

*Your LINK for improving health and social care*

[www.themedwaylink.co.uk](http://www.themedwaylink.co.uk)



26 August 2009

## Medway LINK Coordinating Team

**You are invited to a meeting of the Medway LINK Coordinating Team  
to be held at 10.30am – 12.30pm on Wednesday, 2 September 2009  
in the Mayors Parlour, The Brook Theatre, Old Town Hall, Chatham, Kent,  
ME4 4SE**

(Map attached, lift available at venue, disabled and other public parking at rear)

### Agenda

1. Welcome and apologies for absence
2. To confirm as a correct record the minutes of previous meeting held Wednesday, 1 July 2009 **Attachment A – to follow**
3. To receive the minutes of the Moderating Panel's meeting held on 16 July 2009 **Attachment B**
4. Progress Report from LINK Development Workers, to include:
  - a. Arrangements for Coordinating Team selection event
  - b. Recruitment update
  - c. Work programme update **Attachment C – to follow**
  - d. Training programme for LINK visitors
  - e. Publicity
  - f. Community Engagement
  - g. Arrangements for Quarterly Event
5. Financial report of LINK's expenditure up to end of August 2009 **Attachment D – to follow**
6. Diversity monitoring report **Attachment E**
7. Website reports **Attachment F**
8. Proposal to sponsor Health Action Charity Organisation Conference
9. Representation on external bodies
10. Performance review of Host - 24 September 2009
11. Date of next Coordinating Team meeting

---

#### **Central Office**

*KMN, Unit 24 Folkestone Enterprise Centre,  
Shearway Road, Folkestone, Kent, CT19 4RH*

*Tel: 01303 297050*

*E-mail: [info@kmn-ltd.co.uk](mailto:info@kmn-ltd.co.uk)*

*Office Hours: Monday – Friday 8.30am - 4.00pm*

#### **Local Office**

*The Medway LINK, Avenue Business Centre,  
17 New Road Avenue, Chatham, Kent, ME4 6BA*

*Tel: 01634 821135*

*E-mail: [info@kmn-ltd.co.uk](mailto:info@kmn-ltd.co.uk)*

*Office Hours: Monday – Thursday 8.30am – 4.00pm*

*(Answerphone available out of office hours)*