

Court Guinness - Meeting Request Form

All Sections Must be Completed

Date:

Meeting Requestor Name:

Job Title:

Organisation:

Civil Service Rank:

Email Address:

Reason For Meeting:

(All lines must be used, either typed or block capitals only)

<p>Names, Grades, Ranks and Job Titles of All Attendees. All Public Sector Staff or contracted in staff must use name, number and grade only (Civil Service standard grades only) and not job titles.</p>	
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Agenda

Court Guinness

10 Leicester Court, Leicester Street, Leamington Spa, Warwickshire, United Kingdom, CV32 4UD

T: +44 (0) 7904 452543 E: court.guinness@gmail.com W: <https://courtg9000.wordpress.com>

ID	Agenda Item	Number of Minutes Allowed
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Total Number Of Minutes Required:

I declare that this is an absolute description of the meeting requested and I have studied the notes below and understand them. I confirm that the timings are accurate and aside of any changes made by Court Guinness no other changes will need to be made.

Signed and Dated by the Meeting Requestor:

Notes:

- 1) This is a meeting request form, a date, time and location will be sent to you via email if your request is successful.
- 2) Any request for specific dates, times or locations will be ignored.
- 3) If you cannot attend a meeting an alternative is highly unlikely be offered.
- 4) You must change your diary to suit. The diary of Court Guinness WILL NOT UNDER ANY CIRCUMSTANCES be changed because an attendee cannot make the date they are given.
- 5) The agenda may be changed by Court Guinness if any part of it is deemed unsuitable.
- 6) Presenting items that are not in the agenda at the meeting will result in a timewasting charge for all attendees. Timewasting is billed to the individual personally at their home. The latest fees can be found at the website listed at the top of the page.
- 7) Any meetings vastly under or overestimated will result in a timewasting fee.
- 8) Any Other Business is not acceptable as an agenda item.
- 9) Meetings will start promptly at the time given. If any attendee is late by even 1 minute the meeting is cancelled. Prior notice will be ignored. Timewasting fees will apply.
- 10) Failure to attend will result in a timewasting fee.

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- 11) You may be required to provide further information prior to the meeting. Please ensure this is provided by the deadline you are given. The meeting will be cancelled if this is not provided.
- 12) These notes are subject to change from time to time.

CG Office Use Only:

Form Satisfactory: YES or NO

1-12 compliant: YES or NO

Backchat: YES or NO

Agenda Changes Required:

Additional Attendees Required:

Additional Paperwork/Items Required:

Meeting Agreed YES or NO

Date, Time and Location:
