

**Name of Advisory Group: Strategy & Communications**

Date of Meeting: 02/12/21

Present: Sue John (Chair) Chris Hayes (Clerk), Graham Sheppard, Julie Lawrence, Mike Nixon

Discussion Items/Briefing notes	
1	2022/3 Budget
2	Section 106 Funding Allocation Process
3	Covid 19
4	AQMA – continuous analysers in Rottingdean High Street
5	Google Calendar
6	

Actions		Responsibility
1	Budget assumptions, projections and overall approach discussed. Budget papers to be circulated to all RPC members in advance of RPC Meeting 6 December 2021.	CH
2	Report back from Section 106 discussed. To recommend that RPC take up place on LAT S106 Working Group and that RPC seek clarification re St Aubyns S106 Allocations for Sustainable Transport	GS/Section 106 WG
3	Discussed continued requirement to meet in public at time of increased risk. Members to be invited to take lateral flow ahead of RPC meeting 6 December. Covid-19 safety measures to be raised at the meeting	CH/SJ
4	Update re continued unreliability of analyser data in RHS. To recommend to RPC not to fund continued provision.	GS
5	To conduct informal trial of Google Calendar as meeting management tool ahead of any formal adoption by RPC	CH

**Completed by: Cllr Sue John**

KK/one drive/misc/advisory group reports template