

Time commenced: 2.00pm

Time finished: 2.45pm

**PLAIN ENGLISH PANEL
6 FEBRUARY 2006**

Present: Councillors Bolton – In the Chair
Councillor Travis

Rosa Drohomirecka – Communications Advisor, Community
Policy

31/05 Apologies for Absence

Apologies for absence were received from Councillors Khan and Turner.

32/05 Minutes of Previous Meeting

The minutes of the previous meeting held on 21 December 2005 were approved as a correct record.

33/05 Paying by Direct Debit - Leaflet

The Panel considered a leaflet on Paying by Direct Debit submitted by Margaret Morris, Clerk – Corporate Finance.

Resolved that the document be taken away and re-written due to the amount of changes that needed to be made. The document would be presented to the group again when completed.

34/05 Lancaster Sports Centre – Leaflet

The Panel considered a leaflet regarding Lancaster Sports Centre, submitted by Amanda Sharman, Marketing and Performance Manager – Education Service.

Resolved that the changes would be made to the leaflet as recommended by the Panel.

35/05 The Link – Derby City Partnership Leaflet

The Panel considered a leaflet regarding developments and events by the Derby City Partnership throughout the City, submitted by Olwen Wilson, Clerk – Derby City Partnership.

Resolved that the recommendations put forward by the group for the future editions of The Link be submitted to Olwen Wilson.

36/05

Date of Next Meeting

It was agreed for Rosa Drohomirecka to consult with the Chair to arrange a date for a future meeting.

MINUTES END