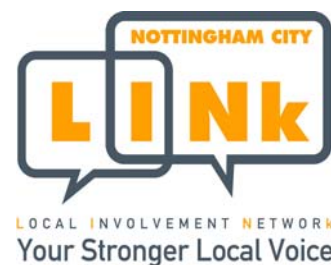


Nottingham City LINK Task and Finish Group

'Local Perception of the St Ann's LIFT site'



Attendees

Alicia Rowley- AR
David Turner- DT
Martha Highton- MH
Laura Thomas- LT

Apologies

Marjorie Taylor
Valerie Ross

1. **Welcome and Introductions**

Each member of the group introduced themselves and their role, MH apologised for the lack of attendees as she had been expecting other members to attend.

2. **Apologies**

Apologies were given by MH

3. **Purpose of the Group**

MH explained that the purpose of the group is to discuss what should be the main focus of the consultation with the St Ann's community regarding the new Joint Centre service. There has been issues brought up with the LINK regarding the lack of a dentist service in the centre, disabled access and the effect on local business and residents during the building work. The Task and Finish Group must decide what the consultation will entail, what we hope to achieve from the consultation and whether the LINK or LINK host will undertake the work or if it will be commissioned out to outside agencies.

4. **Terms of Reference**

The group discussed the terms of reference and looked an example of terms of reference of a previous task and finish group, the group decided that they would use this template but change the quorum to 2 members.

5. **Election of Chair and Vice Chair**

It was decided that this item will be postponed until we have more attendees to the group.

6. **Research**

LT explained that she has received quotes from various research companies if we would like to commission the project out. One of the quotes stated it would cost approximately £5,000 to gain 150 responses to the consultation. It was decided that at the next meeting LT would bring more quotes and ask the research to come and explain their proposal.

7. **A.O.B**

MH stated that she would contact the people who did not attend the meeting and then arrange for the next meeting to be in a couple of weeks. She will contact DT and AR regarding this as soon as possible.