

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

**in the Community Hub Meeting Room, Victoria Park
held on Wednesday 24 July 2024 at 6pm**

Councillors

Cllr David Watkins (Chair)
Cllr Caroline Bovey
Cllr David Mead

In attendance

Linda Blake – Town Clerk
Louise Wall – Minute Clerk
Cllr Marilyn Birks

Absent

Cllr Jude Green (apologies)
Cllr Josephine Leibrandt (apologies)

10. APOLOGIES FOR ABSENCE

Apologies for absence from Cllrs Jude Green and Josephine Leibrandt were **NOTED**.

11. DECLARATIONS OF INTEREST

None.

12. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the previous Audit Committee meeting held on 5 June 2024 be approved and adopted as a correct record of the proceedings, to be signed by the Chair.

PUBLIC PARTICIPATION

None.

13. REVIEW OF CONTROLS IN PLACE FOR PAYMENT PROCESSES

The Town Clerk explained the payment process from start to finish and the controls that were in place to ensure security, transparency and accountability.

Members of the committee felt that these controls were very comprehensive and demonstrated a clear and thorough audit trail.

It was **RECOMMENDED** that Council notes the controls in place for payment processes are comprehensive and demonstrate a clear and thorough audit trail.

14. DATE OF NEXT AUDIT COMMITTEE MEETING

It was **AGREED** that the next meeting of the Audit Committee would be on Wednesday 25 September 2024 at 6.00 pm.

The meeting ended at 6.35 pm

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(Chairman)