



**Planned and Unplanned Events Subgroup,
Meeting 7**

27 November 2024

10:00-11:30

Item No.	Agenda Item	Purpose	Paper/ Document	Lead
1.	Welcome and Apologies		n/a	Chair
2.	Minutes from 10 October 2024	Decision	Yes	Chair
3.	Actions Update including: <ul style="list-style-type: none">timescales/concerns regarding notifying retailers in a Tier 1 and 2 Events	Discussion	n/a	Chair
4.	Review and recommend draft of Unplanned Events Good Practice Guide for approval	Decision	To follow	All
5.	Review and recommend draft of Planned Events Good Practice Guide for approval	Decision	To follow	All
6.	AOB	Discussion	n/a	All
7.	Date of Next Meeting – 19 December 10:00-11:30	Info	n/a	Chair