**27/02/2017: Discussion with Vicky and Richard**

**Lord Mayor’s Rooms:** new Lord Mayor comes in. Normally current deputy comes on one. But 2018 is about elections. Not the job people want in election year. We’re not sure who the new lord mayor will be.

What are they using the room for? Won’t know until we have script or design deadline.

**Lord Mayor’s rooms 59-62: can only confirm in May. Difficult.**

**77, 80 & 82 Meeting Rooms:**

These are difficult to get during the day. 9am – 5pm. At the moment ensure we have the room in the evenings 5pm -11pm.

**Room 57:** Shouldn’t be a problem as long as members know. 5pm – 11pm.

Cabinet meetings held every week. Martin G should go and put this on to the table. Speak to Matt, Trish and Mark Jones first – proper to them first before meeting. Lord Mayor after this process when we know who they are.

Council Chamber meeting on 1 November. Being queried about what this is.

Friday 16 November: Need to make that 4pm later. Use the weekends potentially instead.

Possibly contact registrar to see if we can use their room? Place other meetings there.

Registrar’s Room: is that available?

Next steps: get political buy in from informal agenda item. Do we bring writer/director so they can talk about the project as a whole.

In May, everything will fall into place.

Possibly table a formal agenda item of when CoC might have access to rooms, due to inactivity patterns.

First thing on a Monday cabinet agenda item.

Richard to engage Karen: Secretary to the Lord Mayor.