

17 March 2003

Your ref:

Our ref: MTP/SJC

Please ask for Mr M Purkiss on 01799 510430
email: mpurkiss@uttlesford.gov.uk

Dear Councillor

CONSTITUTION TASK GROUP MEETING – MONDAY 24 MARCH 2003

I write to confirm that a meeting of the Constitution Task Group will be held on Monday 24 March 2003 at 6.00 pm in the Civic Suite Meeting Room at London Road, Saffron Walden.

A G E N D A

- 1 Apologies for absence.
- 2 Notes of the meeting held on 27 February 2003 (attached).
- 3 Business arising.
- 4 Committee Structure (attached).
- 5 Acquisition and disposal of assets (attached).
- 6 Licensing (attached).
- 7 Annual meeting of the Council (attached).
- 8 Date of next meeting.
- 9 Any other items which the Chairman considers to be urgent.

Yours sincerely

Committee & Communications Manager

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

Also to: A Forrow, M J Perry and M P Purkiss.