

9 February 2004

Dear Councillor

**GROUP LEADERS**

A meeting of the Group Leaders will be held in the Chief Executive's Office at the Council Offices, London Road, Saffron Walden on Tuesday 17 February 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 Appointment of Chairman.
- 3 Council Tax 2004/05 – To confirm overall figures.

To: Councillors A Dean, E J Godwin and A J Ketteridge