

## Shildon Parish Plan

### Launch Event Working Group

#### Minutes of a meeting held on Wednesday 26<sup>th</sup> April 2006

##### **Present:**

Mal Carson	-	New Shildon Residents Association
Ann Corrigan	-	Sure Start
Mona Quigley	-	Jubilee fields Residents Association
Freda Toon	-	Shildon Centre
Chris Wood	-	Shildon Centre
Helen Wright	-	Local Resident
Carol Fletcher	-	Shildon Community Safety Group
Jude Peto	-	Shildon Centre (Placement student)

##### **Support Officers:**

Tracey Bellas	-	Shildon Town Council
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#### **1. Apologies for absence**

Gillian Fortune	-	CAVOS
Mick Waterson-	-	Shildon Town Council

#### **2. Appointment of Chair**

It was **resolved** that Tracey Bellas would chair the meeting.

#### **3. Introductions**

No introductions were needed

#### **4. Launch Event**

##### **Response – Voluntary Groups**

Jude Peto reported on the responses from voluntary groups. There had been 4 confirmed replies for 'stalls' and 12 yes responses.

##### **Response – Statutory Organisations**

Tracey Bellas reported on the responses from Statutory Organisations with the following requiring a 'stall':-

Shildon Town Council, Groundwork East Durham, Shildon Centre, Durham Constabulary, Shildon Library, Age Concern, Shildon Community Safety Group and Surestart.

**Resolved** (i) that key statutory organisations who had not replied be contacted again regarding attending the event.

(ii) that an invitation letter be sent to all schools within Shildon to take part in the Launch Event.

(iii) that display boards be available to local organisations who want to display photographs at the Launch Event as an alternative to attending. This action to be carried out by the Shildon Centre.

### **Layout/Structure of Event**

The Working Group agreed that organisations taking part would be put into different themes:- Education, Health, Leisure, Environment, Economic, Community Safety and Housing.

**Resolved** (i) that each organisation be allocated one table to display information.

(ii) that the Shildon Centre prepare a floor plan detailing where each organisation will be situated within the Hall and for this to be on display at the event.

### **Publicity**

**Resolved** that publicity material be prepared by the Town Council and be distributed as follows:-

Posters and leaflets to the general public

Letters to the media

Details to be put on the Shildon Voices website

Jude Peto from the Shildon Centre to distribute publicity to community groups contacted by herself and also to shops within the town.

### **Next Meeting**

**Resolved** that the next Meeting of the Launch Working Group be held on Tuesday, 9<sup>th</sup> May at **1.00 p.m. at the Rest House, Central Parade, Shildon.**