

CRTRA market sub-committee**Mon 1 Nov 10**

Simon, Remy, Kate, Anthony, Diane @ The Elderfield

Update given on LBH points from meeting today (Diane, Anthony, Ian Rathbone attended)

Action	Who	When
Post updates to FB, web etc for stallholders to take forms to LBH by end of Wednesday to be licenced	Simon	Tues
Phone stallholders to remind them to take forms to the Council (also mention that they will be receiving a chaser call from the Council too)	Anthony	Tues morning
Contact Omar re use of the banner for the CRTRA stall	Diane	Tuesday
Contact Alastair at Broadway re estimated no of stalls needed (inc one for CRTRA)	Ian Rathbone	Friday / Sat
Create short questionnaire for visitors to complete (Remy can print if needed)	Anthony (Diane)	Sat
Contact Alastair (at Broadway) for a back-up list of stallholders (must be licensed and have PI cover and hygiene if food) – once we know how many stallholders we will have	Remy	Friday
Finalise bank account (need to arrange transfer of money to LBH for cleaning, inspector etc)	Remy (Ian and Simon co-signatures)	By Friday
Confirm arrangements for Cllr attending on Sunday – photo, meeting point etc (LBH to manage)	Ian	By Friday
Contact Euan Mills to produce a map of the street	Diane (cc Kate)	Tuesday
Meet at 1030 to set-up CRTRA stall the cover in shifts	Simon Diane Anthony Kate Catherine (tbc)	Sunday
Contact photographer volunteer to take pics on the day	Diane	Tuesday
Confirm filming on market day	Catherine	Friday