

## **GOVERNANCE AND AUDIT COMMITTEE**

1. Apologies for absence.
2. To elect a Chairman for the Civic Year.
3. To elect a Vice-Chairman for the Civic Year.
4. To determine the normal time of commencement of the meetings.
5. To note the date of a forthcoming information / training session being held on 7 June 2011 prior to the first Committee meeting of the year, at which Members of the Committee will be required to attend (further details to be circulated in due course).

**Note** Once appointed to serve or substitute on the above committee, members must receive training by 31 August each year or within three months of being appointed, whichever is the sooner.