

**SWANAGE TOWN COUNCIL**

Dr Martin Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

21<sup>st</sup> June 2011

Dear Councillor

**Local Government Act 1972**

You are summoned to attend a **SPECIAL MEETING** of the Swanage Town Council at the Town Hall, Swanage on **MONDAY, 27<sup>th</sup> JUNE 2011** at **7.00 p.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

Town Clerk

**A G E N D A**

1. Apologies.
2. To review the system of internal control. (Briefing note enclosed).
3. To approve the following sections of the Annual Return for submission to the Council's External Auditor:
  - a) Part 1 – Accounting Statements.
  - b) Part 2 – Annual Governance Statement. (Copy enclosed).
4. To receive Annual Treasury Report. (Copy enclosed).
5. Items of Information and Matters for Forthcoming Agendas.

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