

# MALVERN TOWN COUNCIL

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



6 October 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 **Wednesday 13 October 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. J. Blake'.

Linda Blake  
Town Clerk

No.	Agenda Item
1.	<b>Apologies for Absence</b> <ul style="list-style-type: none"><li>➤ To receive apologies for absence</li></ul>
2.	<b>Declarations of Interest</b> <ul style="list-style-type: none"><li>➤ To receive declarations of pecuniary interests and other disclosable interests</li></ul>
3.	<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>➤ 8 June 2021 (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>	
4.	<b>Appointment of Internal Auditor</b> <ul style="list-style-type: none"><li>➤ Report AC01/21 (to follow)</li></ul>
5.	<b>Review of Town Council Events Budget</b> <ul style="list-style-type: none"><li>➤ Report AC02/21 (to follow)</li></ul>
6.	<b>Town Council Invoicing Procedure</b> <ul style="list-style-type: none"><li>➤ Report AC03/21 (to follow)</li></ul>
7.	<b>Internet Banking Review</b> <ul style="list-style-type: none"><li>➤ Report AC04/21 (to follow)</li></ul>
8.	<b>Date of next Audit Committee meeting</b> <p>Wednesday 16 February 2022</p>