

1 October 2004

Dear Councillor

CONSTITUTION TASK GROUP MEETING – THURSDAY 7 OCTOBER 2004

A meeting of the Constitution Task Group will be held in the Chief Executive's office, Council Offices, London Road, Saffron Walden, on Thursday 7 October 2004 at 6.00 pm.

Yours faithfully

ALASDAIR BOVAIRD

Chief Executive

**A G E N D A
P A R T I**

- 1 Apologies for absence and declarations of interest.
- 2 Notes of the meeting held on 2 September 2004 (attached).
- 3 Business arising.
- 4 Issues to be examined on visits.
- 5 Update on visits to other local authorities.
- 6 Successful Scrutiny.
- 7 Institute of Local Government Studies – Seminar.
- 8 Any other items which the Chairman considers to be urgent.

To:- Councillors C M Dean, E J Godwin, V J T Lelliott, A R Row, A R Thawley and **P A Wilcock.**

Also to: A Bovaird, S McLagan, M J Perry and M T Purkiss.