

**MINUTES OF A MEETING OF THE AUDIT COMMITTEE  
MALVERN TOWN COUNCIL**

**held on Wednesday 8 June 2022**

**in the Council Chamber, Belle Vue Terrace, Malvern at 6.00 pm**

**Councillors**

Present

Cllr Cynthia Palmer (Chairman)  
Cllr Caroline Bovey  
Cllr Lynne Lambeth  
Cllr David Mead  
Cllr David Watkins

**In attendance**

Linda Blake – Town Clerk  
Louise Wall – Minute Clerk  
Duncan Edwards – Internal Auditor  
(DKE Audit Services)

**1. ELECTION OF CHAIRMAN**

Cllr Cynthia Palmer was elected Chairman of the Audit Committee for 2022/23.

**2. ELECTION OF VICE-CHAIRMAN**

Cllr Caroline Bovey was elected Vice-Chairman of the Audit Committee for 2022/23.

**3. APOLOGIES FOR ABSENCE**

There were no apologies.

**4. DECLARATIONS OF INTEREST**

None.

**5. 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 29 March 2022.

**PUBLIC PARTICIPATION**

None.

**6. ANNUAL INTERNAL AUDIT REPORT – FINANCIAL YEAR ENDING 31 MARCH 2022**

Report AC01/22 was received and committee noted the internal audit work that had been undertaken during the 2021/22 financial year.

The Town Clerk introduced the new Internal Auditor, Mr Duncan Edwards, who attended the meeting to present his annual internal audit report.

Mr Edwards addressed the meeting giving a brief summary of his past experience working with town and parish councils and outlining the main details of his report. Having met with officers of the Town Council, he felt he had gained a good understanding of the Town Council's systems and processes and was happy to report that all internal control objectives had been met.

## UNADOPTED

There were some areas that he would look at in more detail next year, such as the procurement of goods and services and risk management across all areas of Town Council services. He also pointed out two matters arising from his review of the minutes of Council and Committee meetings: the sale of 28-30 Belle Vue Terrace and the development of Victoria Park. Both of these would be included as part of the internal audit work programme next year, and future years.

Members asked if Mr Edwards thought that the grants scheme was satisfactory to which he replied that he felt the scoring process was followed and the correct evidence for applications was sought.

It was **RECOMMENDED** that the Internal Audit Report 2021/22 of the Council's Internal Auditor be accepted and forwarded to the next meeting of Full Council for approval.

### 7. **REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL**

Report AC02/22 was received and accepted.

The Town Clerk confirmed that the following works had been carried out during the 2021/22 financial year as per the agreed timetable:

- Review of Town Council events budget following the possible cancellation of events
- Review of the process for invoicing customers
- Review of internet banking processes
- Review of the Council's credit control processes and other controls
- Review of the use of SAGE as an accounting system
- Review of payment terms for Town Council suppliers

Committee **NOTED** the work carried out and **RECOMMENDED** that Council should agree that a satisfactory review of the systems on internal control had been completed during 2021/22.

### 8. **INTERNAL AUDIT COMMITTEE – WORK PLAN 2022/23**

Members of the committee discussed a programme of works to be carried out over the next twelve months and asked the Internal Auditor for his suggestions of areas that could be included.

It was **AGREED** that the following would form the work plan 2022/23 for the Audit Committee:

- Transparency code requirements and whether the Town Council publicises information in accordance with these (Section L of AGAR)
- Review of controls in place for assessing, marking and awarding of grants under the grants scheme
- Review of the Council's arrangements to procure works, goods and services
- A review of the Council's risk management processes, controls and documentation

Mr Edwards noted that all systems have a control in place and the job of the Audit Committee is to check that these controls are being followed. He will send his schedule of works for Internal Audit to the Town Clerk for distribution to members of

the committee.

9. **DATE OF NEXT AUDIT COMMITTEE MEETING**

It was **AGREED** that the next meeting of the Audit Committee would be on Wednesday 10 August 2022 at 6.00 pm.

The meeting ended at 6.32 pm

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(Chairman)

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