



Stanway

Parish Council

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Dear Councillors,

You are hereby summoned to the forthcoming meeting of the Internal Audit Committee to be held in the Victory Hall Committee Room on **Tuesday 15th June 2020 at 7.45 p.m.** when the under-mentioned business will be transacted.

Yours faithfully,

Responsible Financial Officer

8th June 2021

AGENDA

1. Election of Chair and Chair's welcome

2. Apologies for Absence

3. Declaration of Interests

To allow Councillors to declare either a Disclosable Pecuniary, Other Pecuniary or Registerable Non-Pecuniary interest on any matter covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear they have an interest, they must declare it.

4. Public Participation

The Chairman to invite members of the public to indicate if they wish to speak at this meeting – either on an item on the agenda or on a general matter. Public questions are invited prior to the start of the meeting for a maximum of 10 minutes and limited to 3 minutes per person at the discretion of the Chairman.

Recording of Meetings: *Should anyone wish to record a Committee or Council Meeting, the Clerk must be informed prior to the start of the meeting in order that the Council can comply with General Data Protection Regulations (GDPR).*

5. To **APPROVE** the Minutes of the previous Internal Audit Committee Meeting (unless already signed)

6. To **REVIEW** progress on the action items/recommendations outstanding from previous Internal Audit reports.

7. To revisit the last two Annual Reviews of the effectiveness of the Parish Council's system of internal control and **CONSIDER** the recommendations therein.

8. To **DECIDE** on the Internal Audit plan for FY 2021/2022

9. To **AGREE** the date of the next meeting – **Tuesday, 21st September 2021 at 7.45 pm.** Interim meetings may be called as and when required, per the Council's Standing Orders.