

<b>Committee:</b>	<b>Date:</b>
Freedom Applications Committee	12 February 2019
<b>Subject:</b> Annual Review of the Committee's Terms of Reference	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report Author:</b> Joseph Anstee, Committee & Member Services Officer	

### **Main Report**

All Committees/Boards are asked to review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.

The current terms of reference of the Freedom Applications Committee are attached as an appendix to this report for your consideration.

The Committee is currently scheduled to meet six times each year.

### **Recommendation(s)**

That, subject to any comments, the terms of reference of the Committee be approved for submission to the Court as set out in the appendix.

The Committee are also asked to consider the frequency of their meetings going forward.

### **Appendices**

- Appendix 1 – Terms of Reference of the Freedom Applications Committee

### **Joseph Anstee**

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