



10 DOWNING STREET

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fi  
cc Mr Ingham.

From the Private Secretary

SIR ROBERT ARMSTRONG

Economic Summit 1984

At your meeting with the Prime Minister this morning it was agreed that:-

- a) The airport to be used for the arrival of Heads of State and Government should be Gatwick.
- b) As regards the Prime Minister's dinner for participants on the second day, you would explore possible venues: Burlington House, the Royal Society and the house belonging to Ambrose Congreve.
- c) Steps would be taken to improve the appearance of the interior of No.10 for the event (we shall take action on this).
- d) The reception on the first evening would be held at St. James's Palace.
- e) For the final Press Conference, you would investigate the possibility of using one of the following venues:-

Banqueting Hall  
Festival Hall  
Fishmongers' Hall  
Guildhall

/f)

- f) You would investigate the possibility and cost of installing a kitchen in Lancaster House.

A. J. COLES

20 January 1984

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