**MEETING 16 held on 7/3/23**

**WORKING GROUP MEETING NOTES**

* GK in the chair
* It was agreed that the meeting would focus on agreeing the Presentation, the Facilities consultation sheet, the FAQ sheet, the logistics ahead of Consultation Meeting 2 to be held on Sunday
* JK led the Working Group through the Facilities sheet, which was discussed, amended and agreed
* AS led the Working Group through the Presentation, which was discussed, amended and agreed
* The FAQ sheet was discussed and agreed
* A brief discussion took place over how Consultation Meeting 3 might look and when it might be – this was scheduled for 2/7/23 although this is tbc

**ACTIONS (FOR CONSULTATION MEETING 2)**

* ALL to meet at village hall on Sunday 12/3/23 at 2:00pm to prepare for the 2:30pm start
* ALL to set up the main room in the village hall (as per Consultation Meeting 1)
* JK to print 12 registration sheets, to include a GDPR statement on each, allowing attendees to register their name and email address, and to ensure 1 is left on each of the tables once set up
* AG to print 70 sheets of Facilities list with “essential”, “nice to have”, and “not needed options” for distribution at the meeting
* JK to print 50 of the FAQ sheets for distributing at the end of the meeting
* GK to bring projector, laptop, cabling, extension power lead, and set up to display on stage back wall
* AS to bring marker pens, large flip-chart sheets, biros, white tack and post-it notes, and to ensure these are left on each of the tables once set up
* AS to continue to advertise on Hailey Village Facebook page