



Council Offices, Almada Street  
Hamilton, ML3 0AA

Monday, 05 February 2024

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:** Tuesday, 13 February 2024  
**Time:** 09:30  
**Venue:** MS Teams and Committee Room 5,

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

Yours sincerely

**Paul Manning**  
**Chief Executive**

### **Members**

Gerry Convery (Chair), Maureen Devlin (Depute Chair), Maureen Chalmers, Ross Lambie, Kirsten Robb, David Shearer

## BUSINESS

### 1 Declaration of Interests

- 2 Minutes of Previous Meeting** 3 - 4  
Minutes of the meeting of the Conference Allocation Committee held on 12 December 2023 submitted for approval as a correct record. (Copy attached)

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#### Item(s) for Decision

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- 3 Elected Member Representation at Conferences, etc** 5 - 6  
Report dated 5 February 2024 by the Chief Executive. (Copy attached)

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#### Item(s) for Noting

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- 4 Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 37(c)** 7 - 8  
Report dated 8 January 2024 by the Chief Executive. (Copy attached)

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#### Urgent Business

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- 5 Urgent Business**  
Any other items of business which the Chair decides are urgent.

***For further information, please contact:-***

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