To patsy and whom it may concern.
Thank you for your email today 6-10-2014, just to start of I would like to say how are you, all is fine I hope. I would like to make a apology, for not attending the meeting due to other circumstances out of my control. I hope you and all members of the committee received my message in regards to today's meeting and my attendance.

Re: Regards in terms of Kempe hall policies, please can you forward me any advice and guidance within the minutes of the committee meeting dated Mon 13-10-2014 that might be relevant. Thank you for any help and I will look forward to hearing from you soon.

Many Thanks

Simon Paul Cordell