

Christine Baillie: Direct Dial Number: (01563) 576129

To: Councillors Farrell (Chair), D Coffey, Reid, McIntyre, Wilson, Knapp, F MacLean, Provost Boyd and Councillor Ross.

30 October 2002

Dear Councillor

MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 6 NOVEMBER 2002

You are requested to attend a meeting of the **Members' Services and Civic Ceremonial Sub-Committee of the Policy and Resources Committee** to be held on **WEDNESDAY 6 NOVEMBER 2002 at 1045 HOURS** or immediately following the **Housing Committee**, whichever is the later, in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, in order to discuss the undernoted business.

Yours sincerely



Fiona Lees
Depute Chief Executive/Director of Corporate Resources

CB/SR

BUSINESS

INTIMATE APOLOGIES

CONFERENCES

1. CONFERENCES AND COURSES BUDGETARY UPDATE

- 1.1 BALANCE OF BUDGET REMAINING AS AT 30 OCTOBER 2002 - £1,824.26.**

2. CONFERENCES/COURSES

- 2.1 CHARTERED INSTITUTE OF HOUSING IN SCOTLAND CONFERENCE - 10-13 MARCH 2002, ABERDEEN (page 1)** - Submit report dated 22 October 2002 (copy enclosed) by the Director of Homes and Technical Services requesting that the Sub-Committee consider attendance at the Annual Conference of the Chartered Institute of Housing in Scotland.



CIVIC CEREMONIAL

3. CIVIC CEREMONIAL BUDGETARY UPDATE

- 3.1 BALANCE OF BUDGET REMAINING AS AT 30 OCTOBER 2002 - £1,898.44**

3.2 CIVIC CEREMONIAL APPLICATION

- 3.2.1 GATEWAY WRITERS GROUP (pages 2-3)** - Submit report dated 22 October 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources requesting that the Sub-Committee consider an application from the Gateway Writers Group for the provision of two trophies to be presented annually in respect of the Group's poetry and children's stories competitions.



- 3.2.2 PATNA COMMUNITY ASSOCIATION (pages 4-5)** - Submit report dated 30 October 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources requesting that the Sub-Committee consider an application from Patna Community Association for a contribution towards their celebration of Patna's 200th Anniversary to take place on 4 December 2002.

