

**From:** Virginia Ponton [mailto:Virginia.Ponton@local.gov.uk]  
**Sent:** 02 August 2013 15:55  
**To:** David Inman  
**Cc:** wendy.cooper  
**Subject:** Sparse/RSN minutes

Hello David

Please find attached the minutes of the last meeting. I have highlighted a few areas which I am not sure about – could you please confirm?

On the paper and postage reduction front, I have checked your dispatch lists and we send hardcopy agendas and hardcopy minutes to just under 400 members and officers. As I said, this is around the same number as the Rural Commission. However, we do not send minutes separately – they are emailed and then attached to the next meeting's agenda.

The LGA are committed to reducing paper consumption and we would suggest that for SPARSE we:

- cease sending the minutes separately and instead email them as well as continue to include them in agendas.
- include links to and/or email attachments of presentations and documents rather than adding them in hardcopy. We do this for the Rural Commission.
- ask members to let us know if they will be attending the meeting and send hardcopies to them only. We have always asked members to register in advance to attend the Rural Commission, and as I said, this year we will only be sending hardcopies to those who register to attend. We put this new hardcopy approach in place for the first time at this year's LGA General Assembly on the first day of Annual Conference - fortunately without any complaints. The other largest SIG, the Coastal SIG, is also taking this reduced paper approach and we are ensuring we monitor this change for any complaints and make sure we have a good amount of spares available at the meetings in case additional members arrive.

I hope this provides some food for thought, please let me know if you have any ideas and hopefully we can start making changes for the new cycle of meetings in September.

Many thanks  
Virginia

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