

**SWANAGE TOWN COUNCIL**

Dr Martin Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

15<sup>th</sup> March 2024

Dear Councillor

**Finance & Governance Committee**

An extraordinary meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **Wednesday, 20<sup>th</sup> March 2024** at **9.30 a.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

*M.K. Ayres*

Town Clerk

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**PLEASE NOTE:**     **15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 9.30 A.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

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To The Town Mayor, Deputy Mayor,  
Councillors Bishop, Bonfield, Harris, Tomes, Trite and Whitwam.  
All Councillors and Chief Officers

**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. Update on Action Points from Internal Audit Report 2022/23 (To follow)
4. Internal Audit Report 2023/24 - Visit 3 of 5 (To follow)
5. Annual Health & Safety Report (Briefing note enclosed)
6. Procurement of Utilities – to consider LASER framework options
7. Draft Medium Term Financial Plan (To follow)

8. Civility and Respect Pledge & Dignity at Work Policy - Update
9. Vexatious Correspondence Policy (Draft to follow)
10. Items of Information and Matters for Forthcoming Agendas
- \* 11. Schedule of Debtors (Schedule enclosed)
- \* 12. Annual Review of Corporate Risk Register (To follow)
13. Date of Next Meeting – 24<sup>th</sup> July 2024

\* Under Standing Order No. 1) c), it is envisaged that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public will be excluded from the Meeting during consideration of agenda items 11, & 12 (in relation to legal and financial matters).

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