

Newent NDP Steering Group Extraordinary Meeting Minutes

Thursday 23rd November 2023, 11am by Zoom

Present: Helen Selwood (Interim Chair) (HS); Cllr Gill Moseley (Interim Secretary) (GM); Cllr Alan Hedley (AH); Cllr Sara Hulbert (SH); Cllr Juli Escritt (JE).

1. **Apologies** - Chris Moore (Treasurer) (CM), Emma Salisbury, Lynn Ashton and Cllr K Selwyn.
2. **Declarations of Interest** – none
3. **Finance report** - **a) Statement** - there is £1,230 in the NTC's NDP budget with one outstanding payment of £30 for the room hire.

b) Budget for approval - 23/24. A spreadsheet had been produced by CM and circulated. This showed estimated future spend and projected costs for consultancy fees. The following represents an agreed budget which has some amendments to the original proposals:

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|---------------------|---|
| Room Hire | - £250 (Including consultation and SG meetings) |
| Printing | - £500 (for 5K sheets @10p, for hard copy surveys etc) |
| Website Domain | - nil (hosting fee already paid of £106.35) |
| Publicity | - £200 (for public consultation flyers, banners etc) |
| Travel | - £180 (allowance 45p mile) |
| Secretarial Support | - £250 (5 meetings at approx £50 per meeting) |
| Assets | - £250 (for additional display material for consultation) |
| Consultant's fees | - £7000 (plus VAT – reclaimable)* |

*This figure is an estimate based on a standard hourly fee and will probably not all fall within the current financial year.

Advice is needed regarding the Locality Grant application. The balance of the total available Standard Grant is a little under £7K and we have a balance of £1,230 in the NTC budget for our NDP. However, further Locality grants are available and the NTC budget provides a cushion for expenditure over the standard Locality grant limit and for items which cannot be claimed through Locality such as secretarial costs and assets as well as any retrospective spend. It will be necessary to bid for a further amount in the forthcoming NTC budget process.

The rationale for setting this budget is to agree expenditure limits within particular budget heads. It is recognised that there is likely to be an underspend in certain areas due to the unpredictability of the rate of progress, and savings can be made. Where

most of these monies is resourced is yet to be decided between Locality and NTC funds. There is a budget deficit of £430 but room hire, printing, secretarial costs and assets are likely to be areas where savings can be made if necessary.

Proposed by GM, Seconded by HS. All in agreement.

4. **Proposal to apply for the Locality standard and further grants** following approval by NTC of the successful planning consultant candidate's appointment, subject to satisfactory references. Proposed: SH Seconded: GM All in agreement.
5. **AOB** – none
6. **Date of next meeting** - 6th December at 7pm at the Town Council Offices if available.