

MINUTES OF MEETING OF CHELTENHAM LIBERAL DEMOCRATS EXECUTIVE MEETING HELD ON THURSDAY 5th APRIL 2018 AT CHELTENHAM MUNICIPAL OFFICES

Members Present: [a list of attendees]

The meeting covered the following points:

1. Staffing

AH reported that he and RW had met with the Cotswolds Party and had reached agreement in principle to forming a staff hub of two full-time employees based in the Cheltenham office with Cotswolds paying 25% of the wage bill. Cotswolds are drafting a service level agreement and job specification. The aim is to present this for discussion at the May full Executive.

2. Fundraising

NB reported that there are plans for a major donor handover dinner to be held after the council election. It has been proposed that this isn't a fundraiser itself and that the party will foot the bill, which will require the Executive to approve a budget. We are waiting on MH to confirm numbers.

3. General Data Protection Regulations (GDPR)

It was agreed that instructions on GDPR need to be provided to all volunteers holding member and voter personal data.

ACTION POINTS (including carry over from March full Executive)

AH	2.2*	Progress creation of county-wide Liberal Youth group (with VA)
	3.1*	Prepare campaign strategy for the period May 2018 - post elections - to June 2019 (with RW)
	1	Present staffing discussion paper at May Exec
	3	Ensure that instructions on GDPR are provided to all volunteers holding member and voter personal data.
DP	3	Ensure that GDPR is on the agenda for the May full Executive
VA	2.2*	Progress creation of county-wide Liberal Youth group (with AH)
NB	2.3*	consider updating/amending leaflet 'We are Cheltenham Liberal Democrats' with a view to providing a hand out leaflet for canvassers to leave with anyone identified as Definite LD contemplating joining.
	5.2.3*	Revisit training for members and candidates
	5.2.4*	agree a method for ensuring that Councillors and candidates

		were the main players in chasing lapsing members.(with LS)
	2	Lead on major donor handover dinner after elections
RW	3.1*	Prepare campaign strategy for the period May 2018 - post elections - to June 2019 (with AH)
	5.1.1*	each Focus should contain a Parliamentary column with words of wisdom on national issues from the PPC and it should be branded as 'Parliamentary Column' until PPC is better known.
MW	5.1.1*	each Focus should contain a Parliamentary column with words of wisdom on national issues from the PPC and it should be branded as 'Parliamentary Column' until PPC is better known.
AW	5.1.1*	each Focus should contain a Parliamentary column with words of wisdom on national issues from the PPC and it should be branded as 'Parliamentary Column' until PPC is better known.
LS	5.2.4*	agree a method for ensuring that Councillors and candidates were the main players in chasing lapsing members.(with NB)

DRAFT