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Brian Spears F.C.I.H.  
**Chief Executive**

REF: DW

5 September 2006

To: The Chairman and Members of the  
**COMMUNITY SERVICES SCRUTINY PANEL**  
(Councillors Howarth, Griffin, Hepplewhite, Hopgood,  
Kinghorn, Moderate, Norman, Robinson, Taylor,  
Walton, Wolstenholme and Young)

Dear Sir/Madam

A Meeting of the **COMMUNITY SERVICES SCRUTINY PANEL** will be held in the Town Hall, Durham, on Wednesday 13<sup>th</sup> September, 2006 at 5.30pm.

**BUSINESS**

1. Apologies for Absence
2. Minutes of Meeting held on 26<sup>th</sup> July, 2006 (Attached)
3. Gypsy/Traveller Sites

Further discussions with Scott McNally, Welfare Rights & Travellers Liaison Team Manager (Durham County Council) and a colleague with extensive knowledge of the Gypsy/Traveller community, together with the City Council's Policy & Regeneration Manager, Environmental Health Manager and Senior Housing Officer

4. Any Other Business

Yours faithfully

**Chief Executive**