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**Meeting:** Standards Committee  
**Place:** County Hall, Trowbridge  
**Committee Room:** V  
**Date:** Thursday 5 February 2004  
**Time:** 3pm

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Please direct any enquiries on this Agenda to Marie Todd, of Democratic and Members' Services, Corporate Services Department, County Hall, Trowbridge, direct line (01225) 713011, e-mail [marietodd@wiltshire.gov.uk](mailto:marietodd@wiltshire.gov.uk).

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**Members are reminded of the need to consider whether they have a pecuniary or non-pecuniary interest to declare in any of the matters on this agenda.**

### **PART I**

#### **Items to be considered while the meeting is open to the public**

1. **Membership** The Director of Corporate Services will report.
2. **Attendance of Non-Members of the Committee** The Director of Corporate Services will report.
3. **Apologies**
4. **Minutes of Previous Meeting** To confirm and sign the minutes of the Committee meeting held on 4 December 2003 (previously circulated).
5. **Chairman's Announcements**
6. **Public Participation** To receive any questions or statements from members of the public. Written notice of questions or statements should be given to the Director of Corporate Services by 12.00 noon on Tuesday 3 February 2003. A maximum of 15 minutes is allowed for this item and individual speakers are limited to two minutes.
7. **Audit Commission: Annual Audit and Inspection Letter 2003** A report by the Chief Executive is circulated. Members are reminded to bring their copy of the Audit and Inspection Letter 2002-2003 previously circulated. If a further copy is required please contact Marie Todd on 01225 713011.

8. **Internal Audit Section Progress Report 2003/04** A report by the Chief Auditor is circulated.
9. **Corporate Governance** A report by the Monitoring Officer is circulated.
10. **Urgent Items** Any other items of business which, in the opinion of the Chairman, should be considered as a matter of urgency. Urgent items of a confidential nature may be considered under Part II of this agenda.

## **PART II**

**Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed**

NONE