

Agenda

1. Welcome & Introductions
2. Minutes of the last meeting
3. Action plan updates
 - 3.1. Project plan
 - 3.2. WG confirmation date
 - 3.3. Articles of Association
 - 3.4. Budget spreadsheet
 - 3.5. Collection costs
4. Programme -progressing theme group projects
 - 4.1 Improving access
 - 4.1.1 Parking initiatives
 - 4.1.2 Greening
 - 4.2 Promoting and marketing
 - 4.2.1 Small business Saturday tour bus
5. Company matters
 - 5.1 Company formation
 - 5.2 Articles of Association
 - 5.3 Election of Chair and Vice Chair
 - 5.4 Financial procedures
 - 5.5 Levy collection
 - 5.6 Bank account
6. AOB
7. Date of next meeting – Thursday, 17th November