



Council Offices, Almada Street  
Hamilton, ML3 0AA

1 February 2006

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 8 February 2006**

**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 14 December 2005 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 1 February 2006 by the Executive Director (Corporate Resources). (Copy attached) Pages 3 to 5

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### **Item(s) for Noting**

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**4 Elected Member Representation at Conferences Dealt with in Terms of Standing Order No 36(c)**

Report dated 1 February 2006 by the Executive Director (Corporate Resources). (Copy attached) Pages 7 to 8

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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:-***

***Sandra Abbott/Lynne Wyllie on 01698***

***455393***

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