

MINUTES OF Task Group Leaders Meeting Monday 6th December 2004

Present ;

Andrew Hall	-	PERD
Andrew Brockbank	-	National Trust
Dave McAleavy	-	Coast & Countryside Service
Lorna Lander	-	PERD
Sue Rudkin	-	PERD
Chris Tynan	-	RSPB
John Gramaskus	-	Coast & Countryside Service
Peter Sandman	-	Leisure Services (Tourism)
Ralph Gregson	-	Birkdale Civic Society, Chair Tourism Task Group
Paul Wisse	-	Coastal Defence

Apologies;

Dr Reg Yorke	-	Chair Archaeology/History Task Group
Ted Jackson	-	Chair of SCP

1. No Minutes were produced from the last meeting. Instead a draft programme for the Forum was drawn up by Andrew Hall and circulated for comments.
2. The draft programme and workshop content and speakers was discussed and agreed with one or two minor alterations. After each talk there should follow a question and answer session. Peter Scott's presentation should be split into two parts and Ceri Jones should make mention about Sea Britain. Chris Tynan will confirm who will be talking on behalf of RSPB by end of the week, as Tony Baker was not available. The programme will be updated to reflect these changes and sent out with the initial letter of invitation. The programme will be presented to the Board for final approval on 13th January 2005.
3. As places are limited in each workshop to a maximum number of 30, places, therefore, should be allocated on a first come first served basis. It was agreed that the registration form should be changed to ask delegates to give two choices marking 1st and 2nd choice. It was also decided that in the delegate pack sent out in the week running up to the Forum, on the location map, clear indication should be made that there is off the road parking available if the car park at the Gild Hall is full.
4. Costs for the hire of the Hall remain the same at £200 for the day. There is a price increase of £1 per head for catering making it £8.50 per head and costs were being sought for bringing in microphones, 2 extra speakers, a pa system with technician. One quote had already been received at £200. Peter Sandman did suggest that his department have a number of contacts they use and they might be able to better the deal. LL/SR will look into this.
5. Available in the main hall would be the usual equipment for the Speakers ie lectern, screen, OHP, flipchart, laptop, and digital projector. If speakers requirements were any different from this or needed to talk about anything then they should contact

either LL/SR. Speakers presentations need to be uploaded on the laptop in plenty of time and it was decided that this should be done no later than the Wednesday before (2nd February). It was agreed that workshop leaders and rapporteurs would take responsibility for their own equipment ie bringing in and setting it up but that if they did need anything extra and/or help they should contact LL/SR to arrange this.

Volunteers will be needed to help bring the event together both on the day and the run up. Dave Mac gave his agreement/support for his staff/vehicles to be available as and when required.

6. The Forum is advertised in the local press and also Coastlines and over 300 invites are automatically generated from an existing data base mailing of people who have requested information they would like to receive from us of events such as this which are taking place. The event is becoming more and more popular and it was decided that perhaps we should find a bigger venue. Discussion took place as to how best to accommodate the increasing numbers. A proposal was made for the Board to be approached for sponsorship to help towards paying towards the event costs. At present it is totally funded by Sefton. This item will be put on the Agenda for the next Board Meeting.

7. A proposal was put forward that a volunteer's award should be given out at future Forums in recognition for the contribution volunteers give to the SCP. Full details of the scheme will be outlined, discussed and agreed at the next Board Meeting (13th January 2005). It was the agreement of all concerned that Phil Smith should be given special mention this year at the 2005 Forum for his outstanding contribution towards the coast and perhaps the Mayor could make this presentation to him. It was suggested a voucher/token could be given to him – amount to be discussed at Board Meeting.

8. Dave McAleavy also asked whether the Task Group Chairs meeting could be renamed as 'the Partnership Working Group' – to reflect the extended nature of this group which has developed beyond just chairs. Again this is a matter for the Board to decide and will feature as an item on the Agenda for the next Board meeting to be held on 13th January 2005.

10. A reminder for up to date Minutes of Task Group Meetings need to be put on the Web site and LL asked if these could be forwarded to her in digital format in order for this to happen.

11. The draft annual report is being prepared by Ceri Jones ready for presentation to the Board and then the Forum. Up to date progress reports and targets need to be sent to LL in order for the report to be compiled and finished by CJ

12. Date of the Next Task Group Meeting will be Monday 28th February 2005 at Ainsdale Discovery Centre.

Agenda Items

- Feedback on 2005 Forum
- SCP Management Plan (Drafting session)

