

# Kenilworth Town Council

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22 February 2008

## NOTICE OF MEETING

**NOTICE IS HEREBY GIVEN** that a **FINANCE COMMITTEE MEETING** will be held in the Council Chamber, Council Offices, Southbank Road on **THURSDAY 28 FEBRUARY 2008**, following the Planning Committee Meeting, when you are requested to attend.

Town Clerk

### DECLARATIONS OF INTEREST

Members are reminded of the utmost importance of making declarations of interest in respect of any of the items appearing on the Agenda below. Declarations should be entered on the form to be circulated with the attendance book and should be made orally immediately before the item is discussed. In the event of your interest being Prejudicial, you are reminded that you should leave the chamber during discussion on the item.

## A G E N D A

1. SUBSTITUTE MEMBERS

To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Clerk, together with the name of the Councillor for whom he/she is acting.

2. DECLARATIONS OF INTEREST

3. APOLOGIES

4. MINUTES

To note the Minutes of the Meeting held on 6 December 2007, which were received by the Town Council on 14 February 2008. (Copy at Enclosure 1). (*Not to web site; web users may obtain a copy upon application to the Town Council*).

5. MATTERS ARISING

NEW MATTERS

6. END OF THE 2007 - 2008 FINANCIAL YEAR PREVIEW AND UPDATE TO THE 2008 – 2009 BUDGET (F.24, F.31 and TC.130) (RESERVED MATTER)

To review the above in respect of any proposed changes to reserves and other provisions arising as a result of occurrences since December 2007 and the reporting of recommendations to the Town Council, appointing a Working Party if so required.

7. REPORT ON THE REVIEW OF THE FINANCIAL AND AUDIT STANDING ORDERS (F.16, F.17 AND TC.93) (RESERVED MATTER)

As an integral element of the annual risk review of audit and accounting arrangements, to consider the draft revision of the Financial and Audit Standing Orders (Section 7 of Standing Orders) with a view to their submission to the Town Council (Copy at Enclosure 2) (*Members only*).

8. ANNUAL REVIEW OF AUDIT, ACCOUNTING AND FINANCIAL RISK ASSESSMENT ARRANGEMENTS (F.24, F.31 and TC.130) (RESERVED MATTER)

To consider, including any outstanding matters, the recommendation to the Town Council, preparatory to the consideration of the annual statement of assurance for the 2007 - 2008 financial year regarding:

- a. The annual review of the system of internal control.
- b. The annual review of the system of internal audit.

9. ANNUAL REVIEW OF THE INTERNAL AUDITORS APPOINTMENT AND TERMS OF REFERENCE ((F.16, F.17, TC.93, TC.130 and TC.153) (RESERVED MATTER)

Following the acceptance and confirmation of Clement Keys as the external auditor for a period of 5 financial years, to consider a recommendation to the Town Council regarding the reappointment of the Internal Auditor, to consider the Internal Auditors draft terms of reference, the scope and requirements of the internal audit by the Internal Auditor and the Council, along with all associated matters. (Copy of draft terms of reference and scope document at at Enclosure 3) (*Members only*).

10. NEXT MEETING

To note that the next Finance Committee Meeting is scheduled to be held on 27 March 2008.