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A meeting of the **Management & Audit Committee** will take place in the **Parish Office** on **Tuesday 30<sup>th</sup> January 2018** at **7.30pm**. All members of the Council are requested to attend, if possible. The meeting is open to the public. Prior to the start of the meeting a public forum of not more than 15 minutes will be held. The public may address the council on current matters or issues that may become future agenda items.

## AGENDA

1. **To elect a Chairman.**
2. **To elect a Vice-Chairman.**
3. **To receive apologies and resolve to accept reasons for absence.**
4. **Disclosure of pecuniary interests**  
*Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.*
5. **Clerk's Report** *(for information only).*
6. **Correspondence** for information only as per attached list.  
To note general correspondence (publications and letters are available for inspection in the Parish Office).
7. **Financial:**  
To receive details of the Council's income and expenditure to date and take any considered action.
8. **Terms of Reference:**  
To consider terms of reference for this committee for recommendation to Full Council.
9. **Code of Conduct:**  
To review the current adopted code, consider other options and take any action required.
10. **Audit matters:**
  - To receive the internal auditor's report.
  - To receive notification of external auditor appointments for the 2017/18 financial year.
11. **Management matters:**  
To recommend to Councillors that they set up personal e-mail addresses for conducting Parish Council business and take any required action.

*Julie Murray*  
Julie Murray, PSLCC  
Clerk to Welton-by-Lincoln Parish Council  
23 January 2018