

**MINUTES OF A MEETING OF THE AUDIT COMMITTEE
MALVERN TOWN COUNCIL
in the Community Hub Meeting Room, Victoria Park
held on Tuesday 17 March 2026 at 3pm**

Councillors

Cllr David Watkins (Chair)
Cllr Anne Cherry
Cllr Emma Green
Cllr David Mead

Apologies

None

Also Attending

Linda Blake – Town Clerk

31. APOLOGIES FOR ABSENCE

None.

32. DECLARATIONS OF INTEREST

None.

33. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, and these were signed by the Chair:

- Wednesday 25 February 2026

PUBLIC PARTICIPATION

None.

34. REVIEW OF AUDIT COMMITTEE TERMS AND REFERENCE

At the meeting of Full Council held on 4 March, it was agreed that members of the Audit Committee should revise the current Terms of Reference to include work relating to both Audit and Scrutiny and make a recommendation for consideration by Full Council on 8 April 2026.

The Committee reviewed the current terms of reference as well as a document that had been drafted by the Vice Chair, Cllr Mead.

Following further discussion, it was **RECOMMENDED** that the Terms of Reference for the renamed Audit and Scrutiny Committee and attached at Appendix A to these minutes should be approved and adopted.

35. DATE OF NEXT AUDIT COMMITTEE MEETING

It was **AGREED** that the next meeting of the Audit Committee would take place on Wednesday 3 June 2026 at 6.00 pm.

The meeting ended at 4.05pm.

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(Chairman)

**AUDIT AND SCRUTINY COMMITTEE
TERMS OF REFERENCE**

1.0 CONSTITUTION

- 1.1 The committee will consist of five councillors made up of a mix of members from both Policy & Resources and Operations & Planning Committees with at least two members from each committee, appointed by Full Council at the Annual Council Meeting. Committee meetings will be arranged by the Town Clerk.
- 1.2 Membership will be determined at Annual Council each year.

2.0 ELIGIBILITY

- 2.1 Members of the committee involved in undertaking any financial audit of the Council will withdraw from being cheque signatories for the period of the audit.

3.0 PURPOSE

Effective scrutiny and overview should -

- Provide constructive 'critical friend' challenge
- Amplify the voices and concerns of the public
- Drive improvements in public services and strategic decision making

4.0 RESPONSIBILITIES

- 4.1 At its first meeting of each council year, to set a flexible annual work plan to act as a guideline for the year.
- 4.2 Actions required pursuant to the annual audit by the internal and external auditors and arising from the Annual Governance and Accountancy Return.
- 4.3 To ensure that any new systems introduced by Council have adequate controls and provide appropriate audit trails.
- 4.4 To implement internal audits within the parameters required by statute.
- 4.5 To review the annual internal audit report on the Council's activities for further consideration by Council and make recommendations.
- 4.6 To receive the report of the external auditor and make recommendations as necessary.
- 4.7 To scrutinise decisions implemented by Council including if the decisions provided value for money.
- 4.8 To scrutinise standing orders, policies and practices.
- 4.9 To scrutinise responses to public concerns, proposed developments and increases to the Council's roles and responsibilities.
- 4.10 Make any recommendations to Full Council resulting from 4.7, 4.8 and 4.9
- 4.11. To review risks to the Council and the effectiveness of the control measures in place to manage these risks. This task is carried out annually during the third quarter of the year (Oct-Dec).