

HARTLEBURY PARISH COUNCIL

Date	5 June 2018
Agenda Item No	
Title	Hartlebury Community Project
Background	<p>It is a condition of funding from Sport England that we have an official 'launch' of the project facilities.</p> <p>We would wish to do this anyway to bring the facilities to the attention of the community and to take the opportunity to officially recognise our funders.</p>
Considerations	<p>We need to consider:</p> <ol style="list-style-type: none"> 1 When to hold the 'launch'? 2 Who should be involved in the planning? 3 What activities should take place? 4 Publicity 5 Who should receive official invitations? 6 Should we allocate some funding to support this event? <p>This is too much to organise at Council meetings and is not in the Terms of Reference of the Project Management Team.</p>
Proposal	<p>The proposal is that:</p> <p>A Project Launch Team (PLT) is set up to organise the official launch and opening of the Hartlebury Community Project facilities.</p> <p>Cllr Jan Hipkins brings together a group of people to carry out the above and leads this team.</p>
Risk	Low
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