**MINUTES OF THE EAST WORLINGTON HERITAGE PROJECT GROUP MEETING HELD AT TOWN FARM BARN 12th JANUARY 2015 AT 7.00 PM**

Present: Steve Baber (Chair), Miya Bond, Gavin Manton, Lorna Manton (minutes), Philip Risdon

Apologies: Sandy Haughton, Liz Guppy

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|  | **ITEM** | **ACTION** |
| 1 | **World War 1 Exhibition**  Meetings of the Group between July and November had related to the Exhibition which, it was generally agreed, had been a great success. |  |
| 2 | **Heritage Lottery Fund Update**  SB informed the meeting of progress re HLF. A grant of £65,200 had been confirmed and discussion ensued re expenditure of these funds as per HLF requirements. There is still a shortfall of £14,000 in order for the whole project to be completed.  GM congratulated SB on all his hard work on this project which had culminated in the grant being secured. The rest of the Group were unanimous in also offering their congratulations. |  |
| 3 | **Heritage Project Blog**  SB informed the meeting that there would be, amongst other items related to the project, an online diary showing progress. The blog should also note when the Heritage Group meet (with link to agendas, minutes etc.. A web site will also be developed to cover the project & a web designer employed. Martin Bond has kindly agreed to oversee the digital output part of the bid. | SB  LM |
| 4 | **Strategic Overview & Planning Actions**  SB passed spreadsheet to the Committee for their information (attached). This encompasses the majority of the Group’s work until 2017. |  |
| 5 | **Research Questions/Areas for Meeting**  SB passed to the group a list of suggested research topics (attached) for consideration. G & L M agreed to undertake item A7 to be completed prior to Launch. | GM & LM |
| 6 | **Community Launch - Friday 27th February 2015,**  **7.30 – 9.00 pm**  The Group decided it should include  *Short Talk* to  explain progress from original inception of the project , through its planning and development and what we now aim to do.  Highlight the Heritage Lottery Fund contribution  Reinforce it is a community project  Provide plans and costs and funding to support openness and accountability  Outline the Digital output developments – web, blog etc  Explain how the community can contribute by engaging in the research and supporting ongoing funding requirements.  *Followed by Questions & Answers session*  *Info in hall*  Dwellings Questionnaire  Plans showing proposed new hall  Monthly draw sign up sheets  2p challenge flyers  Time line  Lottery Plan  It was decided that offering cheese & wine would encourage the local community to attend. (Campie H-B has kindly agreed to organise the wine and cheese)  SB to do flyers advertising the launch & circulate | SB  LM & GM  CHB  SB |
|  | The meeting closed at 8.45  Next meeting 9th February 2015 at Town Farm Barn |  |