

Meeting **PARISH LIAISON MEETING**

Time/Day/Date 6.00pm THURSDAY 25TH SEPTEMBER 2008

Location Council Chamber, Council Offices.

Officer to contact Melanie Phillips (01530 454511)

PLEASE BRING WITH YOU TO THE MEETING YOUR COPY OF THE PARISH TOOLKIT

A G E N D A

Item

- 1. APOLOGIES FOR ABSENCE.**
- 2. INTRODUCTIONS.**
- 3. REMIT AND FORMAT OF THE PARISH LIAISON MEETINGS.**
Report attached - Page 3.
- 4. LOCAL FILTRATION AND INVESTIGATION OF COMPLAINTS**
Report attached - Page 5.
- 5. MEETINGS ADMINISTRATION**
Report attached - Page 9.
- 6. QUESTIONS AND ANSWERS ON MONITORING OFFICER ISSUES**
- 7. DATE OF NEXT MEETING**
To agree a date for the next meeting.

Circulated to:-

- All Town/Parish Clerks
- Elizabeth Warhurst, Monitoring Officer
- Jane Cotton, Deputy Monitoring Officer
- Melanie Phillips, Democratic Services Manager

Cc:- Alan Davies, Corporate Director

If you are not able to attend this meeting, please forward your apologies for absence to Melanie Phillips on 01530 454511 or melanie.phillips@nwleicestershire.gov.uk