

## PARISH AND COMMUNITY PLAN

### Sample Budget - Costs will vary from parish to parish

Budget item / Expenditure	Estimated cost	Possible Grant	Parish Council	Other	Comments
10 Steering group meetings in committee room at village hall at £5 per evening	50	50			
Refreshments for meetings	30		30		
Full page in parish magazine and other communication newsletters	75			75	Church gave space for free
Stall at May Fayre	10	10			
Display material for stall	30	30			
Flyers	50	50			
General event costs	50	50			
Photographic walk abouts + special events	100	100			
Questionnaire printing	150	150			
Final report and action plan printing	500	500			Dependant on no. of colour copies and households
Misc expenses for volunteers, ordnance survey license etc.	100	100			
eg travel, childcare, postage admin, print cartridge etc	170		170		
Volunteer time - nominal 30 days at £50	1500			1500	Free time
<b>Totals</b>	<b>£2815</b>	<b>£1040</b>	<b>£200</b>	<b>£1575</b>	

Note that if a grant is not available the Parish Council will have to contribute £1240 which is still affordable by many Councils

## SAMPLE PROJECT PLAN

A public meeting was held in mid February and it was agreed that the community wished to proceed with a Parish Plan

Action	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Open meeting to form committee, discuss community strategy and LDF, and draw up initial project plan	✓														
Steering group starts to build a profile of the community and advertises information on the parish plan in the local newsletter newspapers and on the parish website		✓													
Steering group launches parish plan at May Fayre			✓												
Carry out a Love it / Hate it survey as a flyer			✓												
Young people invited to 'pizza and coke' event			✓												
Hold a series of photographic walk-about				✓	✓										
Carry out individual and group consultations				✓	✓	✓									
School to produce a village map			✓												
Steering group analyse Love it flyer returns & cluster					✓										



## SAMPLE PROJECT PLAN (CONTINUED)

Action	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Steering group prepare questionnaire for distribution in Autumn							✓	✓	✓						
Make sure flyers are around for tourists to complete over the summer			✓												
Pilot questionnaire										✓					
Questionnaires distributed to every house											✓				
Steering group analyse questionnaire returns												✓	✓		
Draft report and action plan put together													✓		
Hold open meeting to present draft plan for comment and prioritising actions													✓	✓	
Amendments made and report/plan sent for printing														✓	✓
Official launch of parish plan															✓