

# Stapleford Towns Fund - Town Deal Board

**Please observe remote conferencing good practice:**

**\*Get on the call in time for the start, testing any new systems if required**

**\*Please mute microphones unless you are speaking**

**\*Please raise your hand to speak, let the chair invite your comments**

**\*One person to speak at a time**

**\*For in call conversations please use the chat function**

**Date:** Friday 26<sup>th</sup> February 2020

**Time:** 2pm-4pm

**Venue:** MS Teams Meeting

1. Welcome and Introductions (Chair)
2. Apologies of absence (RO)
3. Agreement of minutes of previous meeting (All)
4. Declarations of interest (Chair)
5. Progress update (verbal) (RO)
6. Review Terms of Reference (Chair)
7. Project Spend update (RO)
8. Work programme (RO)
9. Date of next meeting (Chair)
  - i. Friday 9<sup>th</sup> April 2021 2pm
    - o Grant fund award (hopefully)