

Notes of Action Monitoring Group

Meeting 1: 27 May 09

Item	Note	Action
1. Present	PH, JM, CR	
2. Elections	Chairman: PH Secretary: CR Treasurer: JM	
3. Apologies	HW, DL	
4. Terms of Reference	Agreed as attached, including amendments requested by Lt B PC.	
5. Budget	Final JPPSG budget to be prepared and sent to Suffolk ACRE AMG Budget is approximately £1,500. Agreed AMG Budget headings: <ul style="list-style-type: none"> • Postage for distribution of Parish Plan • Secretarial • Delivery of Actions – if permitted by Suffolk ACRE 	JM, PH JM PH
6. Distribution of Parish Plan	Agreed as attached. Summaries of the Plan will be distributed with the Benefice Magazine for June.	PH
7. Action Planning	See Section 10 of the Parish Plan. Agreed: <ul style="list-style-type: none"> • to complete the thematic template required by Suffolk ACRE • to prepare a full Action Plan spreadsheet with headings: Action, Difficulty of Delivery, Cost, Delivery Mechanism, Priority • to establish Priority by allocating a factor score to each Action 	All members
8. Date of Next Meeting	7.15 pm on Wednesday 24 June in the Admirals' Head Purpose: to carry out agreed actions in 7 above	CR All members