

Time commenced: 9.30am

Time finished: 10am

**PLAIN ENGLISH PANEL  
11 FEBRUARY 2004**

Present: Councillor Roberts – in the Chair  
Councillors Bolton and Brown  
Julia Buckland – Communications Adviser  
Ian Wheatley – Grounds Maintenance Manager

**01/03 Appointment of Chair**

Agreed to appoint Councillor Roberts as Chair of the meeting.

**02/03 Apologies for Absence**

Apologies for absence were received from Councillor Crosby and F Hussain.

**03/03 Minutes of Previous Meeting**

The minutes of the meeting held on 12 September 2002 were approved as a correct record and signed by the Chair.

**04/03 Grass Cutting in Derby**

The Panel considered and made changes to a leaflet on grass cutting in Derby.

**Resolved that Julia Buckland and Clare Wood would make changes to the leaflet as recommended by the Panel. Clare Wood would forward the final draft to Panel members for comments before it was printed.**

**The Panel asked Julia Buckland to forward suitable documents for Plain English endorsement as it intended to meet more frequently in future. The Panel agreed to meet to consider a Fire Safety training and guidance for residential care managers document, produced by Social Services.**

MINUTES END