

**From:** JOSEPHINE WARD

**To:** Lorraine Cordell; too smooth

**Subject:** Office meeting 7th December at 5pm

**Date:** 02 December 2015 12:51:37

Simon / Lorraine

Please confirm you can attend my office Monday 7th December at 5pm.

Please bring all bookings for up and coming events to assist in getting ASBO restrictions lifted.

Please also have all documents to include in bundles so I can send off on Tuesday 8th December.

Many thanks

Josephine