

# MALVERN TOWN COUNCIL

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



16 August 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 23 August 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. J. Blake'.

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

No.	Agenda Item
1.	<b>Apologies for Absence</b> To receive apologies for absence
2.	<b>Declarations of Interest</b> To receive declarations of pecuniary interests and other disclosable interests
3.	<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 ➤ 7 June 2023 (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>	
4.	<b>Review of Internal Audit Contract</b> ➤ Report AC01/23 (to follow)
5.	<b>Year End 2022/23 – Internal Audit Report and Annual Governance and Accountability Return</b> ➤ Verbal report

<b>6.</b>	<b>Business Continuity</b> Carry out a risk assessment of business continuity including staffing, property and IT ➤ Committee discussion and plan of work
<b>7.</b>	<b>Date of next Audit Committee Meeting</b> ➤ To be confirmed