

**SWANAGE TOWN COUNCIL**

Dr Martin Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

21<sup>st</sup> May 2024

Dear Councillor

**Local Government Act 1972**

You are summoned to attend a **SPECIAL MEETING** of the Swanage Town Council to be held at the Town Hall, Swanage on **WEDNESDAY, 29<sup>th</sup> MAY 2024** at **7.00 p.m.** for the purpose of transacting the business mentioned in the Agenda

Yours sincerely

*Martin K. Ayres*

Town Clerk

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**PLEASE NOTE: 15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 7.00 P.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

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To all Members of the Council

**A G E N D A**

1. Apologies.
2. Declarations of Interest and consideration of requests for Grants of Dispensations (Councillors are reminded of their obligations to declare their interests in accordance with Section 9 and Appendix B of the Council's Code of Conduct).
3. To consider the independence of the internal auditor and to confirm there is no conflict of interest with the external auditor.
4. Internal Audit Report 2023/24. (Reports enclosed).
  - (a) Visit 5 of 5.
  - (b) Annual Internal Audit Report
5. To review the system of internal control. (Report enclosed).
6. To approve the following sections of the Annual Governance & Accountability Return 2023/24 Form 3 for submission to the Council's External Auditor:
  - (a) Section 1 – Annual Governance Statement 2023/24
  - (b) Section 2 – Accounting Statements 2023/24 (Copies enclosed).

7. To receive Annual Treasury Report 2023/24. (Copy enclosed).
  8. Items of Information and Matters for Forthcoming Agendas.
    - Procurement of Utilities
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