

**Steve Atkinson** MA(Oxon) MBA FIoD FRSA  
*Chief Executive*



Date:      Deadline(pubagenda)

Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

Dear Sir/Madam

I hereby summon you to attend a meeting of the Hinckley & Bosworth Borough Council in the MeetingLocation at these offices on **MEETINGDATE** at **MeetingTime**

Yours faithfully

A handwritten signature in black ink, appearing to read "RK Owen".

Miss RK Owen  
Democratic Services Officer

**AGENDA**

1.

2.

(a)

(b)