

24 February 2003

Your ref:

Our ref: AF

Please ask for Tony Farrow on 01799 510402  
email: [tforrow@uttlesford.gov.uk](mailto:tforrow@uttlesford.gov.uk)

Dear Councillor

**CONSTITUTION TASK GROUP MEETING – THURSDAY 21 FEBRUARY 2003**

I write to confirm that a meeting of the Constitution Task Group will be held on Thursday 27 February 2003 at 6.00 pm in the Committee Room at London Road, Saffron Walden.

**AGENDA**

1. Apologies for absence.
2. Notes of the meeting held on 6 February 2003 (previously circulated).
3. Business arising (see two papers attached; one more to follow).
4. Committee Structure (to follow).
5. Acquisition and disposal of assets (to follow).
6. Date of next meeting.
7. Any other items which the Chairman considers urgent.

Yours sincerely

Assistant Chief Executive

To: Councillors Mrs M A Caton, R J Copping, A Dean, R J O'Neill and Mrs S V Schneider

Also to: M J Perry and M T Purkiss