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To: All Members of the Authority
(and any other Members who may wish to attend)

J. Henshaw
LLB (Hons)
Clerk to the Authority

Tel: 0151 296 4000
Extn: 4112 Helen Peek

Your ref:

Our ref HP/NP

Date: 22 October 2013

Dear Sir/Madam,

Further to my invitation to attend a meeting of the **AUTHORITY** to be held at **1.00 pm** on **TUESDAY, 22ND OCTOBER, 2013** in the Wirral Suite at Merseyside Fire and Rescue Service Headquarters, Bridle Road, Bootle.

Please find attached:

AGENDA ITEM	REPORT
2.	<u>Part 2 Minutes of the Previous Meeting</u> (Pages 1 - 2) The Part 2 Minutes of the previous meeting of the Authority, held on 3 rd September 2013, are submitted for approval as a correct record and for signature by the Chair.

Yours faithfully,



Clerk to the Authority

Encl.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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