



Council Offices, Almada Street
Hamilton, ML3 0AA

3 December 2008

Dear Councillor

Conference Allocation Committee

The Members listed below are requested to attend a meeting of the above Committee to be held as follows:-

Date: Wednesday 10 December 2008

Time: 9:30am

Venue: Committee Room 4, Council Offices, Almada Street , Hamilton

The business to be considered at the meeting is listed overleaf.

Yours sincerely

Archibald Strang
Chief Executive

Members

Jim Docherty, Anne Maggs, Michael McCann, Alex McInnes, John Murray, David Watson

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting

Minutes of meeting of Conference Allocation Committee held on 12 November 2008 submitted for approval as a correct record. (Copy attached) Page(s) 1 to 2

Item(s) for Decision

3 Elected Member Representation at Conferences, etc

Report dated 3 December 2008 by the Executive Director (Corporate Resources). (Copy attached) Page(s) 3 to End

Urgent Business

4 Urgent Business

Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Sandra Abbott/Lynne Wyllie on 01698 455393

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