



Town Clerk

Deputy Clerk & Civic Officer

## WHITBY TOWN COUNCIL

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24<sup>th</sup> February 2010

Dear Councillor

Your attendance is requested at a meeting of the **POLICY REVIEW COMMITTEE** to be held in Normanby Room, Whitby Museum, Pannett Park, Whitby, on **Thursday 4<sup>th</sup> March 2010 at 11.30 a.m.** the agenda for which is set out below.

Yours sincerely

**Mrs P A Dobson**  
Town Clerk

To: Councillors Mrs Boyce, Mrs Calderley, Carson, Coughlan, Johnson, Jones, McEachen and Murphy.

### AGENDA

1. To receive apologies for inability to attend.
2. To declare any interests which members have in the following agenda items.
3. To suspend Standing Orders for 15 minutes to allow members of the public to ask questions or make statements (limited to 3mins per person).
4. To make recommendation on establishment of Terms of Reference for all Committees
5. To receive as working documents – Model Financial Regulations and make recommendation on adoption of new draft
6. To make recommendations on
  - a. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

media

- b. Establishing or reviewing the Council's policy for dealing with the press/