

# ROCHFORD DISTRICT COUNCIL



## Finance & Procedures Overview & Scrutiny Committee

### agenda

Chairman's callover – 6.30pm in the  
Chairman's Briefing Room

---

#### *Date*

**4 December 2003**

---

#### *Time*

**7.30pm**

---

#### *Place*

**Committee Room 4  
Civic Suite  
Rayleigh**

---

#### *Contact*

Margaret Martin

Rochford District Council  
South Street  
Rochford  
Essex  
SS4 1BW

Tel: (01702) 546366

Fax: (01702) 545737

Email:

[committees@rochford.gov.uk](mailto:committees@rochford.gov.uk)

## **Members of the Finance & Procedures Overview & Scrutiny Committee**

Cllr T G Cutmore (Chairman)  
Cllr J Thomass (Vice-Chairman)

Cllr P A Capon  
Cllr K A Gibbs  
Cllr Mrs H L A Glynn  
Cllr C C Langlands

Cllr T Livings  
Cllr Mrs J R Lumley  
Cllr C R Morgan

Copy for Information to all Substitute Members

*Conservative Group*  
Cllr Mrs T J Capon  
Cllr Mrs S A Harper

*Labour Group*  
Cllr Mrs M S Vince

*Liberal Democrat Group*  
Cllr R A Oatham

### **Terms of Reference**

To consider the following in accordance with the Overview and Scrutiny Procedures Rules: The Council's budget, the management of its budget, capital and revenue borrowing, assets and audit arrangements, Policies and Strategies of the Council and other bodies which affect the economic, social and political resources available to the District including best value, the community plan, corporate plan, local democracy and the achievement of objective transparent and accountable decision making by the Council.

### **Corporate Objectives**

To provide quality cost effective services  
To work towards a safer and more caring community  
To promote a green and sustainable environment  
To encourage a thriving local economy  
To improve the quality of life for people in our District  
To maintain and enhance our local heritage and culture

# A G E N D A

Page No

**1 Apologies for Absence**

**2 Substitutes**

**3 Non-Members attending**

**4 Minutes of the Meeting held on 25 November 2003**

**5 To Receive Declarations of Interest**

**6 External Audit – Management Letter 2002/2003**

To consider the Management Letter issued by PKF concerning the Council's final accounts for 2002/2003, which will be despatched to Members under separate cover.

A representative from PKF will attend the meeting.

**7 Exclusion of the Press and Public**

To agree that the press and public be excluded from the meeting for the remaining business on the grounds that exempt information as defined in paragraph 14 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.

**8 Internal Audit Report**

8.1

To consider the exempt report of the Chief Executive, which draws Members' attention to completed audit investigations, and provides an update of audit recommendations.

A handwritten signature in black ink, appearing to read "Paul Warren". The signature is stylized with a large, looping initial "P" and a cursive "Warren".

Paul Warren  
Chief Executive