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)

1 June 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 **Tuesday, 7 June 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

1. ELECTION OF CHAIRMAN
   To elect a Chairman of the Sub Committee for the ensuing Municipal Year 2011/2012.

   PUBLIC FORUM

   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.

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

3. MINUTES
To confirm the minutes of the meeting of the Best Value, Scrutiny and Bridport and West Bay Town Plan Sub Committee held on 8 March 2011 (previously circulated but enclosed for members of the Sub Committee).

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

5. ROLE OF SUB COMMITTEE
To note terms of reference of the Sub Committee, ENCL: 2384.

6. GOVERNANCE ARRANGEMENTS
Town Clerk to report.

7. REVIEW OF THE TOWN PLAN ARRANGEMENTS
To consider a report of the Town Clerk, ENCL: 2383.

8. MEMBERS' TRAINING ARRANGEMENTS
Town Clerk to update for information.

9. INTERNAL AUDIT AND ANNUAL ACCOUNTS 2010/11
Town Clerk to report on process and any issues raised by the Internal Auditor.

10. ANNUAL REPORT 2010/11 AND NEWSLETTERS
Town Clerk to report for information.

11. GRANTS 2011/12
Town Clerk to report.

12. ROOM BOOKING POLICY REVIEW
Town Clerk to report.

The next meeting of this Sub Committee will be held on 6 September 2011.