

# RIBBLE VALLEY BOROUGH COUNCIL

---

please ask for: OLWEN HEAP  
direct line: 01200 414408  
e-mail: olwen.heap@ribblevalley.gov.uk  
my ref: OH/CMS  
your ref:  
date: 8 August 2011

Council Offices  
Church Walk  
CLITHEROE  
Lancashire BB7 2RA

Switchboard: 01200 425111  
Fax: 01200 414488  
DX: Clitheroe 15157  
www.ribblevalley.gov.uk

Dear Councillor

The next meeting of the **ACCOUNTS AND AUDIT COMMITTEE** is at **6.30PM** on **WEDNESDAY, 24 AUGUST 2011** at the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you can be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee members (copy for information to all other members of the Council)  
Directors  
Press  
Parish Councils (copy for information)  
Relationship Manager and Performance Lead, Audit Commission  
Audit Manager, Audit Commission

## AGENDA

### Part I – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of meeting held on 29 June 2011 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).

### FOR DECISION

5. References from Overview and Scrutiny (if any).
- ✓ 6. Annual Governance Report – report of Audit Commission – copy enclosed.

- ✓ 7. Letter of Representation – report of Director of Resources – copy enclosed.
- ✓ 8. Statement of Accounts 2010/2011 – report of Director of Resources – copy enclosed.

FOR INFORMATION

- ✓ 9. External Audit Fees – report of Director of Resources – copy enclosed.
- ✓ 10. Review of Risks – report of Director of Resources – copy enclosed.
- ✓ 11. Internal Audit Progress Report 2010/2011 – report of Director of Resources – copy enclosed.
- 12. Reports from Representatives on Outside Bodies (if any).

Part II - items of business **not** to be discussed in public

- ✓ 13. Internal Audit Report on Tourism Information Centre – report of Director of Resources – copy enclosed.