

Our Ref: MD

28 January 2014

To: All Members of the Policy & Resources Committee

Dear Councillor

POLICY & RESOURCES COMMITTEE MEETING

You will recall that an additional meeting of the Committee has been called on **Tuesday 04 February 2014 commencing at 7.00 p.m. at the Town Council's office**, the meeting details can be found below.

Yours sincerely

**Mary Danby (Mrs)
Town Clerk**

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTERESTS AND DISPENSATION REQUESTS**
- 3. EXCLUSION OF THE PUBLIC AND PRESS**

The Chairman will move:

That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

- 4. PROPOSED INTERNAL MODIFICATIONS TO THE TOWN COUNCIL'S OFFICES (ENCLOSURE NO. 1 – ELECTED MEMBERS ONLY)**