

MINUTES OF A MEETING OF THE AUDIT COMMITTEE
MALVERN TOWN COUNCIL
held on Wednesday 13 October 2021
in the Council Chamber, Belle Vue Terrace, Malvern at 6.00 pm

Councillors

Present

C Palmer

C Bovey

L Lambeth

S Taylor

Absent

D Watkins (apologies)

In attendance

Linda Blake – Town Clerk

Louise Wall – Minute Clerk

10. APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr D Watkins were noted.

11. DECLARATIONS OF INTEREST

None.

12. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, and these were signed by the Chairman:

- Audit Committee meeting held on 8 June 2021.

PUBLIC PARTICIPATION

None.

13. APPOINTMENT OF INTERNAL AUDITOR

Report AC01/21 was received and accepted.

Members noted that Chris Boyd had retired after many years working with the Town Council and a tender process had been carried out to select suitable possible replacements.

The Town Clerk informed members that during Chris Boyd's first year he had taken extra time to get to know the Town Council's systems and procedures, which had proved most useful, and this was an important consideration for a new company in the future. Three companies had submitted tenders.

Members felt that company A had not included enough detail and as the most expensive should be disregarded.

B and C both demonstrated experience with town councils but there was concern whether company C would be able to provide enough time for the audit requirements within its price.

It was **AGREED** therefore that Company B was the preferred choice and that the budget for 2022/23 should be increased from £1,650 to £2,000 to cover the extra cost of the auditor as well as any other extra time required in the first year.

14. REVIEW OF TOWN COUNCIL EVENTS BUDGET

Report AC02/21 was received and reviewed.

The Town Clerk explained any variances in the budget for events 2021/22 and the anticipated expenditure. Members were reminded that an underspend of £15,000 from 2020/21 had been carried forward to the current year, but that this in turn had not all been spent as some events had been cancelled for a second year.

It was **RECOMMENDED** that the underspend from this year's event schedule of approximately £15,000 should be carried forward to 2022/23.

15. TOWN COUNCIL INVOICING PROCEDURE

Report AC03/21 was received and reviewed.

The Town Clerk explained to members that the checklist acted as a reminder to the finance officer so that invoices were not forgotten. These included leases and building rental invoices, grounds maintenance and sports facilities, some of which are invoiced monthly and others either quarterly or six-monthly.

It was **RECOMMENDED** that no changes should be made to the current procedure for invoicing Town Council customers as it was satisfactory.

16. INTERNET BANKING REVIEW

Report AC04/21 was received and reviewed.

The Town Clerk reported that since internet banking had commenced in 2018, the procedure for checking the payment schedule had been modified and improved to ensure accuracy and had taken into account suggestions from the internal auditor, such as more frequent bank reconciliations.

Committee **RECOMMENDED** that the current procedures should remain in place for internet banking and were both sufficient and robust.

17. DATE OF NEXT AUDIT COMMITTEE MEETING

It was **AGREED** that the next meeting of the Audit Committee would be on Wednesday 16 February 2022 at 6.00 pm.

The meeting ended at 6.50 pm.

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(Chairman)