

8 December 2008

To all members of the
Strathclyde Concessionary Travel Scheme Joint Committee

Dear Member,

Strathclyde Concessionary Travel Scheme Joint Committee – 12 December 2008

I request your attendance at a meeting of the Strathclyde Concessionary Travel Scheme Joint Committee to be held at **10.00 am on Friday, 12 December, 2008 in the committee room, third floor, Consort House, Glasgow** for the purpose of considering the undernoted business.

Tea/coffee will be available in the members' lounge from 9.30 am.

Yours sincerely

Valerie Davidson

Secretary to the Partnership

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Business

1. Minute of previous meeting (copy herewith).
2. Revenue budget for financial year 2009/10 – Report by Treasurer (copy herewith).
3. Revenue monitoring report as at end of period 8 – Report by Treasurer (copy herewith).
4. Internal audit plan 2008/09 – progress report – Report by Treasurer (copy herewith).
5. Strathclyde Concessionary Travel Scheme cash balances – Report by Treasurer (copy herewith).
6. Request for rail travel to be included within concession fare structure – Report by Assistant Chief Executive (Business Support) (copy herewith).

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