

# NORTON CANES PARISH COUNCIL



Clerk to the Council  
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Ref: GMA

6<sup>th</sup> March 2024

To: All Members of Audit and Governance Committee:

Cllr M Holder  
K Fereday  
I Reeves  
W Bird

To all other members for information.

Dear Councillor,

You are hereby summoned to attend the Meeting of the Audit and Governance Committee on **Wednesday 8<sup>th</sup> May 2024** commencing at 10.30am. at **Parish Office, Burntwood Road, Norton Canes** which the business set out below will be transacted.

Yours sincerely

**Ginetta Adams**  
**Parish Clerk**  
**Norton Canes Parish Council**

**1. Apologies**

To receive any apologies that may be forthcoming.

**2. Declarations of Interests**

To note any declarations of interests

**3. Minutes and Matters Arising from the committee meeting held on Wednesday 3rd April 2024**

To approve the minutes of the meetings held on Wednesday 3<sup>rd</sup> April 2024 and consider any matters arising.

**4. Internal Auditors Report**

To discuss internal auditors report.

**5. To discuss end of year finances.**

As per attached report.

**6. Date of Next Meeting: Next meeting TBC at Parish Office, Burntwood Road, Norton Canes.**

**7. Exclusion of Press and Public**

**The Chairman moves that:**

In accordance with the provisions of the Public Bodies (Administrations to Meetings) Act 1960 section 1 (2), the press and public be excluded from the remainder of the meeting as publicity would be prejudice to the public interest by reason of the confidential nature of the business to be transacted. and the likelihood of the personal and private information of the individuals prohibited by GDPR.

**8. To review CV submitted for the admin and groundsman roles.**

To review CV, with the intension of creating a shortlist for interviews.

**9. To arrange interview dates.**

To arrange interview dates for the Clerk to contact interviewees.