

2009/4

Mandy Wilson

From: Marshall Poulton

Sent: 07 April 2009 20:43

To: Gill Lindsay, Alan Coyle, Max Thomson, Colin MacKenzie, Nick Smith, Andy Conway

Cc: Dorothy Gray

Subject: Tasks set by Chief Exec

Dear All

I am conscious we did not set a time for tomorrow's meeting (Wednesday) to discuss the finalisation of the 3 tasks set by the Chief Exec. I would suggest that we meet at 1pm, for 1 hour, in the City Chambers, Quadrangle Room. Could you please confirm to Dorothy that you will be attending the meeting.

In addition to the completion of the 3 tasks I think that it would be a good opportunity to update everyone where we are with regard to Council reports due to be presented on 30 April.

Best regards

Marshall

Dorothy.....if the quadrangle room is not available could you please find an alternative.