

10 February 2004

Dear Sir/Madam

MUSEUM MANAGEMENT TASK GROUP

A meeting of the Museum Management Task Group will be held at the Saffron Walden Museum, at 7.30 pm on Thursday 4 March 2004.

Yours faithfully

ALASDAIR BOVAIRD

Chief Executive

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

- 1 Appointment of Chairman.
- 2 Apologies for absence and declarations of interest.
- 3 To receive notes of the meeting held on 10 February 2003 (previously circulated).
- 4 Business Arising.
- 5 Report of Chairman of the Museum Society Management Committee (verbal report).
- 6 Curator's Report (attached).
- 7 Museum Development Projects.
- 8 Confirmation of Agreement (1991/96) between UDC and Museum Society.
- 9 50 Castle Street – rent of rear garden.
- 10 Essex Inheritance – A Heritage Strategy for the County of Essex.
- 11 Any other business which the Chairman considers to be urgent.

To: Councillors **D J Morson**, V Ollier, A R Row and G Sell (Uttlesford Members);
N B Newman, E Planterose, A Watson and S Hollingworth (Museum Society).

Enc: Curator's report