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21.3.86

FOR THE ATTENTION OF MS SUE HOLMAN SECRETARY TO MR PRITCHARD

I WOULD LIKE TO CONFIRM RECEIPT OF MR PRITCHARD'S FACSIMILE TO DR THORNTON GIVING FLIGHT DETAILS FOR MR PRITCHARD AND MR SACHS.

I HAVE CONFIRMED MR SACHS' ARRANGEMENTS DIRECT TO HIM.

CARS HAVE BEEN ARRANGED AT 7.15 PM FROM LE MERIDIEN HOTEL ON MONDAY, 28TH MARCH TO TAKE MR PRITCHARD AND THE OTHER PARTICIPANTS TO THE PRE CONFERENCE DINNER AT B.A.T INDUSTRIES WINDSOR HOUSE AND TO RETURN THEM TO THE HOTEL AFTERWARDS.

I HAVE SPOKEN TO MRS SUE SMALL, MR SHEEHY'S SECRETARY WHO HAS SUGGESTED THAT MR SHEEHY'S CHAUFFEUR COULD COLLECT MR PRITCHARD'S CASES AND GOLF CLUBS FROM THE HOTEL ON MARCH 29TH. I HAVE BEEN ADVISED THAT THE HOTEL AND THE CHAUFFEUR WILL NEED A NOTE SIGNED BY MR PRITCHARD AUTHORISING THIS. PLEASE LET ME KNOW IF YOU AGREE WITH THIS SUGGESTION.

AM I CORRECT IN ASSUMING THAT MR PRITCHARD ONLY REQUIRES A ROOM AT LE MERIDIEN HOTEL FOR 28TH MARCH ? RIGHT NOW?

PLEASE CONFIRM RECEIPT OF THE FINAL AGENDA AND LIST OF PARTICIPANTS WHICH WERE SENT TO YOU BY FACSIMILE ON FRIDAY.

LYNN SCOTT
SECRETARY TO DR R E THORNTON

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