



Oifig an Cheannasaí Airgeadais, An Roinn Airgeadais,  
Oifigí na Cathrach, An Ché Adhmaid, Baile Átha Cliath 8, Éire

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Mr. Declan Wallace,  
Assistant Chief Executive,  
Culture, Recreation and Economic Services,  
Block 4, Floor 3,  
Civic Offices

20<sup>th</sup> January, 2017

**Re: Community Group Lettings / Licenses**

Dear Declan,

I refer to previous correspondence to Jim Keogan, former Assistant Chief Executive, dated 2<sup>nd</sup> December 2016 relating to the above matter.

Please confirm your attendance at the Finance SPC meeting scheduled for Thursday 16<sup>th</sup> March at 3.00pm. At that meeting a report should be presented providing details of presentations made to each Area Committee setting out in detail the facilities that are leased / licensed to community groups and organisations within each area.

Your report should be received by Monday 6<sup>th</sup> March 2017.

Yours sincerely,

**Kathy Quinn**  
Head of Finance  
With responsibility for Information  
& Communications Technology