

# MALVERN TOWN COUNCIL

Town Clerk  
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31 May 2023

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## MEETING OPEN TO MEMBERS OF THE PUBLIC

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

Councillors C Bovey, J Green, J Leibrandt, D Mead, 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 7 June 2023 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. Blake'.

**Linda Blake**  
**Town Clerk**

No.	Agenda Item
1.	<b>Election of Chair</b> ➤ To elect a Chair of the Audit Committee for 2023/24
2.	<b>Election of Vice-Chair</b> ➤ To elect a Vice-Chair of the Audit Committee for 2023/24
3.	<b>Apologies for Absence</b> ➤ To receive apologies for absence
4.	<b>Declarations of Interest</b> ➤ To receive declarations of pecuniary interests and other disclosable interests
5.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the minutes of previous Audit Committee meeting and the minutes to be signed by the Chairman ➤ 12 October 2022 (previously circulated)
<b>Public Participation</b> <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>	
6.	<b>Annual Internal Audit Report – Financial Year ending 31 March 2023</b> ➤ Report AC01/23 (to follow)

<b>7.</b>	<b>Review of the effectiveness of the system of Internal Control</b> ➤ Report AC02/23 (to follow)
<b>8.</b>	<b>Internal Audit Committee – Work Plan 2023/24</b> To consider and agree a timetable and programme of works to be carried out by Internal Audit Committee members ➤ Suggestions by committee members and internal auditor
<b>9.</b>	<b>Date of next Audit Committee Meeting</b> ➤ Wednesday 23 August 2023