

Note takers for talks; Duo – Luke
Ray – Alistair
Easy stand – Pam
Active design – Rob

These are not definitive and can be altered depending on committee members attending.

7. **AGM** – this is to happen on the day as part of the programme.
AGM – agendas, minutes and financial information are to be put on power point for meeting and be available in hard copy on the day.
Agenda to be compiled to include – Chairpersons report (AM), Treasurers Report (PH) and Sub Group feedback (JM)
8. **Mailing List** – following reports from several members of not receiving Information the list is to be reviewed and be put on a rolling review programme – probably 6 monthly.
9. **Funding request** – Carers Training in Postural Management (Fife) – further information received for this request – documenting the proposed course, predicted budget and the other agencies involved. (full document with chairperson) . Funding request for £4000 was agreed to at SPMN meeting No 4 – a letter of confirmation of this must be sent to the Fife Steering group (CM), an invoice will then be issued to SPMN for payment.
10. **Web update** – Unavailable.

Date of next Meeting: to be arranged