

Report to Nash Mills Parish Council

Working Group Name	Business Planning
Meeting Held (Date)	24 July 2023 21 August 2023
Present at Meetings	Michele Berkeley Nicola Cobb Nikki Bugden (July meeting only) Grant Kennedy Alan Briggs Steve Roberts (Chair and Reporting)
Apologies (both meetings)	Lisa Bailey Jamie Kitson
Agenda Items for Resolution/Decisions Needed <i>Please list each point requiring a decision separately for inclusion on the agenda.</i> <i>Please note items not included on the agenda cannot be approved.</i>	<ul style="list-style-type: none"> To receive the report To resolve that the Clerk can contact relevant authorities/agencies to commence information gathering for all items marked accordingly on the activity list.
Spending Level Requiring Authorisation	Not applicable at this stage
Quotes Circulated (if required)	
Relevant Powers to Spend (if spending approval needed) <i>Please liaise with Clerk if guidance required.</i>	
Policies Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	
Risk Assessment Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	
Notes / Other Items Supporting Above	The spreadsheet listing activities is available in SharePoint here .

Summary of Meetings

Meeting 1

- This meeting took the form of a brainstorm where all present were asked to write ideas for future activities/events on to post-its
- Ideas submitted in advance by people not present were included on post-its
- Without judgement being passed on the ideas, they were then themed into categories – Resident Support, Events, Safety / Security / History / Heritage and Wellbeing

After the meeting, the ideas – 78 in total – were entered onto a spreadsheet.

Meeting 2

- At this meeting there was an initial review of items on the spreadsheet
- As a result of discussion, some were combined and others were deemed to be someone else's responsibility, e.g. the Village Hall Committee, or just not deemed viable or worthwhile
- All remaining items were then scored against a criteria of Time, Cost and Complexity in order to help with prioritisation and planning
- Where an item requires action by the Clerk before anything else can occur, this is highlighted on the spreadsheet

Next steps

- Subject to Council agreement, the Clerk will commence contact with relevant authorities and agencies against the activities highlighted accordingly on the spreadsheet. Clerk will produce separate timeline and update to Council via the clerk's report.
- The Working Group Lead will prepare an initial draft of when each activity might start and finish over the remainder of the Council term. This will be reviewed at the next meeting.
- Working group to consider all items marked "Further detail required before action" and either provide the required detail and propose next steps or propose allocating to either an existing or new working group.
- The Working Group Lead to check availability for dates of next meetings, through to year end.