



# C) General Meetings:



# Organising a Public Meeting

After agreeing with your management committee that a public meeting needs to be called then:

## **Agree the Agenda Items**

- Agree the date, venue and time
- Decide on guest speakers and theme if appropriate
- Decide on who does what for the meeting
- Decide who else to invite

## **Then:**

- Make the room bookings
- Invite relevant speaker, BANF officers, BCC officers (eg ward support officers) and councillors
- Design the leaflet or ask BANF Development Officer to do this
- Arrange printing through BANF if desired
- Arrange distribution to households in area
- Send letters to speakers, councillors and officers
- Arrange to get agenda and minutes from last meeting copied

## **Check if you Need:**

- Display boards
- Any equipment needed ie PA
- Access to the room in advance to set up
- To collect keys from keyholder earlier
- Refreshments

## **Just Before the Meeting**

- Place at entrance to room attendance sheet/notices
- Arrange chairs
- Arrange top tables for speakers and chair etc
- Distribute minutes/agenda
- Set up refreshments and exhibition boards.
- Ensure that there is someone to take the minutes
- Ensure that all apologies given are announced and recorded
- Announce the safety exits and toilets

## **Venue**

Wherever possible make sure that there is disabled access, toilets and that you can identify safety/fire exits.

## **Display of Neighbourhood Forum Election Posters**

Consent for the display of posters and advertisements relating to an election must be obtained from the owner of the land (or other person entitled to grant consent).

In respect of street furniture (inc. lamp posts etc) the consent of the Transportation Department of the City Council must be obtained. Certain conditions apply including the payment of a deposit which is returnable Subject to removal of the posters within a specified period. Further information is available from:

**Christine Francis**  
Transportation Department  
Telephone: **(0121) 303 7434**