

## **Council Meeting Arrangements**

### **Meeting Room:**

- Another table and 11 chairs
- Flipchart with paper
- Morwenna's laptop hooked up to the projector (load meeting documents)
- Regina's laptop
- Extension lead and multi-plug for connection of all the other laptops
- Agenda + 5 sheets of paper on every seat + pens in the middle

### **Catering:**

Tea/coffee on arrival

Tea/coffee break at 11am

Lunch at 1pm

Tea/coffee break at 4pm

- Mineral water, orange juice, coffee, tea, milk, fresh fruit, snacks, napkins, cleaning cloths
- Buffet lunch: Soup kitchen/salads or bagels/salads (menu night before so can make choice in the morning.)
- Breakfast for Star Inn guests at station or in city
- Thursday 8pm dinner at Rosario bistro for 10 people, Friday 8pm dinner Vitus for 11 people (C/C!)

### **Other arrangements:**

- Friday 6pm English speaking city tour
- Fresh flower pots
- Take ikea mats up on Thursday