



26/10/09

Dear Carer/Associate Member

The next meeting of the Manchester Carer's Forum will take place at 12pm on Monday 2nd November 2009 at the **BAND ON THE WALL** venue which is situated at **25 Swan St, Northern Quarter, Manchester, M4 5JZ**. "The Band On The Wall" is opposite the MCF Office on Swan Street. A light buffet lunch will be available from midday onwards.

An agenda and the next MCF newsletter are included in this envelope.

Please note that expense forms will be available at the meeting and that expenses can only be paid on receipt of a claim form. If you need help in completing the form please speak to a member of staff at the meeting. Bus or train tickets **must be included** for claims for travel expenses. We pay travel costs for drivers at a rate of 40p per mile. Expenses will be paid by cheque made payable to the person on the claim form unless you indicate otherwise.

*We are unable to reimburse taxi fares unless previously arranged.*

We look forward to seeing you at the meeting.

Best Wishes

*Rick Mitchinson*

Rick Mitchinson  
Assistant Manager

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Company Registration Number 5068267

Registered Charity Number 1103535

**Agenda for the Manchester Carer's Forum Meeting**

**12pm - Monday 2<sup>nd</sup> November 2009**

- 1 Chairs Introduction
- 2 Minutes of the Last Meeting
- 3 Matters Arising
- 4 Project Managers Report
- 5 Guest Speaker 1 - Jess Williams - Manchester Mental Health and Social Care Trust - "Foundation Trust"
- 6 Updates/Information/Questions/Concerns
- 7 Any Other Business