

TELSCOMBE TOWN COUNCIL

To: Members of the
Audit Sub-Committee:-
Cllrs Banning, B Page, J Page
Mayor & Deputy Mayor

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30th October 2009

Dear Sirs

You are summoned to attend a meeting of the **AUDIT SUB-COMMITTEE** which will be held on **Saturday 7th November 2009** in the Telscombe Civic Centre at 9.30 am when it is proposed to transact the following business. Members of the public have the right to attend and will be able to ask questions and make statements at the beginning of the meeting for a 15 minute period.

Yours faithfully

Martin Duckworth

Martin Duckworth
Town Clerk

AGENDA

1. Public question time
2. Apologies for absence and substitutions
3. To receive Members' declarations of prejudicial and personal interest
4. To consider report and audit planning memo from the Internal Auditor and internal audit review checklist
5. To approve and sign the Risk Assessment for the year 2009/10
6. To consider any other matters
7. To agree date and time of next meeting