



# NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7TX

Tel: 01952 814338 Fax: 01952 825353

Ref: LJ/2009

19 June 2009

Dear Sir / Madam

I hereby give you notice that there will be a special meeting of the **TOWN COUNCIL** at **6.30 p.m.** on **Wednesday 24 June 2009** at **The Guildhall, High Street, Newport.**

Your attendance is requested.

Yours faithfully

Lee Jakeman  
Town Clerk

## A G E N D A

1. To receive apologies for absence.
2. To receive declarations of Interest. Members need only declare any interest they may have in items of business on this Agenda.
3. **FINANCE**

**a. Audit 2008/2009**

**(1) Association with External Auditor**

To ascertain whether any member has any form of association with the external auditor, Mazar LLP, Regency House, 3 Grosvenor Square, Southampton, Hants.

**(2) Review of Effectiveness of Internal Control**

To consider the system of internal control implemented by the Town Council. Members should bring to the meeting their copies of Financial Regulations.

**(3) Annual review of Internal Audit Procedure**

To consider the instructions laid down governing the internal audit procedure at Appendix 1 to the Financial Regulations.

**(4) Internal Auditor's Report**

To consider the Internal Auditor's report to the Council covering the audit period 2008/2009 – to be distributed at the meeting.

**(5) Year End bank Reconciliation**

To note the Year End reconciliation for 2008/2009 – **attached**

**(6) End Of Year Accounts Audit**

To approve the end of year accounts 2008/2009 to be submitted to the external auditor, Mazars LLP – **attached**.

**(7) External Auditor's Additional Information Requests**

To note the additional information required by the External Auditor – to be distributed at the meeting.

**(8) Annual Governance Statement**

To consider the Town Council's response to the Statement of Governance to be approved at the meeting by resolution – uncompleted copies **attached** for information.

**(9) Authorisation by Town Mayor and Town Clerk**

To formally approve the signing-off, of the 2008/2009 Accounts and Annual Governance statement by the Town Mayor and Town Clerk.

**(10) Appointment of the Internal Auditor**

To approve the re-appointment of Mr R. E. Bennett as the Internal Auditor to the Town Council for the year 2009/2010.

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Distribution to:

All Town Councillors:  
(Ashley, Carter, Forrester, Gratton, Meredith, Nelson, Norton, Scammell, Stanton, Unwin, Walker)  
Mark Pritchard – MP  
Sgt. Chris Munro  
The Library  
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