

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

**in the Community Hub Meeting Room, Victoria Park
held on Wednesday 25 February 2026 at 6pm**

Councillors

Cllr David Watkins
Cllr Anne Cherry
Cllr Emma Green
Cllr David Mead (6.30pm)

Apologies

None

Also Attending

Linda Blake – Town Clerk
Julia Winkworth – Minute Clerk
Cllr Marilyn Birks
Cllr Karen Newbigging
Cllr Clive Hooper (6.03pm)

23. APOLOGIES FOR ABSENCE

None.

24. DECLARATIONS OF INTEREST

None.

25. 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:

- Audit Committee meeting Wednesday 3 December 2025

Cllr Clive Hooper arrived at 6.03pm.

The Chair welcomed everyone to the audit meeting.

PUBLIC PARTICIPATION

None.

26. REVIEW OF TENDERING PROCESS

Report AC01/25 was received and accepted.

The Town Clerk distributed an example of a recent tender document and explained the steps involved in the current tendering process.

The Town Clerk suggested that the committee may wish to consider the way the tenders are received, companies prefer submitting online versions although the current Appendix 1 of Financial Regulations state postal tenders. This has environmental implications.

The Chair welcomed questions from the Councillors.

Cllr David Mead arrived at 6.10pm.

A number of issues were raised by those present including procedures for less than three tenders being received and issues around post tender negotiations.

Following a lengthy discussion the committee **RECOMMENDED** the following:

- i) Electronic Submission should be allowed for all tenders.
- ii) When deciding evaluation criteria, equality and inclusion should be considered and included where relevant.
- iii) Two references should be requested for all by those submitting a tender.

27. REVIEW OF CONTROLS TO MEASURE WHETHER AIMS AND OBJECTIVES ARE BEING COMPLETED

Report AC02/25 was received and accepted.

Committee were asked to review and scrutinise the controls in place to measure whether aims and objectives are being implemented, progressed and completed and to make recommendations for any additional controls or measures that may be required.

It was **RECOMMENDED** that the review of controls to measure whether aims and objectives are being completed and attached at Appendix A should be noted and approved.

28. REVIEW OF ANNUAL GOVERNANCE STATEMENTS AND THE SUPPORTING EVIDENCE BEHIND THESE

Report AC03/25 was received and accepted.

Committee were asked to review the Annual Governance Statements and the supporting evidence behind these and to make any recommendations for actions as required.

Committee **NOTED** the annual governance statements and supporting evidence and **RECOMMENDED** that they should continue to be reviewed annually.

29. REVIEW OF AUDIT COMMITTEE TERMS AND REFERENCE

The committee noted the Terms of Reference for the Audit Committee.

The Town Clerk informed the committee that the intention of having 5 members was noted in 1.1 of the Terms of Reference, but in May 2025 it had only been possible to appoint 4 members

Cllr Birks raised the possibility of the Audit Committee becoming an Audit and Scrutiny Committee combined and changing the structure of committee membership to allow Councillors to be spread over three main committees including Audit and Scrutiny.

The Town Clerk clarified that the Audit Committee could make recommendations for changes in the Terms of Reference within this committee, but if there are further changes across committees, this was a matter for Full Council.

Following further discussion, it was **RECOMMENDED** that:

- i) Audit committee should be renamed Audit and Scrutiny Committee and should incorporate scrutiny work within its remit.
- ii) Membership of the Audit Committee should remain at 5 members, but this should be a mix of members from both Policy and Resources and Operations and Planning with at least two members from each committee.
- iii) 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

30. DATE OF NEXT AUDIT COMMITTEE MEETING

It was **AGREED** that the next meeting of the Audit Committee would be scheduled for March rather than the June date as originally stated on the agenda. Therefore, the next audit meeting would take place on Wednesday 17 March 2026 at 3.00 pm.

The meeting ended at 7.25pm.

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(Chairman)

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