

MALVERN TOWN COUNCIL

Town Clerk
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14 August 2020

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MEETING OPEN TO MEMBERS OF THE PUBLIC

To All Members of the Audit Committee (quorum 3):

Councillors C Palmer, C Bovey, L Lambeth, P Mewton, S Taylor

All other Members of the Town Council for information only

You are hereby invited to attend a meeting of the **Audit Committee** to be held remotely via Zoom, on **Thursday 20 August 2020 commencing at 6.00 pm** for the transaction of the business shown on the Agenda below.

To join the meeting, please go to:

<https://us02web.zoom.us/j/85975320592?pwd=NDZMRWhwNlZPak8vSkdYL1JxU290Zz09>

Meeting ID: 859 7532 0592

Passcode: 921603

The meeting can also be accessed by telephone – please contact the Town Clerk on the email address above if you wish to join the meeting in this way.

A handwritten signature in black ink, appearing to read 'L. J. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence <ul style="list-style-type: none">➤ To receive and note apologies for absence.
2.	Declarations of Interest <ul style="list-style-type: none">➤ To receive declarations of pecuniary interests and other disclosable interests.
3.	Minutes of Previous Meeting <p>To receive and confirm as a correct record the minutes of previous Audit Committee meeting and the minutes to be signed by the Chairman</p> <ul style="list-style-type: none">➤ 19 February 2020 (previously circulated)
Public Participation <p><i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i></p>	

4.	Annual Internal Audit Report – Financial Year ending 31 March 2020 ➤ Report AC01/20 to follow
5.	Review of the Effectiveness of the System of Internal Control ➤ Report AC02/20 to follow
6.	Internal Audit Committee – Work Plan 2020/21 To consider and agree a timetable and programme of works to be carried out by Internal Audit Committee members ➤ Suggestions by committee members and internal auditor
7.	Date of Next Audit Committee Meeting ➤ To be arranged