

ROCHFORD TOWN TEAM AGENDA	
Date: Monday 8 th April 2019 Time: 5:30pm	Venue: Parish Rooms, Rochford Parish Council, West Street, Rochford SS4 1AS
Chair:	Geoff Durham
Attendees:	Rochford Parish Council Rochford Chamber of Trade Local Business Representatives Local Community Group Representatives Local Voluntary & Faith Representatives Economic Development Unit, Rochford District Council

Agenda Items

1.	Welcome, Apologies & Introductions <ul style="list-style-type: none"> • Agreement of previous meeting notes • Matters Arising 	Chair All
2.	Elections of Chair and Vice-Chair <ul style="list-style-type: none"> • Geoff Durham is willing to continue as Chair • Graham Stapleton is willing to continue as Vice Chair • Other nominations can be made at the meeting 	All
3.	Finances <ul style="list-style-type: none"> • Actions from previous meeting <ul style="list-style-type: none"> ○ None • Finance update – Annual Accounts 	GS
4.	Marketing & Communication <ul style="list-style-type: none"> • Actions from previous meeting <ul style="list-style-type: none"> ○ Town Team information on RPC website • Raising the Heritage Trail profile <ul style="list-style-type: none"> ○ Trifold leaflets distribution status ○ Facebook/Twitter posts ○ Essex Big Weekend 	TF Chair
5.	Events & Initiatives <ul style="list-style-type: none"> • Actions from previous meeting <ul style="list-style-type: none"> ○ Essex Heritage Trust funding opportunity ○ App/website analytics • Ongoing activities <ul style="list-style-type: none"> ○ Booklet sales ○ Guided tours / Eventbrite • Recent/planned Heritage Trail events <ul style="list-style-type: none"> ○ 2nd Mar (Old House open day) ○ 6th Apr (Essex Big Weekend & other Heritage Trail tours) • Future events & initiatives <ul style="list-style-type: none"> ○ Discover 2020 ○ New project: Knitting our heritage together 	All Chair Chair
6.	Any Other Business	All
7.	Next meeting: to be agreed	All