

**Church Broughton Community Led Plan
Notes from Steering Group meeting on 12 December 2022**

Present: John Weil, Dan Pedley, Julia Williams, Yvette Lydon, Paul Vernon

Apologies: James Lydon

Notes and actions from meeting

**Action
by:**

1.0 Discussion on future of Steering Group

We discussed the future of the Steering Group and whether there is a need for the Steering Group to continue as most of the work has been completed. The active Working Groups are currently running smoothly and don't require input from the Steering Group. It was agreed that we would ask the Working Groups if they would like the Steering Group to continue. An alternative would be for the Parish Council to take over the role of liaison with the Working Groups as and when required.

ALL

Future activities that the Steering Group could be involved with were identified:

- to help with the organisation of the Annual Meeting of the Parish and to coordinate input from the Working Groups
- to help set up new Working Groups if required
- to help with the production and review of a future questionnaire

Dan will ask the Parish Council for their view on the question of the future role of the Steering Group.

Dan

2.0 Annual Meeting of the Parish

It was suggested that the Parish Council and the CLP Steering Group should try to organise the Annual Meeting of the Parish in the second half of April. Agenda items/input would be invited from everyone in the community, including the Working Groups, the School, etc.

Dan/Julia

3.0 Safeguarding

Members of the Work & Comms Working Group have now completed and signed the sheets to say they have received and understood the Safeguarding Policy and Information documents. The Village Shop and Health and Well-being Working Groups still have to return the signed sheets to Julia.

Yvette,
John &
James

4.0 Risk assessment

John to add the Keywords sheet to the generic Risk Assessment document and email to all Working Groups and other groups to do their own risk assessments for their activities and events. Any lessons learnt after the events should be sent to Julia so that she can issue updates to all Working Groups.

John

5.0 Update to CLP Constitution

It was agreed that the Constitution would not be amended/updated until the future of the Steering Group has been agreed.

6.0 Date of next meeting:

Thursday 16th March 2023 at 7.30pm at Community Hall

Julia to book room when Booking form available.

Julia