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**This matter is being dealt with by**  
**David Harris**

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Your ref :

Our ref : DH/JHB C7 (dh4)

Date : 15 July 2013

**To: All Members of the Council**

Dear Sir / Madam

### **Full Council – Tuesday 23 July 2013**

You are hereby summoned to attend an extraordinary meeting of the Council, to be held in the Council Chamber, the Council House, South Street, Atherstone, on Tuesday 23 July 2013. The meeting of will commence at 7.00pm or upon conclusion of the Executive Board to be held earlier in the evening, which ever is the later.

The following business will be transacted:

1. Evacuation Procedure
2. Apologies for absence/Members away on official Council business.
3. Disclosable Pecuniary and Non-Pecuniary Interests.
4. To receive and consider the minutes of the meeting of the Executive Board held on Monday 23 July 2013 – to be circulated at the meeting

Yours faithfully

Chief Executive