

1 July 2011

Dear Councillor

MUSEUM MANAGEMENT WORKING GROUP

A meeting of the Museum Management Working Group will be held at the Saffron Walden Museum, in the School Room, on **Wednesday 6 July 2011 at 2pm.**

Yours faithfully

JOHN MITCHELL

Chief Executive

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

- 1 Election of Chairman.
- 2 Apologies for absence and declarations of interest.
- 3 Minutes of meeting held on 13 October 2010 (attached).
- 4 Heritage Quest Centre (to follow).
- 5 Any other items that the Chairman considers to be urgent.
- 6 Date of next meeting.

To: Councillors R Chambers, K Eden, D Morson and H Rolfe (Uttlesford District Council members) and to J Bullen, D Laing, P Salvidge and A Watson (Museum Society Limited members).

Lead Officer: Carolyn Wingfield
Democratic Services Officer: Rebecca Procter

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Cabinet or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.uttlesford.gov.uk.

Members of the public and representatives of parish and town councils are now permitted to speak or ask questions at any of these meetings. You will need to register with the Committee Officer by midday two working days before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden and Great Dunmow.

A different scheme is applicable to meetings of the Development Control Committee and you should refer to the relevant information for further details.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Peter Snow on 01799 510430, Maggie Cox on 01799 510369, Rebecca Procter 01799 510433 Cathy Roberts on 01799 510434, or by fax on 01799 510550.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510

FACILITIES FOR PEOPLE WITH DISABILITIES

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Peter Snow on 01799 510430 or email psnow@uttlesford.gov.uk as soon as possible prior to the meeting.

FIRE/EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.

- You should proceed calmly, do not run and do not use the lifts.
- Do not stop to collect personal belongings.
- Once you are outside, please make your way to the flagpole near the visitor car park. Do not wait immediately next to the building.
- Do not re-enter the building until told to do so.