

26 November 2004

Dear Councillor

CONSTITUTION TASK GROUP MEETING – WEDNESDAY 1 DECEMBER 2004

A meeting of the Constitution Task Group will be held in the Chief Executive's Office, Council Offices, London Road, Saffron Walden on Wednesday 1 December 2004 at 5.30 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 4 November 2004 (attached).
- 3 Business arising.
- 4 The Role of Full Council and Policy Development (see options report attached).
- 5 Review of Committees (see options report attached).
- 6 Update on visits to other local authorities (letter from Maldon attached).
- 7 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, M T Purkiss and Councillor A Dean.