

ST NEOTS TOWN COUNCIL

HELEN KING
Town Clerk

Council Offices
St Neots Civic Centre
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PE19 2BH

29 March 2011

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To: Members of the Public

A G E N D A

NOTICE IS HEREBY GIVEN that a meeting of the **AUDIT & RISK COMMITTEE** will be held in **The Moot, the Priory Centre**, St Neots on **Wednesday 6 April 2011** at **6.00pm**.

1. Apologies for Absence

To receive and accept Councillors' apologies for absence.

2. Declarations of Interest

To receive from Councillors declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda items.

3. Minutes

Attached

To approve the Minutes of the meeting held on 2 March 2011.

4. Risk Register Review 2011/12

To review the Risk Register and Action Plan and for Members to note the Review.

(Available to view at the Town Council Offices.)

5. Hall Hire Invoice

Appendix 1

Members to receive a report on the hall hire invoices and invoice reconciliation to the Scuba system.

6. Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public

To resolve that in accordance with section 1(2) of the Public Bodies (Admission to meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting.

7. Stock-taking Report

Appendix 2

Members to receive an overview of the informal investigation on the stock variance from the Responsible Finance Officer.

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Helen King
Town Clerk
29.03.11