

MALVERN TOWN COUNCIL

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



22 March 2022

townclerk@malvern-tc.org.uk
www.malverntowncouncil.org
Tel: 01684 566667

MEETING OPEN TO MEMBERS OF THE PUBLIC

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

Councillors C Palmer (Ch), C Bovey (V-Ch), L Lambeth, , 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 29 March 2022 in the Council Chamber, Belle Vue Terrace, Malvern commencing at 6.00 pm** for the transaction of the business shown on the Agenda below.

Handwritten signature of Linda Blake in black ink.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence ➤ To receive apologies for absence
2.	Declarations of Interest ➤ To receive declarations of pecuniary interests and other disclosable interests
3.	Minutes of Previous Meeting To receive and confirm as a correct record the minutes of previous Audit Committee meeting and the minutes to be signed by the Chairman ➤ 13 October 2021 (previously circulated)
Public Participation <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>	
4.	Internal Auditor - work programme and progress to date ➤ Verbal update
5.	Review of the Council's Credit Control Processes and Controls ➤ Report AC01/22 to follow
6.	Review of the use of SAGE as an accounting system ➤ Report AC02/22 to follow
7.	Review of payment terms for Town Council suppliers ➤ Report AC03/22 to follow
8.	Date of next Audit Committee meeting ➤ 8 June 2022