# F and P Together Team Meeting

Date | time 6/10/2015 12:00 AM|office

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| Meeting called by | Denise Nygate |
| Type of meeting | Monthly staff meeting |
|  FaTcilitator | Denise Nygate |
| Note taker | Siona |

 | Attendees [Attendees]Please read [Please read] |

## Agenda Items

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| Topic | Issues | Actions |

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| ☐ | Timesheets – to sort out timesheets to be with Simon by the 27, signed by clients as you see them and them to pass them on to your employees to sort this out |  |  |
| ☐ | Database records-update records |  |  |
| ☐ | Update on staffing-ideas for staffing, Monique, Paige extra hours,  |  |  |
| ☐ | Expenses to clarify-policy to be clear on this |  |  |
| ☐ | 2016 activities –zoo-Colchester. Colchester splash Malden swimming pool, gokarting – lakeside, paintballing, stubbers – paintballing, hockley air soft, kingswood/mersea, outdoor away from Matt |  |  |
| ☐ | Celebration Event-Sunday, invite – to talk back if anything, away day seperate |  |  |
| ☐✓ | Office-office spaceLizzie – singing party – pop party to look,Rebecca to look at hours - WednesdayDonna hours  |  |  |

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## , Other Information

Training

Elsive – dancing group, Rachel disabled cheerleading, swimming group – Sunday morning,
Cholchester zoo, pier day fright night, clown school. Harry potter – to phone, Sat night Talk, Mayhem to look,

Clubnight, DJ night, Royal hotel???

Westcliff hotel – 23October

Training information – safeguarding issues for adults – scie - information