

Meeting of the Environmental & Leisure Committee

Monday 30th April 2018

From: The Road Safety Day (2018) Working Group

Event: - (Wednesday 20th June 2018)

1.0 Summary

Officers have contacted all the participating organisations concerning all the formal documentation that is required by the council. The attending schools are being sent the details and all the materials for the poster competition.

2.0 Action Points

- 2.1 All the participating organisations have to provide a risk assessment of their activities and confirm their Insurance arrangements.
Equally, all the attending schools have to provide risk assessments, insurance details and final numbers of attendees.
- 2.2 All the materials for the poster competition are being distributed.
- 2.3 Details of transportation needs have been confirmed.
- 2.4 Requirements of UTC car parks team are to be confirmed for the avoidance of parking charges.
- 2.5 All the regular volunteers helpers are being contacted with details of the 'day'.

Road Safety Working Group

Chair	Cllr. Ian Smith
Support	Cllr. Paul sparks
Co-ordinator	Cllr. Paul Meakin