



Council Offices, Almada Street  
Hamilton, ML3 0AA

9 February 2005

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 9 February 2005**

**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

**Michael Docherty**  
**Chief Executive**

### **Members**

Jim Daisley, Jim Docherty, John McGuinness, David Watson

## **BUSINESS**

**1 Declaration of Interests**

**2 Minutes of Previous Meeting**

Minutes of the meeting of the Conference Allocation Committee held on 15 December 2004 submitted for approval as a correct record. (Copy attached) Pages 1 to 2

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### **Item(s) for Decision**

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**3 Elected Member Representation at Conferences, etc**

Report dated 2 February 2005 by the Executive Director (Corporate Resources). (Copy attached) Pages 3 to 5

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### **Urgent Business**

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**4 Urgent Business**

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

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

***Carol Lyon / Sandra Abbott on 01698 455393***

***carol.lyon@southlanarkshire.gov.uk***