

ACTION LOG		Meeting: INEOS Site Community Forum Meeting				
<b>Attendees:</b> Reg Eastup, Mersey Ward Campbell Riley, Mersey Ward Sydney Broxton, Mersey Ward Dorothy Boardman, Mersey Ward Brian Howells, Heath Ward Alan Taylor, Heath Ward Trevor Rawcliffe, Beechwood Ward PC Neil Burdekin, Runcorn Police Cllr John Swain, Halton Borough Council Gary Collins, Halton Borough Council Roy Faragher, INEOS Chlor Craig Welsh, INEOS Chlor Janet Ward, INEOS Chlor Colin Hopwood, INEOS Chlor Roger Westwood, INEOS Chlor Jill Saunders, EVC Gary Hemingway, EVC Alan Leicester, INEOS Fluor Richard Longden, INEOS Fluor Helen Atkinson, INEOS Fluor		<b>Date: Thursday 11<sup>th</sup> March 2004</b>  <b>Distribution: Attendees +</b> Linda Redhead, Beechwood Ward Ian Hartwell, Grange Ward John Gilbert, Mersey Ward Brian Porter, Palacefields Ward Ken Sharratt, Runcorn Fire Station Catherine Shaw, Environment Agency Denise Arnold, Halton Friends of the Earth Tony Traynor, INEOS Chlor Andrew Littlewood, EVC Roger Mottram, EVC Noreen Curphey, Weston Point Primary School Tegwyn Jones, Weston County Primary School Dick Tregea, Halton Borough Council		<b>Page</b> 1	<b>of</b> 1	1

#	ISSUE	ACTION	RESP	COMPLETION DATE	
				Due Date	Status/Comments
1	The Forum news sheet	Following discussion at the meeting, the Forum agreed that future news sheets would be written and circulated when enough material had been collected, rather than after each meeting	Communications Steering Group	Ongoing	Review at the end of each meeting
2	Approval of draft newsletter	Final comments on the draft forum news sheet to be forwarded to Janet Ward.	All representatives	18 <sup>th</sup> March 2004	COMPLETE – none received
3	Ian Hartwell	Send letter of condolence to Ian Hartwell on behalf of the forum.	Secretariat	18 <sup>th</sup> March 2004	COMPLETE
4	New Chair	Brian Howells was elected as new Chair. Write to all representatives to confirm.	Secretariat	18 <sup>th</sup> March 2004	COMPLETE
5	Terms of Reference	Comments/confirmation of the proposed amendments to the Terms of Reference to be sent to the secretariat.	All representatives	25 <sup>th</sup> March 2004	COMPLETE
6	New June meeting date	Availability forms for new June meeting date to be sent to the secretariat.	All representatives	25 <sup>th</sup> March 2004	COMPLETE
7	New June meeting date	Confirmation of new June meeting date to be sent to all representatives.	Secretariat	1 <sup>st</sup> April 2004	COMPLETE
8	Frodsham elections	Letter to be sent to all representatives confirming the Frodsham election timetable.	Secretariat	25 <sup>th</sup> March 2004	COMPLETE
9	Frodsham elections	Letter to be sent to all representatives to confirm the outcome of the elections when known.	Secretariat	10 <sup>th</sup> May 2004	COMPLETE
10	Ward boundary changes	Request copy of information from Halton Borough Council and pass to all representatives.	Secretariat	30 <sup>th</sup> April 2004	COMPLETE
11	Vandalism Sub Group	Report back on progress at June meeting.	Janet Ward/Craig Welsh	June 2004	COMPLETE – on June agenda
12	Halton Borough Council presentation	Request a copy of the slides presented by Gary Collins of Halton Borough Council and circulate to all representatives.	Secretariat	30 <sup>th</sup> April 2004	COMPLETE