

Please reply to: Jo Doney
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To: Chairman & Members of the Audit Committee
(Cllrs Bramble, Bruce-Spencer, Cane, Hodgson and Pennington);

Our Ref: CS/JD

cc: Cllr Hicks (Lead Executive Member)
Remainder of the Council;
Usual press and officer circulation.

16 November 2011

Dear Councillor

A meeting of the **Audit Committee** will be held in the **Cary Room**, Follaton House, Plymouth Road, Totnes on **Thursday 24 November 2011 at 2.00 p.m.** when your attendance is requested.

Yours sincerely

Jo Doney
Member Support Officer

<p>FOR ANY QUERIES ON THIS AGENDA PLEASE CONTACT JO DONEY MEMBER SUPPORT OFFICER ON DIRECT LINE 01803 861466</p>

A G E N D A

1. **Minutes** – to approve as a correct record and authorise the Chairman to sign the minutes of the Audit Committee held on 28 September 2011 (pages A to E);
2. **Urgent Business** - brought forward at the discretion of the Chairman;
3. **Division of Agenda** - to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;
4. **Declarations of Interest** - Members are invited to declare any personal or prejudicial interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting;
5. **Audit Commission Progress Summary** – to consider a report which summarises the work currently in progress to 15 November 2011 (page 1);
6. **Audit Commission – Annual Audit Letter 2010/11** to consider a report on the significant findings of the 2010/11 Audit (pages 2 to 13);

7. **Audit Commission – Audit of System Controls and Financial Statements (including IFRS)** – to consider a report that sets out the findings from the review of the Council’s key financial system controls, audit of the financial statements and review of the implementation of the International Financial Reporting Standards (IFRS) (pages 14 to 28);
8. **Progress against the 2011/12 Internal Audit Plan with EXEMPT appendices** – to consider a report that informs Members of the principal activities and findings of the Internal Audit Section of Financial Services for 2011/12 to 31 October 2011 (pages 29 to 47);
9. **Rationalisation of Parking Permits** – to consider a report that reviews the current provision of car parking permits in off street car parks and the future rationalisation of them (pages 48 to 53)

N.B. Legal and financial officers will not, as a general rule, be present throughout all meetings, but will be on standby if required. Members are requested to advise Member Support Services in advance of the meeting if they require any information of a legal or financial nature.

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MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

THIS AGENDA HAS BEEN PRINTED ON ENVIRONMENTALLY FRIENDLY PAPER

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Members of the public may wish to note that the Council's meeting rooms are accessible by wheelchairs and have a loop induction hearing system