

SWANAGE TOWN COUNCIL

A.J. LEESON
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ

17th October 2007

Dear Councillor

Finance & Performance Management Committee

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **MONDAY, 22nd OCTOBER 2007** at **9.30 a.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

A. J. Leeson

Town Clerk

To The Town Mayor, Deputy Mayor,
and Councillors Bright, Gloyn-Cox, Hadley
and Mrs. Patrick.

A G E N D A

1. Apologies.
2. Service & Staffing Review and Options Appraisal.
 - (a) Matters arising from Steering Group discussions – Friday, 19th October 2007.
3. Audit.
 - (a) Draft Audit Plan. (Copy enclosed).
 - (b) Draft Internal Audit Plan. (Copy enclosed).
4. Date of Next Meeting.

**PLEASE NOTE: UP TO 15 MINUTES OF PUBLIC PARTICIPATION
TIME MAY BE HELD AT 9.30 a.m. PRIOR TO THE
MEETING**
