

Governance working Group notes – Monday 13th February 2012

Present: Tony Hoare, David Mayer, Simon Tomlinson, Andrew McGrath

1. The group reviewed the paperwork that will be available to residents in the following ways:

- Emailed to all HSBWOT contacts
- Placed on NP and BCC websites
- Other websites as identified

2. In addition, notification of the election will be placed in local notice boards, in the Neighbourhood Watch newsletter, and an ad taken out in Bristol 9. **Action:** David to produce the ad and to liaise with Bristol 9 regarding publication dates **Action:** Andrew to liaise with Wendy Hull regarding getting an ad in the NW newsletter. **Action:** Simon to liaise with Bristol 9 regarding the geographical coverage of its delivery. If it can be arranged, additional door-to-door deliveries will be made to those areas of the NP not covered by Bristol 9. If need be, there is some money in the Communications budget that can enable this.

3. The Group reviewed all of the paperwork and has made some edits. As per the last meeting, the group considers that the bulk of the criticisms regarding last year's election were due to residents feeling there hadn't been enough publicity. The Governance working group is intending to try and ensure (as far as it is able) this doesn't happen this year.

4. The election paperwork will comprise the following:

- Letter of invitation to nominate candidates
- Nomination form
- Description of the election process
- Copy of the NP's Terms of Reference
- Publicity leaflet describing what the NP does

5. Revised timetable for the election process:

