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08/09/08 16:49

To rachel.briggs@yorkshiredales.org.uk,
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cc

bcc

Subject Regional Meeting

Dear Colleague,

I am writing to invite two representatives and one officer from each Local Access Forum to a Regional LAF meeting.

The purpose of the meeting is to enable representatives to come together and discuss the potential for regional activity. Wakefield LAF have kindly offered a venue and lunch.

The meeting will take place on Wednesday 22nd October 2008
Old Courtroom (in Wakefield Town Hall)
Wood Street
Wakefield

The suggestion is that we have a 10am start and finish at 3pm.
I would welcome suggestion from each Local Access Forum on items for the agenda.

Wakefield LAF have asked if we could confirm numbers and any special needs regarding catering arrangements by the 30th September. **Please provide me with details of individuals who will attend from your LAF.**

I am also trying to collate some information regarding the meeting dates of each Local Access Forum and I would be grateful if you could wherever possible supply your **meeting dates for the forthcoming year**. The two regional representatives to the EAF have asked for this information in order to ensure best possible communication between the EAF and the local groups.

If you have any queries about this email please do not hesitate to contact me
Regards

Karen

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