

Please ask for: Mrs. C. Bowker

Your Ref:

Extension No: 4589

My Ref: CB

E-Mail: catherinebowker@cannockchasedc.gov.uk

4 December, 2009

Dear Councillor,

**AUDIT AND GOVERNANCE COMMITTEE
4.00 P.M., MONDAY, 14 DECEMBER, 2009
ESPERANCE ROOM, CIVIC CENTRE, CANNOCK**

You are invited to attend this meeting for consideration of the matters itemised in the following Agenda.

Yours sincerely,



S.G. Brown
Chief Executive

To: Councillors

Burnett, G. (Chairman)
Easton, Mrs. D.M. (Vice-Chairman)

Alcott, G.
Burnett, J.
Easton, R.

Molineux, G.N.
Stretton, Mrs. P.Z.

AGENDA

PART 1

1. **Apologies**
2. **Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

To declare any personal or prejudicial interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

Under the Code of Conduct, if you declare a personal interest, you may remain in the meeting, take part in the debate and vote. If you declare a personal and prejudicial interest, you must withdraw from the meeting and not take any part in the debate.

3. **Minutes**

To approve the Minutes of the meeting held on 12 November, 2009 (Enclosed)

4. **Annual Audit Letter 2008/09**

To receive the Annual Audit Letter (to follow – when released).