NNT – 13/6/16

Henri, Lou, Ian, James M, Martin

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| **Agenda**  | **Action**  | **who** | **Deadline** |
| **Admin** | Job description to be completed  | Henri to send to Lou | Yes |
| **Partnership Agreements** | To include – free venue, local team requirements, use of hcoc logo – bespoke for schools & social venues  | Henri | Henri meeting Will this week |
| **Contacts** | Venue contact spreadsheet to be lifted from ACE bid  | Martin  | June |
| **Branding**  | To include – Brochure, Name, Description, partner venues, highlights  | All | ASAP – 11th July content deadline  |
| **Inform Venues & set up area meetings**  | Try to sign up venues by 4th July so they can be named in brochure. Individual meetings rather than in clusters  | Ian & Lou – schoolsJames & Lou community | 4th July |
| **Monthly partner meetings dates** | **Meeting 1** – Louise to book Rollitz meeting room, Wed 14th July 4-6pm | Lou | ASAP |
| **Consultant Brief** | To include meeting dates & day either side – 20 days available in budget  | Lou | Yes |
| **Inflatable Screen** | Jane Earnshaw possibly has inflatable screen for YF project | Martin  | June |
| **Circus** | Joint projects and programme from circus budget  | Lou | Ongoing Lou to attend meetings |