



Neighbourhood Locality Fund Notification of Meeting

1.	Name of ward
2.	Name of lead councillor
3.	Date and time of meeting
4.	Venue
5.	Purpose of meeting and details of any officers / guests you intend to invite
6.	Breakdown of costs (e.g. venue hire, printing costs, delivery)
7.	<p>Are sufficient funds available in the budget? (this should be checked with democratic services)</p> <p>Yes</p> <p>No</p> <p>If no how do you propose to fund the meeting?</p>

8.	How do you intend to publicise the meeting? (a copy of any notices must be forwarded to democratic services)
9.	Please provide payment details of the payees (where applicable – please note that invoices should be made out to Watford Borough Council) <u>Venue</u> Name: Address: Email: Telephone number: Bank name: Sort code: Account number:
	<u>Delivery</u> Name: Address: Email: Telephone number: Bank name: Sort code: Account number:

	<p>Printing (or please confirm if you intend to use the WBC print department)</p> <p>Name:</p> <p>Address:</p> <p>Email:</p> <p>Telephone number:</p> <p>Bank name:</p> <p>Sort code:</p> <p>Account number:</p>
	<p>Other (for example minute taker, guest speaker, catering)</p> <p>Name:</p> <p>Address:</p> <p>E-Mail:</p> <p>Telephone Number:</p> <p>Bank Name:</p> <p>Sort code:</p> <p>Account Number:</p>
<p>This form must be signed by at least two ward councillors</p>	
	<p>Councillor 1</p> <p>Signature</p> <p>Date</p>
	<p>Councillor 2</p> <p>Signature</p> <p>Date</p>
	<p>Councillor 3</p> <p>Signature</p> <p>Date</p>

Meeting Checklist

Councillors (this section must be completed):

Is there enough money in the budget for the meeting?	
Have you completed all sections of the form?	
Have you contacted those officers you wish to attend the meeting?	
Have you provided the officer with a short briefing about the topic you wish them to discuss?	
Have you arranged for someone to take notes of the meeting?	
Have at least 2 councillors signed the form agreeing to the meeting?	

Please remember that copies of all notices should be sent to democratic services prior to their being printed.

Copies of notices and the notes of the meeting should be sent to democratic services for publication on the council's website.

All invoices should be made out to Watford Borough Council and sent to democratic services to arrange payment.

Democratic services:

Has the form been completed by at least 2 ward councillors?	
Was the form received before the meeting took place?	
Have all other sections of the form been completed?	
Have copies of the notice(s) been forwarded to democratic services?	
Has a copy of the notes of the meeting been forwarded to democratic services?	