

Date: 28th July 2010

Dear Sir or Madam,

STANDARDS COMMITTEE – 3RD AUGUST 2010

I refer to your recently circulated agenda for the above meeting and now enclose the following:-

<u>Open Item</u>	<u>Pages</u>
Agenda Item No. 10 - Departmental Gifts and Hospitality Registers	1 to 3

Yours faithfully,

Chief Executive Officer

To: Chairman & Members of the Standards Committee
Other Members of the Council for information