

**Events Planning meeting minutes  
21 Aug 2013**

PRESENT: Richard Sorrell; Morag Robertson; Maxine Armstrong; Tony Beavan; Rita Lait; Geoff Williamson; David Todd; Ric Walker; Rex Henry; Matt Hayter; Lucy Hackett

APOLOGIES: Paul Woodward; Vikki White; Jackie Mace

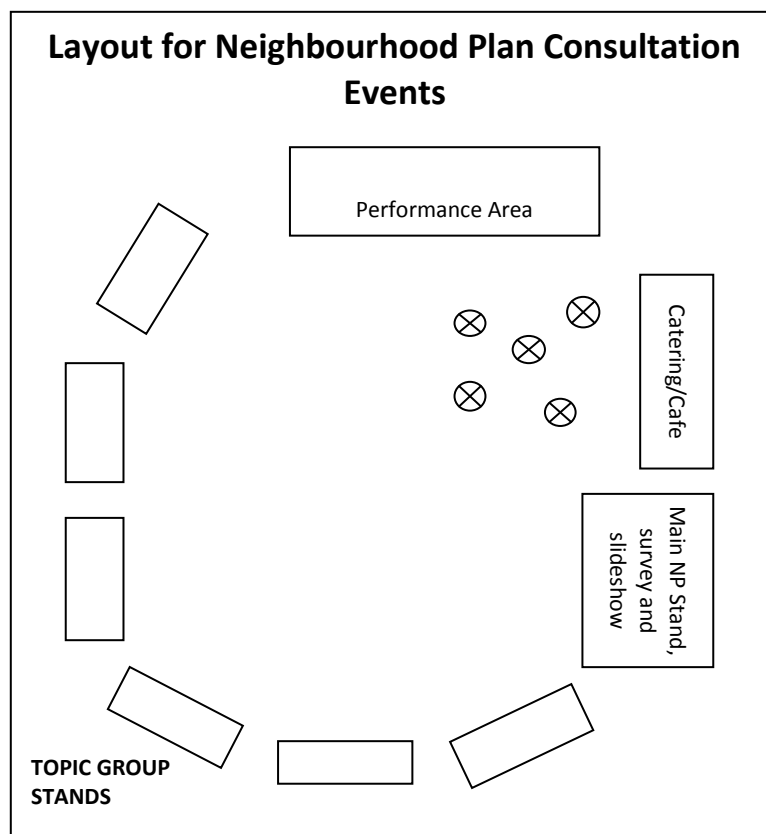
Four main consultation events will be held in the autumn. Details as follows:

	Venue	Date	Time	Lead Person
<b>Halsetown</b>	Halsetown Inn	Sat 5 Oct 2013	2 – 8pm	Morag Robertson
<b>Lelant</b>	Village Hall	Sat 19 Oct 2013	2 – 8pm	TBC
<b>Carbis Bay</b>	Memorial Hall	Sat 2 Nov 2013	2 – 8pm	Maxine Armstrong
<b>St Ives</b>	Guildhall	Sat 23 Nov*	2 – 8pm	David Todd, Matt Hayter, Rex Henry

\* NB. This has changed from the date set at the meeting (16 Nov) as the Guildhall was not available

**Lead Person will:**

- Book the venue
- Coordinate distribution of publicity posters and leaflets prior to the event
- Coordinate the entertainment schedule for the event
- Ensure the venue has sufficient catering facilities
- Organise stationary and other materials for the event
- Be the central point of contact during the event.



**Need to organise:**

	<b>Person Responsible</b>	<b>Budget Available</b>
Venue Hire	Maxine Armstrong, Morag Robertson, David Todd, Matt Hayter, Rex Henry	300.00
Tables and chairs	Already at the venues	
Display Boards	Lucy Hackett	
Catering	Lucy Hackett	100.00
Musicians and bands	Maxine Armstrong	200.00
Stationary, i.e. pens, paper etc	Lucy Hackett	
Display Title Signs	Lucy Hackett	
Topic Group Information Displays	Topic Groups	
Running Slideshow	Rita Lait	
Publicity (posters and leaflets)	Rex Henry	100.00
Press	Ric Walker	
Filming and video-streaming	Lucy Hackett and Alban	600.00

**ACTION:**

- **Persons named responsible to action the points above;**
- **Lucy Hackett will confirm Guildhall availability for 16 Nov (DONE – Guildhall booked for 23 Nov);**
- **Geoff Williamson will enquire about a Lelant representative to coordinate the event;**
- **Maxine Armstrong will include preparation by the topic groups on the steering group agenda for 28 Aug.**