**MEETING AGENDA**

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| **DATE:** |
| **TIME:** |
| **LOCATION:****ATTENDEES:** |

1. Apologies – *notifications of those who are unable to attend*
2. Minutes from previous meeting – *circulated and agreed*
3. Verbal reports from Liaison Officers – *update on NMTF activity*
4. Financial Report – *state of finances for the group*
5. Update on actions from previous meeting
6. Business arising from previous meeting
7. General Business
	1. *Operational issues from Traders*
	2. *Operational issues from Management*
	3. *Research – footfall counts, customer feedback surveys*
	4. *Trader mix – attracting new lines*
	5. *Promotions – website, social media, events, press*
8. Actions – *including responsibilities, deadlines and budgets*
9. Date of next meeting