

5 December 2011

Dear Councillor

OLYMPICS WORKING GROUP

A meeting of the Olympics Working Group will be held in the Chief Executive's office at the Council Offices, London Road, Saffron Walden on **Tuesday 13 December 2011 at 6.30pm.**

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 7 November 2011 (attached).
- 3 Business arising.
- 4 'Sparks Will Fly in Uttlesford'.
- 5 Olympic Torch.
- 6 Diamond Jubilee.
- 7 Any other urgent items.
- 8 Dates of next meetings.

To: Councillors P Davies, S Favell, A Ketteridge, **M Lemon**,
D Morson, E Oliver and J Rich.

Lead Officer: Gaynor Bradley (01799) 510348
Democratic Services Officer: Linda Bunting (01799) 510431