

Forum: Steering Group

Agenda: Friday 25 November 2016 at 7pm 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>Inaugural General Meeting</u> a) Debrief; learning points; any follow-up actions?	Richard	5 mins
4.	<u>Election of Officers:</u> a) Chair b) Vice Chair c) Secretary d) Treasurer e) Comms/PR (?) Any others?	Richard	15 mins
5.	<u>Application to Council for formal designation</u> a) Application for designation of the Forum b) Application for designation of the Area Review drafts and finalise text	All	15 mins
6.	<u>Formation of sub-groups to spread workload</u> a) Site specific e.g. Barracks, Toton Sidings/HS2, Toton Lane b) Generic e.g. IT/Comms, Research, Business, Schools etc Are these suggestions appropriate/relevant? Any others?	All	15 mins
8.	<u>AOB</u> a) Standardise SG meeting's frequency, start time, duration, location. Worth doing? b) Application for grants/funds	All	10 mins
8.	<u>Date & Venue of Next Meeting</u>	All	