

# MALVERN TOWN COUNCIL

Town Clerk  
28-30 Belle Vue Terrace  
Malvern  
Worcs  
WR14 4PZ



2 June 2021

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## MEETING OPEN TO MEMBERS OF THE PUBLIC

**To All Members of the Audit Committee (quorum 3):**  
Councillors C Bovey, L Lambeth, C Palmer, S Taylor, D Watkins

**All other Members of the Town Council for information only**

You are hereby invited to attend a meeting of the **Audit Committee** on **Tuesday 8 June 2021 in the Council Chamber, Belle Vue Terrace, Malvern commencing at 6.00 pm** for the transaction of the business shown on the Agenda below.

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

Linda Blake  
Town Clerk

No.	Agenda Item
1.	<b>Election of Chairman</b> <ul style="list-style-type: none"><li>➤ To elect a Chairman of the Audit Committee for 2021/22</li></ul>
2.	<b>Election of Vice-Chairman</b> <ul style="list-style-type: none"><li>➤ To elect a Vice-Chairman of the Audit Committee for 2021/22</li></ul>
3.	<b>Apologies for Absence</b> <ul style="list-style-type: none"><li>➤ To receive apologies for absence</li></ul>
4.	<b>Declarations of Interest</b> <ul style="list-style-type: none"><li>➤ To receive declarations of pecuniary interests and other disclosable interests</li></ul>
5.	<b>Minutes of Previous Meeting</b> <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"><li>➤ 19 November 2020 (previously circulated)</li></ul>
<b>Public Participation</b> <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>	
6.	<b>Annual Internal Audit Report – Financial Year ending 31 March 2021</b> <ul style="list-style-type: none"><li>➤ Report AC01/21 (to follow)</li></ul>
7.	<b>Review of the effectiveness of the system of Internal Control</b> <ul style="list-style-type: none"><li>➤ Report AC02/21 (to follow)</li></ul>
8.	<b>Internal Audit Committee – Work Plan 2021/22</b> <p>To consider and agree a timetable and programme of works to be carried out by Internal Audit Committee members</p> <ul style="list-style-type: none"><li>➤ Suggestions by committee members and internal auditor</li></ul>
9.	<b>Date of next Audit Committee meeting</b> <ul style="list-style-type: none"><li>➤ Wednesday 18 August 2021</li></ul>