



Town Clerk: Miss Joy Norris MSc ACIS

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Notice is hereby given that a meeting of the **Audit Sub-Committee** will take place on **Tuesday, 14th July 2020** starting at **10:30 hrs.**

The meeting will be held with participants being present through remote attendance by virtue of Statutory Instrument 2020 No 392 (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The public are welcome to attend this meeting by using the internet, mobile phones or landline phones – please see the links below.

If you are using the internet please use the following link: <https://zoom.us/j/97826454600>

Meeting ID: 978 2645 4600

To use one tap mobile: 0441314601196,,97826454600# or 0442034815237,,97826454600#

To use a landline dial 031 460 1196 or 0203 481 5237 or 0203 481 5240 or 044 203 901 7895 or 044 208 080 6591 or 044 208 080 6592 or 044 330 088 5830

Meeting ID: 978 2645 4600

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee as part of the item on the agenda called Public Participation; The overall time available for the Public Participation agenda item is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. If you would like to ask a question or speak, please email enquiries@cullomptontowncouncil.gov.uk 48 hours before the meeting with your first and last names and give a brief outline of what you wish to say. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

You may find it useful to read the Protocol on Remote Meetings before you join (this can be accessed on the Town Council's website)

The Agenda for the meeting is attached. Copies of the reports will be available on the Town Council website or hard copies can be made available if you contact the Town Council Office (contact details are at the top of this notice)

Joy Norris

Town Clerk

Date: 8th July 2020

AGENDA

Audit Sub- Committee 14 July 2020

Committee Membership: Councillors: L Knight M Rowe and M Smith

PUBLIC PARTICIPATION: 15 minutes is set aside as a specific agenda item to enable members of the public to bring issues relevant to the Committee to the attention of Councillors. Up to 3 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

- 1. Election of Chair**
To elect a Chair for the 2020/2021 Civic year
- 2. Chair's Announcements**
The Chair may make announcements relevant to the work of the Committee.
Note: announcements are for information only and not for debate, discussion or questioning.
- 3. Apologies For Absence**
To receive apologies for absence from Councillors unable to attend the meeting.
- 4. Declarations of Interests**
To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
Councillors and Officers are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 5. Public Participation**
To allow members of the public present at the meeting to raise matters which are relevant to the work of the Committee; up to 3 minutes will be allowed for each person.
- 6. Minutes:**
To confirm the Minutes of the meeting held on 21 February 2019 as a correct record (Supporting Paper A)
- 7. Business Procedures Risk Register**
To consider the business procedures risk register (Supporting Paper B)
- 8. Adjournment**
To consider the adjournment of the meeting for a short period of time to enable preparation of the minutes
- 9. Minutes Of The Meeting**
To consider and confirm the minutes of the meeting as a correct record.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

Members of the public will only be permitted to speak during the Public Participation session listed on the Agenda