

Notice of Meeting

Governance and Audit Committee

Tuesday, 5 January 2010 at 6.00pm

**in the Council Chamber, Council Offices,
Market Street, Newbury**

Date of despatch of Agenda: 18 December 2009

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

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk

Agenda – Governance & Audit Committee to be held on 5 January 2010 (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, Roger Hunneman, Adrian Edwards, Keith Lock
- Guests & Officers:** Andy Walker (Head of Finance), Ian Priestley (Assurance Manager), Julie Gilhespy, (Group Auditor), Moira Fraser (Democratic Services Manager), Joseph Holmes (Accountancy Manager), Tom Herring, Shiraz Sheikh
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Agenda

Part I

	Page No.
1. Apologies To receive apologies for inability to attend the meeting (if any).	Verbal
2. Minutes To approve as a correct record the Minutes of the meeting of this Committee held on the 28 September 2009.	3 - 8
3. Declarations of Interest To receive any Declarations of Interest from Members.	Verbal
4. Q2 of 2009/10 Internal Audit Report <i>To outline the outcomes of Internal Audit work for the second quarter of 2009-10.</i>	9 - 25
5. Proposed Changes to the Contract Rules of Procedure <i>To amend the Constitution in line with best practice.</i>	27 - 72
6. Proposed Changes to the Constitution – Ward Member Speaking Rights at Planning Meetings <i>To propose changes to the Council's Constitution to amend the procedures in respect of speaking rights for Ward Members at Planning Meetings.</i>	73 - 78
7. Date of the Next Meeting 22 February 2010	

Andy Day
Head of Policy and Communication

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If you require this information in a different format, such as audio tape, or in another language, please ask an English speaker to contact Moira Fraser on telephone (01635) 519045, who will be able to help.

