

10 December 2004

Dear Councillor

CONSTITUTION TASK GROUP MEETING – TUESDAY 21 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 Tuesday 21 December 2004 at 5.00 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 4 December 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.
- 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.