

15 March 2010

Dear Councillor

CONSTITUTION WORKING GROUP

A meeting of the Constitution Working Group will be held on Tuesday, 23 March 2010 in the Chief Executive's Office at the Council Offices, London Road, Saffron Walden at **4.00 pm**.

Yours faithfully

JOHN MITCHELL

Chief Executive

A G E N D A

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 23 November 2009 (attached).
- 3 Business Arising.

4 Review of Area Forums.

The report of the Community Partnerships Manager to the Community and Housing Committee is attached; the minute from Committee will follow.

5 Verbal update on constitution consultation.

- 6 Any other business the Chairman considers to be urgent.

To:- Councillors R H Chamberlain, C M Dean, E J Godwin, **A J Ketteridge**, J E Menell, D J Morson, H S Rolfe and S V Schneider.

Lead Officer: John Mitchell
Committee Officer: Peter Snow