

4. MEETING TIME

Officer responsible Council Secretary	Author Lorna Holton, DDI 371 1437
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The purpose of this report is to confirm the starting time for future Committee meetings.

While the Committee meeting dates and times for 2002 were approved at the inaugural Council meeting on 8 November, the normal practice has been for each Committee to confirm the meeting at its first meeting.

The meeting schedule approved by the Council provides for the Committee to meet at 9.30 am. In the last Council term the Committee met at 12.00 noon. In setting the starting time it should be borne in mind that meetings tend to be two hours long.

**Chairman's
Recommendation:** For discussion.