

#### 4. MEETING TIME

<b>Officer responsible</b> Council Secretary	<b>Author</b> 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 2001, the normal practice has been for each Committee to confirm the meeting times at its first meeting.

The meeting schedule approved by Council provides for the Committee to meet at 9.30am. In the last Council term the Committee met at 4pm. In setting the starting time it should be borne in mind that meetings tend to be 2–3 hours long.

**Chairman's**

**Recommendation:** For discussion.