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#### **DEMOCRATIC AND ELECTORAL SERVICES**

Dealt with by: Democratic Services Switchboard: 01895 837200

My Ref: e-mail: democraticservices@southbucks.gov.uk

Date: 15 May 2015 Direct Line: 01895 837225/837227

Dear Councillor

#### **AUDIT COMMITTEE**

The next meeting of the Audit Committee will be held as follows:

DATE: TUESDAY, 26TH MAY, 2015

TIME: AT THE CONCLUSION OF THE COUNCIL MEETING

VENUE: COUNCIL CHAMBER, CAPSWOOD, OXFORD ROAD, DENHAM

Only apologies for absence received prior to the meeting will be recorded.

Yours faithfully

Jim Burness

### **Director of Resources**

To: The Audit Committee

# **Audio/Visual Recording of Meetings**

Please note: This meeting might be filmed, photographed, audio-recorded or reported by a party other than South Bucks District Council for subsequent broadcast or publication.

If you intend to film, photograph or audio record the proceedings or if you have any questions please contact the Democratic Services Officer (members of the press please contact the Communications Officer).



Chief Executive: Alan Goodrum

Directors: Jim Burness (Resources) Bob Smith (Services)

## **Declarations of Interest**

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

#### AGENDA

(Pages)

## 1. Apologies for absence

### 2. Election of Chairman

To elect a Chairman for the Municipal Year.

### 3. Election of Vice-Chairman

To elect a Vice-Chairman for the Municipal Year.

## 4. Establishment of Hearings Sub-Committee

To establish the Hearings Sub-Committee.

The next meeting is due to take place on Thursday, 18 June 2015