

Steve Atkinson MA(Oxon) MBA FIoD FRSA
Chief Executive



Date: Deadline(pubagenda)

Hinckley & Bosworth
Borough Council

A Borough to be proud of

To: **Members of the CommitteeName**

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Copy to all other Members of the Council

(other recipients for information)

Dear Councillor,

There will be a meeting of the **COMMITTEENAME** in the MeetingLocation on **MEETINGDATE** at **MeetingTime** and your attendance is required.

The agenda for the meeting is set out overleaf.

Members of the Scrutiny Commission are requested to attend a pre-meeting at 6.00pm in Committee Room 2 to agree questions to witnesses.

Yours sincerely

Rebecca Owen
Democratic Services Officer

COMMITTEENAME - MEETINGDATE

A G E N D A

1.

2.

(a)

(b)