BLYTH TOWN COUNCIL

You are hereby requested to attend a special meeting of the Special Governance Committee to be held in the Council Chamber, Arms Evertyne House, Quay Road, Blyth, NE24 2AS.

Date: Tuesday 17 October 2023   **Time:** 5.30 pm

MEMBERS OF THE GOVERNANCE COMMITTEE

J R Potts (Chair)	C Jones
A Watson (Vice-Chair)	M Robson
D Carr	J Reid
A Cartie	M Richardson
G Davey	S Stanger
S Davey	W Taylor
B Erskine	

Electronic devices can be used to access Committee papers. Please ensure that mobile phones are switched to silent mode during the meeting. Members are reminded to observe the Blyth Town Council Code of Conduct

The Council Chamber will be open to members of the public 10 minutes before the meeting is about to commence.

Please remember to sign in.

Joseph Hughes
Town Clerk   **Date:** 10 October 2023

AGENDA

1	**Apologies for Absence**
2	**Disclosures of Interests and Grant of Dispensations**
3	**Minutes of the previous Governance Committee** None
4	**Actions arising from the Previous Minutes** None
5	**Budget Monitoring – All Committees** Attached
6 **6.1** **6.2** **6.3** **6.4** **6.5** **6.6**	**Internal and External Audit Reports** Interim Audit Letter Audit Controls and Tests Internal Audit Checklist Completion of Audit 2022/23 Letter Audited AGAR 2022/23 Explanation of Audit Report Letter (The above documents will be submitted to the next Full Council for ratification)
7	**Delegated Actions** There are no delegated actions to consider.
8	**Any Other Business** This item is only for items of information to be given to Town Councillors and for items which either the Committee Chair or Town Clerk to be genuinely urgent.
9	**Date & Time of Next Meeting** The next meeting of the Governance Committee will be held in the Council Chamber, Arms Evertyne House on Tuesday 9 January 2024 at 6.30 pm.

10	**Part II** Pursuant to the Public Bodies (Admission to Meetings) Act 1960; that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded, and they are instructed to withdraw.
10.1	**Sickness update report**
10.2	**Staff report**