

**Notes from Ballachulish Community Action Plan meeting,
Wednesday 18th May 2016
Held in Village Hall, 7pm**

Present: Shirley Grant (BCC, Shinty, PPG), Rob Malpas (BCA, BCC, Scouts, School Parent Council), Sheila McLean (BC Co), Colin Roxburgh (STAR), Kath Small (BCC), Kevin Smith (BCC, BC Co), Jo Watt (BCA,) Jimmy Waugh (BCC, BC Co)
BCA = Ballachulish Community Association SCIO; BCC = B. Community Council; BC Co = B. Community Company

This meeting was held to review the draft text of the final report, prior to it going to the graphic designer. Colin will edit the draft copy with the points raised in the meeting, before passing the final text on. The graphic designer will spend a few days on the document, before it is sent for printing.

A selection of photos from around the village were submitted for use within the document, and Colin to contact us if any further photos are required.

After some discussion it was agreed to use the printers STAR normally use, rather than trying to source a competitive local supplier. It is hoped to have the final document back and ready for distribution in early June.

A discussion regarding the final design of the document, looking at examples supplied by Colin, agreed to use weightier paper with a card cover, and to have a design similar to that used for the Shortlees CAP, which used bright colours and stood out as a bold design.

We will be supplied with 750 copies, for distribution as below:

- 1 per household, to be hand delivered by volunteers
- A number for distribution via TiC etc
- Copies to be reserved for distribution as supporting evidence with funding applications and with consultation partners.
- Archive copies, and for School, Library etc.

We will also be supplied with a .pdf file of the document, which can be made available on the Community Website

The review of the draft document led to a number of updates and corrections being incorporated, and an expansion of several points, but the general flow and structure of the text was felt to be very good.

This was the last formal meeting of the CAP group, and Colin was thanked for all of his work in helping us produce this very important document.

It was agreed, however, to continue the 'forum' meetings as a useful means of ensuring that the various community groups can continue to work together for the benefit of all. Details of the next meeting will be circulated in due course.