**Internal R1BW meeting  
28/02/2017**

Attending:

Chris Clay  
Jonathon Black

Melissa McVeigh

Helen Thackeray

Rebecca Clark

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| **POINT** | **ACTION** |
| **1. Utilities** |  |
| HT - Yorkshire Water are considering using the piping at the back of the house will speak to Burton Constable about this. BC to confirm with HT  HT - confirmed they are able to barrel more water in if necessary  CC - said there is a clause in the contract about utilities. Yorkshire Water can waive the cost as part of the Hull 2017 partnership  HT – confirmed there is lighting at the front of the house and Rodrica Straker is keen to light the orangery via their internal lighting. BC will manage this. |  |
| **2. Catering** |  |
| HT – Cerruti’s have gone directly to Nick Hildyard at BC about catering  CC - confirmed BBC are trying to appoint local suppliers as much as they can and have requested a list of local caterers and wholesalers  ***ACTION:*** *HT to share the list of local caterers with Jack May, BBC* | HT |
| **3. Procurement** |  |
| **3.1 Medical**  MM - St. John’s Ambulance are confirmed for Medical    **3.2 Cleansing**  CC - Victoria Hindle at ERC sent a cheap quote through and caused some confusion. She stated ERC could not meet staffing expectations using the council team. It transpired they can provide additional staff using external companies    CC - confirmed Ryan’s been appointed as opposed to ERC Commercial Waste Management. They are able to conduct a post-event clean up  **3.3 Welfare**  CC - yet to appoint H&S and Welfare companies  CC - queried whether Welfare can go through St. John’s or whether there are other companies who could lead on this  CC – confirmed BBC look after children and the Hull 2017 Welfare spec will primarily cover adults  HT - confirmed Street Angels are recruited through Prestige Security and all their staff are trained as youth and community workers, covering sexual health, lost children, drug and alcohol use  ***ACTION****: Once appointed, Ryan’s to be invited for a meeting and site visit*  ***ACTION:*** *MM to invite St John's for a meeting*  ***ACTION:*** *Invite Linda from Street Angels to discuss Welfare requirements* | CC  MM  CC |
| **4. Traffic Management** |  |
| **4.1 Buses**  CC – confirmed HCC don't have a list of approved bus suppliers. Arriva are on the ERC framework.  CC – confirmed the bus companies who are on the H17\_013 Ground Transport Framework are Abellio and Acklams. By using local suppliers (Stagecoach and EYMS) they can only provide a percentage of the bus requirements, so there is a need to supplement their provision with national companies  HT - speaking to Margaret Nieke about reinforcing the corners for wider bus turning circles  HT – mentioned the quote for reinforcing the additional road out from Burton Constable was £4,500 and would be worth adding in although realises this is budget dependant  **4.2 Traffic Management Plan**  CC – expecting a Draft Traffic Management plan from Nigel Wilson and will feedback at next meeting    ***ACTION:*** *CC to issue RFQ on 28/02/2017, closing on 07/03/2017* | CC |
| **5. Volunteer Requirement** |  |
| CC to discuss volunteer requirements with HJ and feedback | CC |
| **6. Resident Liaison** |  |
| HT – Unavailable to attend the next parish meeting in Skirlaugh on 07/03/2017  CC – to get into touch with Will at ERC and discuss if there are any other parishes we should be making contact with  ***ACTION****: HT to share additional Parishes information with CC*  ***ACTION:*** *CC to attend parish meeting on 07/03/2017* | HT  CC |
| **6. Catering** |  |
| HT - to speak to the café at Burton Constable and confirmed £3,000 has been put aside for loss of earnings, but could potentially provide crew catering as an alternative |  |