

**SWANAGE TOWN COUNCIL**

A.J. LEESON  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

28<sup>th</sup> November 2007

Dear Councillor

**Finance & Performance Management Committee**

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **MONDAY, 3<sup>rd</sup> DECEMBER 2007** at **10.30 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) To assess present position and review timetable.  
(Details to be circulated at meeting).
3. Meeting with District Auditor – Update
4. \* To receive Internal Audit Reports  
(Reports enclosed).
5. Date of Next Meeting.

\* It is envisaged that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public will be excluded from the Meeting during consideration of the items marked \*.

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**PLEASE NOTE: THE MEETING MAY BE DELAYED FOR UP TO  
15 MINUTES TO ALLOW TIME FOR PUBLIC  
PARTICIPATION**

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