Bob Gillis
Town Clerk

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To Members of the Best Value, Scrutiny and Bridport and West Bay Town Plan Sub Committee: Cllrs: G.J. Ackerman, Miss S.A. Brown, E.T. Colfox, J.T. May, C.M. Ray, Mrs M.J. Ray, D.G. Rickard, Ms G.E. Summers and Ms S.J. Williams.

(Copy for information to other Members of the Town Council)

7 December 2011

Dear Town Councillor,

You are hereby summoned to attend a meeting of the BEST VALUE, SCRUTINY AND BRIDPORT AND WEST BAY TOWN PLAN SUB COMMITTEE to be held in Mountfield, Bridport on **Wednesday, 14 December 2011 at 11.00am** when it is proposed to transact the following business.

Yours sincerely

Town Clerk

This meeting is open to the press and public

AGENDA

Immediately preceding the Committee's meeting a period of up to 30 minutes, or less as the case may be, will be allowed for members of the public present, who are electors or residents in the parish of Bridport or adjoining parishes, to ask questions and make statements in respect of items on the agenda of this Best Value, Scrutiny and Bridport and West Bay Town Plan Sub Committee meeting.

1. APOLOGIES
   To receive apologies for absence submitted by Members.

2. MINUTES
   To confirm the minutes of the meeting the Sub Committee held on 6 September 2011 (previously circulated but enclosed for members of the Sub Committee).

3. DECLARATIONS OF INTEREST
To receive any declarations of interest submitted by members.

4. COMMUNITY PLANNING – BLAP ACTIVITIES
To receive an update report from the Community Planning Officer, ENCL: 2478.

5. 2011 GRANTS
To consider a report of the Town Clerk, ENCL: 2476.

6. SUPPORTING LETTERS FOR PROJECTS SUBMITTED FOR WEST BAY ENHANCEMENT FUNDING
Town Clerk to report

7. INTERNAL AUDIT 2011/12
Town Clerk to report for information.

8. PROGRESS REPORT ON REVIEW OF THE TOWN PLAN
Town Clerk to report.

9. KEY DOCUMENTS PREPARATION
Town Clerk to report on process and timetable to review effectiveness of audit, risk management etc.

10. COMMUNICATIONS - NEWSLETTERS ETC.
Town Clerk to report for information.

11. QUALITY COUNCIL SUBMISSION
Town Clerk to report for information.

12. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
To move;

"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw".

13. FUTURE PROJECTS / DRAFT ESTIMATES 2012/2013.
To consider a report of the Town Clerk ENCL: 2477.

The next meeting of this Sub Committee will be held on 6 March 2012.