

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
Worcs
WR14 4PZ
Tel: 01684 566667



11 November 2019

townclerk@malvern-tc.org.uk
www.malverntowncouncil.org

MEETING OPEN TO MEMBERS OF THE PUBLIC

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

All other Members of the Town Council for information only

You are hereby invited to attend a meeting of the **Audit Committee** on **Monday 18 November 2019 in the Council Chamber, Belle Vue Terrace, Malvern commencing at 6.30 pm** for the transaction of the business shown on the Agenda below.

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 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">➤ 4 June 2019 (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.	External Audit Report and Certificate 2018/19 <ul style="list-style-type: none">➤ To receive the report of the External Auditor (to follow)
5.	Internal Audit Contract 2019/20 to 2021/22 <ul style="list-style-type: none">➤ Report AC01/19 (to follow)
6.	Review of how Town Council income is invoiced, collected and reviewed <ul style="list-style-type: none">➤ Report AC02/19 (to follow)
7.	Review of Town Council budget approval process <ul style="list-style-type: none">➤ Committee discussion
8.	Date of next meeting <ul style="list-style-type: none">➤ Wednesday 19 February 2020