

From: [REDACTED]

Sent: 14 January 2020 16:58

To: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Cc: Mike Robinson <Mike.Robinson@merton.gov.uk>

Subject: Re: WILSON WELLBEING STEERING GROUP: ADDITIONAL JANUARY MEETING PAPERS

Importance: High

Hi everyone

Ahead of our meeting tomorrow evening, please find attached some additional papers in relation to our discussions:

1. Action Log (first draft - content, layout etc can be tweaked as required by the Group)
2. Draft v1 Venue Hire Application Form
3. Draft v3 of the Ways of Working document (including final comments)

I have received apologies from [REDACTED] [REDACTED] may be a little late.

I look forward to seeing you tomorrow.

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

On 6 Jan 2020, at 15:51, [REDACTED] > wrote:

Hi All

Firstly, may I wish you a very Happy New Year. I hope that you all found time for some rest and relaxation over the holiday period.

My next job is to welcome [REDACTED] - the new [REDACTED] at [REDACTED] - to the Group. Welcome [REDACTED] - I am sure I can say on behalf of everyone that we are looking forward to you joining the next meeting and to working with us.

Ahead of our next meeting on 15 January, please find attached the following documents:

1. Agenda (apologies received from [REDACTED]);
2. Draft notes of the last meeting (4 December). This meeting was not quorate due to a high number of people who were unable to attend;
3. v2 of the Ways of Working document: the intention is that this document is agreed and signed off at the January meeting. Please have a read through and **let me have any final comments/suggested changes by 5pm on Monday 13 January** so that a final version can be presented at the meeting. We will assume you are content with it if you don't comment;
3. v2 of the Venue Hire Policy and v4 of the Venue Hire Terms and Conditions Agreement: both of these (together with a Hirer Application Form to be drafted) are on the agenda for the January meeting. Please have a read through. You will see from the draft Minutes that we are planning to get some legal input re liability - I anticipate that this will need to happen before final sign-off of the Agreement but it will be good to be close to finalising it at the next meeting.

Please get in touch if you have any questions about any of the above. I look forward to seeing you next week.

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

On 10 Dec 2019, at 08:55, [REDACTED] wrote:

Hi All

I hope that you are all well.

Just wanted to drop you a quick email to let you know dates of future meetings so that you can get them in your diary.

At last week's meeting, we again discussed settling on a fixed day each month and the **THIRD WEDNESDAY OF EACH MONTH** was agreed.

As such, dates for 2020 are as follows:

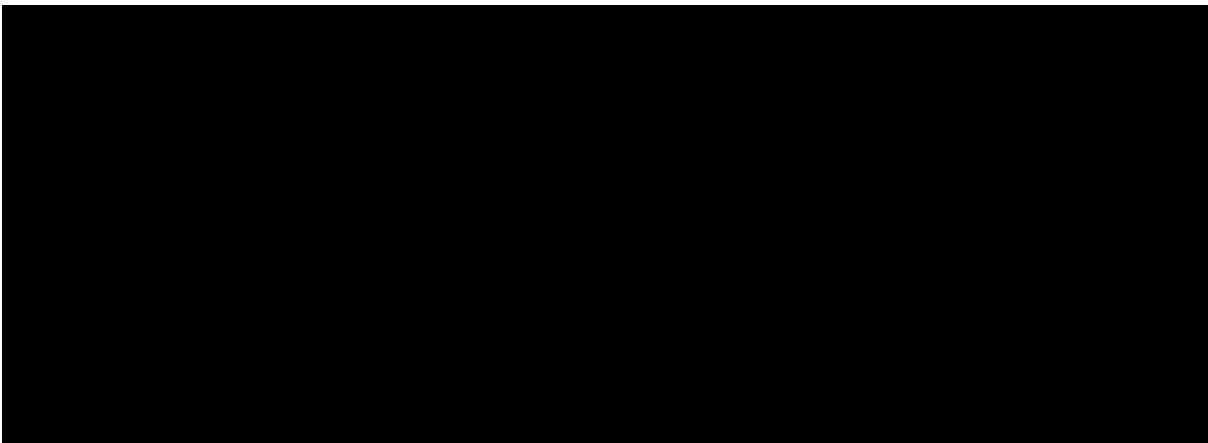
15 January
19 February
18 March
15 April
20 May
17 June
15 July
19 August (may not happen but just in case ..)
16 September
21 October
18 November
16 December

I will also send a repeating calendar invite for those of you with an electronic diary. Please make sure the dates drop in to your diary correctly as this can be a glitchy method the other end sometimes!

Whilst writing, can I just say a huge thank you to [REDACTED] for all her help and hard work to get the Steering Group and wellbeing space to where it is now. [REDACTED] is finishing her role as [REDACTED] at [REDACTED] and so we will be joined by their new [REDACTED] at our next meeting. Thank you [REDACTED] I am sure you will join me in wishing her well for the future.

I will sort out draft Minutes of our meeting last week and get them out to you ASAP so you can see the content of the discussion.

Thanks everyone.



[REDACTED]

[REDACTED]

<WSG meeting agenda 15Jan20.pdf><DRAFTWSGMinutes4Dec19.docx><v2WWSG Ways
of Working.docx><v4 UNLOCKED Hire Terms and ConditionsJan 20.docx><v2 Venue
Hire policy.docx>