

Time commenced: 10.00am

Time finished: 10.50am

**PLAIN ENGLISH PANEL
24 MARCH 2005**

Present: Councillor Carr – in the Chair
Councillors Bolton and Turner
Rosa Drohomirecka – Communications Advisor

10/04 Appointment of Chair

It was resolved to appoint Councillor Carr as the chair for the following meeting.

11/04 Apologies for Absence

Apologies for absence were received from Councillors Brown and Roberts.

12/04 Minutes of Previous Meeting

The minutes of the previous meeting held on 15 March 2005 were approved as a correct record.

**13/04 Have Your Say! – Planning Control Committee
Leaflet**

The Panel considered and made changes to the Have your Say! Planning Control Committee leaflet received from Stewart Todd in Development and Cultural Services.

Resolved that the changes would be made to the leaflet as recommended by the Panel. A final draft copy would be brought back to the meeting at the end of May.

**14/04 Making a Complaint about Council Services –
Leaflet**

The panel considered and made changes to the Making a Complaint about Council Services leaflet received from Pauline Campbell in Chief Executive's - Corporate Services Directorate.

Resolved that the changes would be made to the leaflet as recommended by the Panel. A final draft copy would be brought back to the meeting at the end of May.

15/04 Date of the Next Meeting

It was agreed that the next meeting would be held on Tuesday 19 April at 10.00 am.

MINUTES END