

5 February 2003

Dear Councillor

MUSEUM MANAGEMENT JOINT WORKING PARTY

A meeting of the Museum Management Joint Working Party will be held at the Saffron Walden Museum, on Monday 10 February 2003 at 7.00 pm.

Yours faithfully

ELIZABETH FORBES

Chief Executive

**A G E N D A
P A R T I**

- 1 Appointment of Chairman for the meeting.
- 2 Apologies for absence and declarations of interest.
- 3 To receive notes of the meeting held on 31 October 2002 (previously circulated).
- 4 Business Arising.
- 5 Report of Chairman of the Museum Society Management Committee (verbal report).
- 6 Curator's Report (attached).
- 7 Best Value Improvement Plan (including actions requested of the Museum Society).
- 8 MJWP Terms of Reference
- 9 Any other business which the Chairman considers to be urgent.

To: Councillors Mrs J E Menell, D M Miller, D J Morson, A R Row
(Uttlesford Members); N B Newman, E Planterose and A Watson
(Museum Society).

Copy to: Councillor M A Hibbs (Museums in Essex Committee representative).

Enc: Curator's report