

**Bill Cullen** MBA (ISM), BA(Hons) MRTPI  
*Chief Executive*

Date: 22 November 2017



**Hinckley & Bosworth  
Borough Council**

**To: Members of the Audit Committee**

Mr RB Roberts (Chairman)  
Mrs R Camamile  
Mr DS Cope  
Mrs L Hodgkins  
Mr MR Lay  
Mr KWP Lynch

Mr DW MacDonald  
Mr BE Sutton  
Miss DM Taylor  
Mr HG Williams  
Ms AV Wright

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **AUDIT COMMITTEE** in the De Montfort Suite, Hinckley Hub on **THURSDAY, 30 NOVEMBER 2017** at **6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

Rebecca Owen  
Democratic Services Officer

## AUDIT COMMITTEE - 30 NOVEMBER 2017

### A G E N D A

1. APOLOGIES AND SUBSTITUTIONS
2. MINUTES OF PREVIOUS MEETING (Pages 1 - 2)  
To confirm the minutes of the previous meeting.
3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES  
To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting (to be taken at the end of the agenda)
4. DECLARATIONS OF INTEREST  
To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**
5. ANNUAL AUDIT LETTER (Pages 3 - 24)  
To present Annual Audit Letter.
6. PROGRESS REPORT NOVEMBER 2017 (Pages 25 - 40)  
To present progress report November 2017.
7. QUESTIONS  
To hear any questions received in accordance with Council Procedure Rule 12.
8. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY  
As announced under item 3 above.