

Forum: Steering Group

Agenda: 23 October 2016 at 2pm at Tesco Community Room, Swiney Way

1.	<u>Attendees</u> (inc. any apologies)	All	
2.	<u>Minutes of the last meeting</u> a) Matters arising b) Action points	All	
3.	<u>Chairman's Report</u>	Richard	5 mins
4.	<u>Treasurer's Report</u>	John	5 mins
5.	<u>Secretary's Report:</u> a) Been asked by Toton councillor to advertise CAT meeting?	Graham	5 mins
6.	<u>General Meeting Activities</u> a) Leaflet: Please review the draft produced by Katie, Teresa, and Richard B. Given the short deadline for publication, we only have opportunity for word changes rather than major re-design b) Leaflet drop: walks will be printed and brought to the meeting. Need to allocate. c) Advertising: further opportunities d) Email communications to our contacts: how many, content, timings etc. e) Review General Meeting process and agree actions f) Complete photos inc. group shot for web site	All	60 mins
7.	<u>AOB</u>	All	10 mins
8.	<u>Date & Venue of Next Meeting</u>	All	