

# ROCHFORD DISTRICT COUNCIL



## Audit Services Committee

### agenda

Chairman's callover – 7.00pm in the  
Chairman's Briefing Room

***Date***

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**31 January 2002**

***Time***

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**7.30pm**

***Place***

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Committee Room 4  
Civic Suite  
Rayleigh

***Contact***

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## **Members of the Audit Services Committee**

Cllr J R F Mason (Chairman)  
Cllr Mrs J Hall (Vice-Chairman)

Cllr C I Black  
Cllr Mrs R Brown  
Cllr G Fox  
Cllr J E Grey  
Cllr D R Helson

Cllr G A Mockford  
Cllr P J Morgan  
Cllr P D Stebbing  
Cllr P F A Webster

Copy for Information to all Substitute Members

### *Conservative Group*

Cllr T G Cutmore  
Cllr M G B Starke  
Cllr Mrs M J Webster

Cllr R F R Adams  
Cllr S P Smith

### *Independent Members Group*

Cllr R E Vingoe

### *Labour Group*

Cllr Mrs J E Ford  
Cllr Mrs M Vince

### *Liberal Democrat Group*

Cllr Mrs J M Giles  
Cllr Mrs J Helson  
Cllr V H Leach

## **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

# AGENDA

Page No

- 1 Apologies for Absence**
- 2 Substitutes**
- 3 Non-Members attending**
- 4 To Receive Declarations of Interest**
- 5 Minutes of the Meeting held on 29 November 2001**
- 6 Petitions and Deputations**
- 7 Public Question Time**
- 8 Outstanding Issues** 8.1

Schedule relating to decisions attached
- 9 External Audit – Management Letter 2000/2001**

To consider the management letter issued by PKF concerning the Council's final accounts for 2000/2001. A representative from PKF will attend the meeting.

A copy of the Management Letter will be issued separately to Members of the Committee. Would Members please bring this to the meeting.
- 10 Monitoring Report** 10.1

To consider the report of the Chief Executive which draws Members' attention to the latest Audit Commission publications and suggested best practice.
- 11 Proposed Audit Plan for 2002/2003** 11.1

To consider the report of the Chief Executive which asks Members to consider the proposed Audit Plan for 2002/03.

**12 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 the Schedule 12A of the Local Government Act 1972 would be disclosed.

**13 Audit Report**

13.1

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

**14 Performance Indicators for 2000/2001**

14.1

To consider the report of the Chief Executive which details the Audit Commission's performance data for 2000/2001.

The report is to follow.

A handwritten signature in black ink, appearing to read 'Paul Warren', with a large, stylized initial 'P' at the start.

Paul Warren  
Chief Executive