

**MINUTES OF A MEETING OF THE AUDIT COMMITTEE**  
**MALVERN TOWN COUNCIL**  
**in the Community Hub Meeting Room, Victoria Park**  
**held on Wednesday 16 April 2025 at 6pm**

**Councillors**

Cllr David Watkins (Chair)  
Cllr David Mead  
Cllr Jude Green  
Cllr Josephine Leibrandt from 6.03pm

**In attendance**

Cllr Marilyn Birks  
Linda Blake – Town Clerk  
Julia Winkworth – Minute Clerk

**21. APOLOGIES FOR ABSENCE**

None.

**22. DECLARATIONS OF INTEREST**

None.

**23. MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the previous Audit Committee meeting held on 30 October 2024 be approved and adopted as a correct record of the proceedings, to be signed by the Chair.

**PUBLIC PARTICIPATION**

None.

**24. REVIEW OF AIMS AND OBJECTIVES AND CONTROL MEASURES**

The committee have been asked to discuss and review whether the aims and objectives are clearly defined and make recommendations for control measures to be put in place.

Are the aims and objectives clearly defined?

Following perusal and discussion on how the aims and objectives were compiled, the committee **AGREED** that the three main aims and objectives were indeed clearly defined.

The second element of 'making recommendations for control measures to be put in place' followed with a more detailed discussion.

One suggestion of using SMART to measure accordingly:

- **Specific**
- **Measured**
- **Accurate**
- **Realistic**
- **Timely**

Other questions arose from the objectives linked to the aims in the report:

- Policies – how often should these be reviewed?
- Do we review the timetable for calendar for review of policies?
- Do we delegate the objectives to other committees, or should it be a Full Council decision?
- Do we draw up a selection of questions to measure the aims with?

- What does the word 'effective' mean?
- Some of the objectives are more easily measured than others.
- Planning applications – should this be Full Council than Operations & Planning
- Are people aware of the grant applications?
- How do the community feel about the events we put on?

In conclusion, it was **RECOMMENDED** that the committee should revisit this matter at the next meeting and invite any other interested parties from the Town Council to attend too.

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

It was **AGREED** that the next meeting of the Audit Committee would be on Wednesday 11 June 2025 at 6.00 pm.

The meeting ended at 7pm.

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(Chairman)