

Dear Councillor

12 January 2012

You are invited to attend a meeting of the **POLICY & REVIEW COMMITTEE to be held on TUESDAY 17 JANUARY 2012 to follow Resources Committee** in the Committee Room at the Town Hall, West Borough, Wimborne Minster.

Members of the public are advised that they may speak at the meeting, at the discretion of the Chairman, if notification is given to the Clerk prior to the meeting.

Yours sincerely

Town Clerk

A G E N D A

- 1 Apologies for Absence.
- 2 **EXCLUSION OF PRESS & PUBLIC**
- 3 **RISK ASSESSMENT REVIEW 2011/2012**
To receive the latest Risk Assessment review covering the Town Council's buildings and operations (copy herewith).

MEMBERS OF COMMITTEE

Cllr R D Cook (Chairman)
Cllr J Burden (Vice-Chairman)
Cllr A J Hampton
Cllr Mrs D J March
Cllr D G L Packer

NB: Chairmen of Committees are reminded that, if they cannot attend meetings of Policy & Review Committee, Standing Orders require them to inform their Vice-Chairmen so that they may attend in their place.

LOCAL GOVERNMENT ACT 2000 and CODE of CONDUCT

Members are reminded that when in Committee any personal or personal and prejudicial interests must be declared at the commencement of the discussion involving that interest or when the interest becomes apparent and must then take the appropriate action in accordance with the Council's Code of Conduct.

GENERAL CONDUCT

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.