



Council Offices, Almada Street
Hamilton, ML3 0AA

8 December 2004

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 15 December 2004

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 meeting of Conference Allocation Committee held on 17 November 2004 submitted for approval as a correct record. (Copy attached) Pages 1 to 3

Item(s) for Decision

3 Elected Member Representation at Conferences, etc

Report dated 8 December 2004 by the Executive Director (Corporate Resources). (Copy attached) Pages 5 to 7

Urgent Business

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

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