

# MALVERN TOWN COUNCIL

Town Clerk  
Community Hub  
Victoria Park Road  
Malvern Link  
WR14 2JY



4 June 2025

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## MEETING OPEN TO MEMBERS OF THE PUBLIC

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

Councillors D Mead, D Watkins, A Cherry and E Green

### All other Members of the Town Council for information only

You are hereby invited to attend a meeting of the Audit Committee on Wednesday 11 June 2025 in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link WR14 2JY commencing at 6.00pm 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>Election of Chair</b> To elect a Chair of the Audit Committee for 2025/26
2.	<b>Election of Vice-chair</b> To elect a Vice-chair of the Audit Committee for 2025/26
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
<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>	
5.	<b>Annual Internal Audit Report – financial year ending 31 March 2025</b> ➤ Report AC01/25 (to follow)
6.	<b>Review of the effectiveness of the system of internal controls</b> ➤ Report AC02/25 (to follow)

7.	<b>Internal Audit Committee – work plan 2025/26</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
8.	<b>Date of next Audit Committee Meeting</b> ➤ Wednesday 16 July 2025 at 6pm