

Time commenced: 10.00am

Time finished: 10.25am

**PLAIN ENGLISH PANEL
6 APRIL 2004**

Present: Councillor Bolton – in the Chair
Councillor Crosby
Julia Buckland – Communications Adviser
Maurice Curtin - Policy & Development Manager
Sarah Cook - Policy and Research Assistant

15/03 Apologies for Absence

Apologies for absence were received from Councillors Brown and F Hussain.

16/03 Minutes of Previous Meeting

The minutes of the previous meeting held on 23 March 2004 were approved as a correct record and signed by the Chair.

17/03 Revenues and Benefits – Series 2

The Panel considered and made changes to leaflets from the Revenues and Benefits Service.

Resolved that Maurice Curtin would make changes to the leaflet as recommended by the Panel.

18/03 Landlords Information Pack

The Panel considered and made changes to a landlords information pack from the Revenues and Benefits Service.

Resolved that Maurice Curtin would make changes to the leaflet as recommended by the Panel.

The Panel agreed to meet on 27 April 2004 to consider a Landlords' Information Pack – Series 2.

MINUTES END