

# Notice of Meeting

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## **Governance and Audit Committee**

**Tuesday, 9 September 2008 at 6.30pm**

**In Council Chamber, Council Offices,  
Market Street, Newbury**

Date of despatch of Agenda: Tuesday, 2 September 2008

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Moira Fraser, Democratic Services Manager on (01635) 519045, e-mail: [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)

## Governance and Audit Committee to be held on 9 September 2008 (continued)

- To:** Councillors: Jeff Beck (*Chairman*), Paul Bryant, Tony Linden, Irene Neill, Julian Swift-Hook, Tony Vickers (*Vice-Chairman*) and Quentin Webb
- Substitutes:** Councillors: Brian Bedwell, Keith Woodhams, Adrian Edwards, Owen Jeffery
- Guests & Officers:** Joanne Lees (KPMG), Greg McIntosh (KPMG), David Holling (Head of Legal and Electoral Services), Andy Walker (Head of Finance), Ian Priestley (Assurance Manager), Joseph Holmes (Accountancy Manager), Moira Fraser (Democratic Services Manager), Tom Herring (Corporate Contracts Manager), Shiraz Sheikh (Solicitor), Andy Day (Head of Policy and Communication)

# Agenda

## Part I

	<b>Page No.</b>
1. <b>Apologies</b> To receive apologies for inability to attend the meeting (if any).	Verbal
2. <b>Minutes</b> To approve as a correct record the Minutes of the meeting of this Committee held on the 25 June 2008.	5 - 10
3. <b>Declarations of Interest</b> To receive any Declarations of Interest from Members.	Verbal
4. <b>KPMG (external auditors) - ISA 260+ report to those charged with governance</b> <i>Purpose: To inform those charged with governance with the external auditor's opinion on our financial statements.</i>	Verbal
5. <b>Use of Consultants - Guidance and Changes to the Constitution (C1672)</b> Tom Herring/ Shiraz Sheikh <i>Purpose: To propose amendment to Council's Constitution Part 12 Contract Rules of Procedure and produce up to date Guidance on the use of consultants.</i>	11 - 64
6. <b>Delegation of Authority to Accept Government Grant Terms and Conditions on the Council's Behalf (C1673) (Andy Walker)</b> <i>Purpose: To recommend a delegation of authority to the Head of Finance (s151 Officer) to accept Government grant terms and conditions on the Council's behalf.</i>	65 - 67
7a) <b>Changes to the Constitution (C1671) (Andy Day)</b> <i>Purpose: To introduce a new rule governing the management of amendments at Council that have financial implications.</i>	69 - 71
7b) <b>Changes to the Constitution (C1671) (Jeff Brooks)</b> <i>To seek the Committee's approval to revise the Council's Constitution in respect of speaking rights at Full Council meetings and Overview and Scrutiny Commission meetings.</i>	73 - 77
8. <b>Review of Area Forums (C1642) (Andy Day)</b> <i>Purpose: To provide feedback on the consultation into the review of Area Forums and to update Corporate Board on the recommendations of the Area Forum Task Group.</i>	79 - 95
9. <b>Date of Next Meeting – 29 September 2008</b>	

Andy Day  
Head of Policy and Communication