

Time commenced: 9.30am

Time finished: 10am

**PLAIN ENGLISH PANEL
2 MARCH 2004**

Present: Councillor Roberts – in the Chair
Councillors Bolton and Crosby
Julia Buckland – Communications Adviser
Gail Cook – Service User Publications Officer

05/03 Apologies for Absence

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

06/03 Minutes of Previous Meeting

The minutes of the previous meeting held on 11 February 2004 were approved as a correct record and signed by the Chair.

07/03 Fire Safety Training

The Panel considered and made changes to a leaflet on fire safety training.

Resolved that Gail Cook would make changes to the leaflet as recommended by the Panel and would investigate a phrase about 'horizontal movement' by contacting the fire service.

The Panel agreed to meet on 10 March 2004 to consider leaflets produced by Derby Benefits.

MINUTES END