NOTICE OF MEETING

Meeting:	**COMMITTEENAME**
Date:	**MEETINGDATELEGAL**
Time:	**MEETINGTIME**
Refreshment Break:	**3.45pm – 4.00pm (approximately)** **5.45pm – 6.30pm**
	(Note: The above times are approximate and it may be necessary to vary these times to facilitate consideration of the business)
Venue:	**MEETINGLOCATION**

Jaki Salisbury
Chief Executive

To: The Chairman and Members of the CommitteeName:
        Cllrs   ChairNameShort   -   Chairman and Leader of the Council

        MembersExpectedTitles   –
        ShortRolesCells

        All other Members of the Council.

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

TWILIGHT ITEMS

It is acknowledged that some members of the public and Councillors may have difficulty in attending the afternoon sessions of this meeting. Under the provisions of Rule E18 of the Executive Rules of Procedure, any member of the public or a Councillor may request that an item (including the 15 minutes public participation session) be considered in the evening session which commences at 6.30 pm.

Any member of the public or a Councillor wishing to submit such a request ("Twilight Items") for deferment must do so by contacting the following officer in writing, by telephone, fax or e-mail by no later than the time and date shown.

(Note: In the event of a dispute concerning requests for twilight items, the Leader, Deputy Leader or other person chairing the meeting, shall determine how the item is to be dealt with.)

SHIRLEY HYDE – TEL: 01525 842036
Fax: 01525 842039
e:mail – shirley.hyde@midbeds.gov.uk

DEADLINE: 3.00 pm – Monday 20 October 2003

IMPORTANT

DETAILS OF ANY REPORTS REQUESTED TO BE DEALT WITH AS "TWILIGHT ITEMS" CAN BE OBTAINED BY ACCESSING A PRE-RECORDED MESSAGE ON **01525 842194** AFTER 3.00PM ON MONDAY 20 OCTOBER 2003.

THE INFORMATION CAN ALSO BE FOUND ON THE COUNCIL'S WEBSITE AT **www.midbeds.gov.uk.**

AGENDA

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