

# MALVERN TOWN COUNCIL

Town Clerk  
28-30 Belle Vue Terrace  
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WR14 4PZ



18 July 2024

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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 24 July 2024 in the Community Hub Meeting Room, Victoria Park, Malvern Link 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>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 ➤ 5 June 2024 (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 Risks Facing the Town Council</b> ➤ Register to be circulated at meeting
5.	<b>Review of controls in place for payment processes. This to include orders, delivery and payment approval procedures</b> ➤ Officer presentation on current procedures
6.	<b>Date of next Audit Committee Meeting</b> ➤ Wednesday 25 September 2024