

**CHART FAIR PLANNING COMMITTEE  
MEETING OF 17 OCTOBER 2023  
AT THE GARDEN ROOM, THE CARPENTERS ARMS AT 8PM  
AGENDA**

1. Welcome
2. Apologies
3. Membership Changes
4. Arrangements for Chairing the Committee for 2024 and beyond
5. Planning the 2024 Fair:
  - 5.1 key lessons from the 2023 Fair
  - 5.2 Date of the 2024 Fair
  - 5.3 Allocation of responsibilities for areas of work
6. Financial Update
7. Confirmation of the Pattern of meetings: Mix of ZOOM and Face to Face
8. Report on the Community Coffee Mornings Project
9. AOB
- 10. Date of next meeting**