Head of Service: Jan-Robert Riise Chief Executive: Morgan H Goodlad

Legal and Administration **Executive Services Department**4 Market Street

Lerwick, Shetland ZE1 0JN

Telephone: 01595 744550 Fax: 01595 744585

If calling please ask for

Direct Dial: Date:

Dear Sir/Madam

You are invited to the following meeting:

at

Apologies for absence should be notified to Clark, Members Secretary, on Lerwick 744514.

at the above number, or to Mrs Margaret

Yours faithfully

Head of Legal and Administration