



**TO THE CHAIRMAN AND MEMBERS OF THE  
STANDARDS AND AUDIT COMMITTEE**

You are hereby summoned to attend a meeting of the Standards and Audit Committee to be held on Thursday, 30 November 2017 at 7.00 pm in the Council Chamber, Civic Offices, Gloucester Square, Woking, Surrey GU21 6YL.

The agenda for the meeting is set out below.

RAY MORGAN  
Chief Executive

NOTE: Filming Council Meetings

Please note the meeting will be filmed and will be broadcast live and subsequently as an archive on the Council's website ([www.woking.gov.uk](http://www.woking.gov.uk)). The images and sound recording will also be used for training purposes within the Council. Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed.

## **AGENDA**

### **PART I - PRESS AND PUBLIC PRESENT**

1. Minutes

To approve the minutes of the meeting of the Standards and Audit Committee held on 21 September 2017 as published.

2. Declarations of Interest

To receive declarations of disclosable pecuniary and other interests from Members in respect of any item to be considered at the meeting.

In accordance with the Members' Code of Conduct, Councillor John Kingsbury will declare a non-pecuniary interest in any items under which the Thameswey Group of Companies, Brookwood Cemetery or Victoria Square (Woking) Ltd are discussed, arising from his position as a Director of the subsidiary companies. The interest is such that speaking and voting are permissible.

In accordance with the Officer Procedure Rules, the Head of Democratic and Legal Services, Peter Bryant, will declare an interest in any items under which the Thameswey Group of Companies or Brookwood Cemetery are discussed, arising from his position as a Director of the subsidiary companies. The interest is such that speaking was permissible.

3. Urgent Business

To consider any business that the Chairman rules may be dealt with under Section 100B(4) of the Local Government Act 1972.

### **Matters for Determination**

4. Annual Audit and Inspection Letter (Pages 3 - 10)  
Reporting Person – Leigh Clarke
5. Internal Audit Progress Report (Pages 11 - 18)  
Reporting Persons – James Graham and Leigh Clarke
6. Review of Arrangements for Dealing with Standards Allegations (Pages 19 - 26)  
Reporting Person – Peter Bryant

AGENDA ENDS

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For further information regarding this agenda and arrangements for the meeting, please contact Doug Davern on 01483 743018 or email [doug.davern@woking.gov.uk](mailto:doug.davern@woking.gov.uk)



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