

## **Marlborough Area Board – Meeting Format Suggestions**

- **Agenda & Minutes**
  - Mini one -page agenda to accompany main agenda
  - Mini one-page meeting synopsis for PR reps to take back to their councils (within one week)
  - Local issues near the beginning of the meeting
  - Information imparted in Agenda notes not to be re-communicated at length in meeting
  - Information to be “arrowed” for local relevance
  - More accurate recording of decisions / further actions and comments from the floor
  
- **Staging**
  - Flexible top table arrangements and central position of speaker for presentation
  - Seating alterations to encourage debate, make less divisive and more welcoming.
  - Avoid moving the audience about otherwise they may feel “processed”
  - Facilitated to encourage debate and lots of reaction from the floor
  - Feedback counters
  
- **Content:**
  - 50% explore / define issues, 30% Plan issue resolution, 20% communicate information
  - 75% local issues, 25% other (outside of statutory agenda items)
  - When Wiltshire Council are communicating then policy matters are of more interest
  - Service Providers called on to comment on local issues only
  - Update on local issues logged at WC?
  - Grant awardees coming back and reporting how the money was spent
  - More reviewing of minuted actions and decisions taken in previous meetings to ensure progressed / implemented
  - Awards for young people
  - No more than 1 formal presentation unless themed
  
- **Presentation guidelines**
  - Presentations researched to give local relevance
  - No more than 3 slides per presentation (unless pictures)
  - No more than 3 points per text slide, in font no less than 33pt