

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

**in the Park View Meeting Room, Victoria Park, Malvern Link
held on Wednesday 27 May 2026 at 7.15pm**

Councillors

Cllr Marilyn Birks
Cllr Anne Cherry
Cllr David Mead (Chair)
Cllr David Watkins

In attendance

Linda Blake – Town Clerk
Julia Winkworth – Minute Clerk
Duncan Edwards – DKE Audit
Services
Cllr Iain Dawson
Cllr Helen Clements

Absent

Cllr Clive Hooper (apologies)

1. ELECTION OF CHAIR

Cllr David Mead was elected Chair of Audit & Scrutiny Committee for 2026/27.

2. ELECTION OF VICE-CHAIR

Cllr David Watkins was elected Vice-chair of Audit & Scrutiny Committee for 2026/27.

3. APOLOGIES FOR ABSENCE

Apologies for absence were noted from Cllr Clive Hooper.

4. DECLARATIONS OF INTEREST

None.

5. 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 17 March 2026

PUBLIC PARTICIPATION

None.

6. ANNUAL INTERNAL AUDIT REPORT – FINANCIAL YEAR ENDING 31 MARCH 2026

Report AC01/26 was received and accepted.

The Town Clerk welcomed Duncan Edwards, Internal Auditor to the meeting and the Chair invited Duncan to detail his report to the committee.

Duncan explained that it was his fifth year as auditor for MTC.

The auditor summarised each section of the internal audit assessment as detailed in his written report.

Duncan also noted the additional AIAR area that was examined this year. Assertion 10 has been added to the AGAR which audits security within IT systems and data management.

The committee **RECOMMENDED** that the Internal Audit work that has been undertaken during the 2025/26 financial year is noted and that Full Council receive and accept the report of the Council's Internal Auditor as per Appendix A of their report.

The Chair thanked everyone involved, the Town Clerk and the Officers for their involvement with the audit process, which clearly covers more than just finance.

Cllr Clements left during this agenda item at 7.30pm.

7. REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROLS

Report AC02/26 was received and noted.

The following areas have been completed during the year:

- Review of controls to measure whether aims and objectives are being completed
- The Tendering Process
- Risk Management arrangements around Objectives
- Review of Annual Governance Statements and the supporting evidence behind these

The committee **NOTED** the work carried out and **RECOMMENDED** that Council should agree a satisfactory review of the system of internal control had been completed during 2025/26.

8. INTERNAL AUDIT COMMITTEE – WORK PLAN 2026/27

The committee, with advice from the Internal Auditor, considered and discussed at length potential areas for programme of works and in particular the new function of Scrutiny which now ties alongside and in addition to the audit work.

It was **AGREED** that the committee would meet informally on Thursday 9 July at 10am in Park View meeting room to discuss the parameters prior to the next meeting of the Audit and Scrutiny Committee in August 2026 as noted below

Cllr Iain Dawson left the meeting at 8.05pm.

9. DATE OF NEXT AUDIT COMMITTEE MEETING

The Chair gave thanks to Duncan Edward, Internal Auditor for the work carried out and depth of his report.

It was **AGREED** that the next meeting of the Audit Committee would be on Wednesday 12 August 2026 at 6.00 pm.

The meeting ended at 8.20pm.

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(Chairman)