

Cradley and Storridge Parish Council : SMALL DONATION GROUP

Minutes of meeting 24th May 2016, Sorridge village Hall

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

1. Being the first meeting of the group, DS was voted as Chair
2. The draft 'Duties & Terms of reference' produced prior to the meeting were discussed and adopted with minor changes.
3. IS offered to produce a draft 'application form' form the next meeting
4. IS offered to produce a draft 'flow chart' for the next meeting, which in particular should show how funds are received, and paid. This flow chart to be suitably modified and agreed with the Parish Clerk on her advice to prevent undue work.
5. DS offered to produce a draft pro-forma accounts summary for the next meeting
6. The question of this sub-group having to prior notify its meeting to the public was raised and unanswered. DS to seek guidance from the Parish Clerk
7. Matters regarding advertising of the group were deferred until the working documents mentioned above had been drafted and approved.
8. DS to present an update on the group at the next PC meeting

Signed.....

Date.....