

16 June 2010

To all members of the  
Strathclyde Concessionary Travel Scheme Joint Committee

Dear Member,

**Strathclyde Concessionary Travel Scheme Joint Committee – 25 June 2010**

I request your attendance at a meeting of the Strathclyde Concessionary Travel Scheme Joint Committee to be held at **10.00 am on Friday, 25 June 2010 in the committee room, third floor, Consort House, Glasgow** for the purpose of considering the undernoted business.

Tea/coffee will be available in the members' lounge from 9.30 am.

Yours sincerely

**Valerie Davidson**

Secretary to the Partnership

direct dial: 0141 333 3576  
e mail valerie.davidson@spt.co.uk

**Business**

1. Declaration of Interest - Members are asked at this stage to declare any interests they may have in any of the items on the agenda. Members making a declaration of interest are reminded of the requirement to disclose the existence and nature of that interest.
2. Minute of previous meeting (copy herewith)
3. 2009/10 Abstract of Accounts – Report by Treasurer (copy herewith).
4. Performance of Travel Card Unit - Report by Treasurer (copy herewith).
5. Internal Audit Annual Report 2009/2010 – Report by Treasurer (copy herewith).
6. Internal Audit Plan 2010/11 – Report by Treasurer (copy herewith).
7. External Audit - Interim Management Report for 2009/10 - Report by Treasurer (copy herewith).

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**Kirsten Clubb 0141 333 3576 kirsten.clubb@spt.co.uk**