

Date and Time	Thursday 14/09/2017 6.30
Location	Castle Circus House
Present	Carole Brierley , Tamzen Pugh, Tammy Maguire
Agenda	

1.1	Welcome & Apologise	
	<ul style="list-style-type: none"> As this meeting has only two steering group members it is not a quorum and therefore no votes will be taken Louise Benson, Claire Howell, Kelly Givens, Clare Foulds, 	

1.2	Minutes from previous meeting	
	<ul style="list-style-type: none"> Approved and ready for website. 	

2.0	FINANCIAL UPDATE	
	<ul style="list-style-type: none"> We received second amount of funding Discretionary grant form has been posted Internet banking is now operational As agreed at the last steering group a cheque needs to be raised for Sally Martin for the total of 150.00 pounds. AGM trip was unable to be discussed as there was not a quorum 	TP

3.0	WORKERS REPORT	
	<ul style="list-style-type: none"> No issues to raise From this point on we will be keeping a record of calls received that require signposting or that refer to other services 	TM

4.0	PRIORITIES	
	<ul style="list-style-type: none"> Fair play day feedback—Conway says that we can call the him in April 18 Dodgems need some type of monitoring for fair use as we have received a few complaints The Hulk, this needs to be monitored as people are just pushing through Need to be at the fair for 8.30 next year First Aid—Need to record all first aid administered- Accident Record Book to be purchased 	TM TM

4.2	NOVEMBER EVENT	
	<ul style="list-style-type: none"> A provisional date has been set of 17/11/17 Event based on educational needs outcomes and provisions Provisionally book Upton Vale 9-3 	TM

