mary Helyar

Mary reported that a design had been agreed with a web based company (Cherrything) and a quotation received based on an order for 1000 bags.

Since then, a meeting has taken place with Sarah Wickens of Store Properties who has been keen to support the project by adding a further 1000 bags to the order which Store would fund. The shop.rustington logo would appear on the other side of the bag. A further quote had been requested from the company, which would

include the cost of delivery.

The project launch was now set down for Saturday 5 September between 9 - 1 in the Street, outside the old Woolworths store. Arun's recycling bus was to be requested.

ACTION: Secretary to check availability and confirm booking. Permission to be sought from appropriate organisations, ie WSCC Highways, police, Parish Council.

6. Any other business

Agenda item for next meeting - A.G.M.

7. Date(s) of Next Meeting(s)

(1)

(2)