



Council Offices, Almada Street  
Hamilton, ML3 0AA

Monday, 06 December 2021

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, 14 December 2021  
**Time:** 09:30  
**Venue:** By Microsoft Teams,

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

Yours sincerely

**Cleland Sneddon**  
**Chief Executive**

### **Members**

Peter Craig (Chair), Maureen Chalmers (Depute Chair), Gerry Convery, Maureen Devlin, Kenny McCreary, Jim Wardhaugh

## BUSINESS

**1 Declaration of Interests**

**2 Minutes of Previous Meeting**

3 - 4

Minutes of the meeting of the Conference Allocation Committee of 16 November 2021 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 - 8

Report dated 6 December 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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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:-***

Clerk Name:	Lynne Wyllie/Gillian Cochran
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