



EAST PRESTON PARISH COUNCIL

Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN

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13th July 2021

Dear Councillor and Parishioners

RE: AUDIT & GOVERNANCE COMMITTEE

You are summoned to a Meeting of the above Committee to be held on **Monday, 19th July** at East Preston Infant School, Lashmar Road, East Preston commencing at **19:00**.

The Public has the right to attend.

Yours sincerely

Clerk to the Council

To: All Members of the Audit & Governance Committee and other Members for information

AGENDA

1. Introductions.
2. Annual Appointment of the Chairman of the Audit & Governance Committee.
3. Annual Appointment of the Vice-Chairman of the Audit & Governance Committee.
4. Apologies and Reasons for Absence.
5. Members and Officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests they may have in relation to items on this Agenda, and are reminded they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal interest and/or prejudicial interest

- c) the nature of the interest
- d) if it is a prejudicial or pecuniary interest, whether they will be exercising their right to speak under Public Question Time

6. A **Public Question Time** of up to fifteen minutes. Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

Note: This Question Time is the only opportunity for the Public to ask questions and these questions must be related to items on this Agenda.

Members of the public are asked to identify themselves clearly when they begin to speak.

- 7. To carry out the Annual Review of the Terms of Reference of the Audit & Governance Committee.
- 8. To approve the Minutes of the meeting held on 15th March 2021.
- 9. To receive an update on any matters from previous meetings.
- 10. To consider the Internal Audit for the year-ending 31st March 2021.
- 11. To review the checklist the council has for its tenancies.
- 12. To receive any update about the Leases Working Party.
- 13. Urgent matters arising, for information only, since the preparation of this Agenda.
- 14. New items to be referred to the next meeting (15th November).

This meeting is open to the public. Where possible, members of the public are to be present five minutes before the start of the meeting.

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