

10 January 2011

Dear Councillor

CONSTITUTION WORKING GROUP

A meeting of the Constitution Working Group will be held at 11.30am on Tuesday, 18 January 2011 in the Chief Executive's Office at the Council Offices, London Road, Saffron Walden.

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 12 July 2010 (attached).
- 3 Business Arising.
- 4 To consider the draft constitution as set out in appendix 3 of the report submitted to the Extraordinary Council meeting on 19 October 2010. Members were asked to retain that document and you are asked to bring this with you to the meeting.
- 5 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 01799 510430