



## **NOTICE OF MEETING**

### **Governance & Audit Committee**

**Wednesday 29 April 2009, 7.30 pm**

**Function Room, Fifth Floor, Easthampstead House, Town Square,  
Bracknell**

### **To: Governance & Audit Committee**

Councillors Beadsley, Mrs Birch, Burrows, Finnie, Leake, Simonds, Wade, Ward and  
Mr G S Anderson

### **cc: Substitute Members of the Committee**

Councillors Mrs Ballin, Mrs Beadsley, Birch, Harrison, Mrs Hayes, Mrs McCracken and  
Mrs Shillcock

ALISON SANDERS  
Director of Corporate Services

### **EMERGENCY EVACUATION INSTRUCTIONS**

- 1 If you hear the alarm, leave the building immediately.
- 2 Follow the green signs.
- 3 Use the stairs not the lifts.
- 4 Do not re-enter the building until told to do so.

If you require further information, please contact: Kirsty Hunt  
Telephone: (01344) 353108  
Email: [kirsty.hunt@bracknell-forest.gov.uk](mailto:kirsty.hunt@bracknell-forest.gov.uk)  
Published: 21 April 2009

**Governance & Audit Committee**  
**Wednesday 29 April 2009, 7.30 pm**  
**Function Room, Fifth Floor, Easthampstead House, Town**  
**Square, Bracknell**

**AGENDA**

Page No

1. **Election of Chairman**
2. **Appointment of Vice-Chairman**
3. **Apologies for Absence and Substitute Members**  
To receive apologies for absence and to note the attendance of any substitute members.
4. **Declarations of interest**  
Members are required to declare any personal or prejudicial interests and the nature of that interest, in respect of any matter to be considered at this meeting.
5. **Urgent Items of Business**
6. **Annual Audit and Inspection Letter**  
The purpose of this report is to present the Annual Audit and Inspection Letter (AAIL) which has been received from the Audit Commission. The External Auditor will attend the meeting to present the Letter and answer any questions. 1 - 20
7. **External Audit Plan 2009-10**  
The purpose of this report is to set out details of the annual external audit fee and annual inspection fee for 2009-10 for the Governance and Audit Committee to note. The External Auditor will attend the meeting to answer any questions. 21 - 28
8. **Internal Audit Plan**  
The purpose of this report is to set out the underlying principles applied in the Internal Audit planning process, present the draft Internal Audit Plan for 2009/10 and seek the Governance and Audit Committee's feedback on and agreement to the draft Plan attached at Appendix 1. 29 - 58
9. **Future meeting dates**  
To note the future meeting dates:
  - 30 June 2009 at 7.30pm
  - 22 September 2009 at 7.30pm