

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

held on Tuesday 6 September 2022

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

Councillors

Present

Cllr Cynthia Palmer (Chairman)
Cllr Lynne Lambeth
Cllr David Watkins

Absent

Cllr Caroline Bovey (apologies)
Cllr David Mead (apologies)

In attendance

Linda Blake – Town Clerk
Louise Wall – Minute Clerk

8. APOLOGIES FOR ABSENCE

Apologies for absence were noted from Cllr Bovey and Cllr Mead.

9. DECLARATIONS OF INTEREST

None.

10. 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 2022.

11. PUBLIC PARTICIPATION

None.

12. REVIEW OF TRANSPARENCY CODE REQUIREMENTS AND TOWN COUNCIL'S PUBLICATION OF INFORMATION IN LINE WITH THESE (SECTION L OF AGAR)

The Town Clerk explained that the self-assessment template had been provided by the internal auditor and was a very comprehensive list of information which must be published or was recommended for publication. The internal auditor had advised that the list should be reviewed every three years as a minimum to ensure that correct procedures are being followed.

The Town Clerk and members of the committee reviewed the list and made the following comments:

- Generally, the Town Council is compliant with all information which must be published although it does not include every category recommended for publication.
- The pay multiple, defined as the ratio between the highest taxable earnings for the given year and the median earnings figure of the whole of the authority's workforce should be published, and the Town Clerk will calculate this for publication.

13. **REVIEW OF CONTROLS IN PLACE FOR ASSESSING, MARKING AND AWARDING OF GRANTS UNDER THE GRANTS SCHEME**

Report AC01/22 was received and accepted.

The Town Clerk reminded members that Policy and Resources Committee reviewed the grants scheme whilst Audit Committee members were being asked to review how marks were awarded and the system in place for awarding grants.

After discussion, it was **AGREED** that Town Council Officers should review grant schemes run by other town councils to compare and contrast application forms, marking criteria and how decisions are made as to the awarding of grants.

It was **NOTED** that the information required was in many cases extremely detailed and not always relevant.

14. **IDENTIFICATION OF ANY FURTHER AREAS OF INTERNAL WORK FOR 2022/23**

Report AC02/22 was received.

The work plan 2022/23 for the Audit Committee had been agreed at the last meeting as follows:

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

Items 1 and 2 had been completed but 3 and 4 were still in progress.

It was **RECOMMENDED** to add a review of staff contracts to the work plan for 2022/23.

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

It was **AGREED** that the next meeting of the Audit Committee would be on Wednesday 12 October 2022 at 6.00 pm.

The meeting ended at 6.50 pm

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(Chairman)