

**DIRECTORATE OF FINANCE  
& EXTERNAL SERVICES**

**Head of Financial Services**

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Date: 18 February 2004

Dear Councillor

**Council – 24<sup>th</sup> February 2004**

Item 9 on the Agenda for Council on 24<sup>th</sup> February , is the Setting the Council Tax report, which was previously distributed to Members without the detailed appendices. Now that Essex County Council have agreed their precept, the appendices have been completed and are enclosed herewith.

Can you also please note an amendment which needs to be made on page 10.12 of the papers attached to the Agenda for Council. The date for when the Council Tax will be set (on the last line of Appendix E) should read Feb 2005.

Yours sincerely

**Head of Financial Services**

Enclosure

To All Councillors