**R1BW Internal Meeting Minutes  
27/03/2017**

Attending: Chris Clay, Melissa McVeigh, Helen Thackeray, Jonathon Black, Rebecca Clark

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| **POINT** | **ACTION** |
| **1. UPDATES** |  |
| CC - Roach to be contracted  **ACTION: MM to liaise with JB and WH about Roach service agreement**  HT – Margaret Nieke to sign list off this week before continuing with contracting  JB - meeting Roger at Beverley 28/03/2017  CC – meeting with MOD to confirm Leconfield as a Park & Ride site. Once this is confirmed there is no use for Hedon  CC – Clarity around Burton Constable Holiday Park, is this managed by Rodrica Straker? HT confirmed not, land is managed by a tenant  **ACTION: HT to arrange a meeting with the holiday park**  CC - ordering wristbands and car mirror hangers (to fit in C5 envelopes)  **ACTION: MM to order these by 12/04/2017**  CC – Welfare Management plan  **ACTION: MM to produce on Welfare Management plan**  JB & HT - meeting with Martin Walker, Civic One, on 28/03/2017 to discuss CCTV  **ACTION: HT to invite Andy Burton to CCTV meeting**  MM – to speak to MJ about unit price for the meals  MM – meeting Gallowglass 28/03/2017 at 13:00.  **ACTION: MM to invite JB and HT**  HT – Queries about resident tickets. HT to set the parish meetings once the decision has been made.  **ACTION: CC/HT/JB to do a drive round 28/03/2017** | MM  HT  MM  MM  HT  MM  CC/HT/JB |