

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

**held on Wednesday 24 October 2018**

**in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**Councillors**

Present

N Mills (Chairman)

L Lambeth

P Mewton

P Smith

Absent

C Bovey (apologies)

**In attendance**

Linda Blake – Town Clerk

Cllr Cynthia Palmer – Mayor

Charles Porter – Operations Manager

Louise Wall – Minute Clerk

**9. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr C Bovey who had a work commitment.

**10. DECLARATIONS OF INTEREST**

None.

**PUBLIC PARTICIPATION**

None.

**11. EXTERNAL AUDITOR REPORT AND CERTIFICATE 2016/17**

Members of the Committee received the External Audit Report and Certificate 2017/18. The Town Clerk reported that a clean audit had been received. The Notice of Conclusion of Audit, Annual Governance & Accountability Return for the year ended 31 March 2018 has been advertised in accordance with Audit Regulations. The committee had no further comments but thanked the Town Clerk for her work.

**12. REVIEW OF BACS PAYMENTS AND INTERNAL CONTROL MEASURES**

Report AC01/18 was received and noted.

The Town Clerk outlined some of the difficulties that had been faced in finding an online bank account with the appropriate controls and checks in place. Research into systems used by other Town Councils had revealed that the Co-operative Bank offered a suitable account.

The Town Clerk explained the advantages of moving the Town Council's bank account to the Co-operative Bank and a discussion amongst members followed. It is felt that the move would bring the Town Council's banking procedures up to modern standards of efficiency and security.

It was **RECOMMENDED** that the Council's current bank account be switched to the Co-operative Bank.

It was **AGREED** that the Draft Electronic Payments Policy be submitted to Policy and Resources Committee for comment and adoption.

13. **REVIEW OF PURCHASE ORDER CONTROL SYSTEM**

Report AC02/18 was received and considered.

Members discussed the positives and negatives of the current purchase order procedure, as listed in appendix A to the report. It was felt that the current system worked well and provided a robust audit trail and therefore no changes should be made.

However, it was agreed that it was not cost-effective to raise a purchase order for very small amounts and members of the committee **RECOMMENDED** that purchase orders should only be raised for amounts of £50 and over.

14. **REVIEW OF PROCEDURE COUNCIL USES TO SET ITS OBJECTIVES AND TO RISK-ASSESS THEM**

Report AC03/18 was received and considered.

Historically, the task of reviewing the procedure Council uses to set its objectives and risk-asses them has been carried out by a working party. Despite Council's intention to no longer have working parties, it was felt that it would be useful to have an input from both the Policy and Resources Committee and the Operations Committee.

Therefore, it was **RECOMMENDED** that a Task and Finish group be formed, with two members from each of the Policy and Resources and Operations Committees, to review both short-term and overall Aims and Objectives, and that any recommendations be made to Full Council at its meeting on 6 February.

15. **REVIEW OF OPERATIONAL RISK AND RISK ASSESSMENT - PRESENTATION BY OPERATIONS MANAGER**

The Operations Manager presented the Health and Safety Policy Statement to the committee. The Town Clerk has overall responsibility for Health and Safety but the Operations Manager is responsible for day-to-day Health and Safety, having a NEBOSH qualification (National Examination Board in Occupational Safety and Health).

There was a short discussion and questions from members after which committee **NOTED** and **AGREED** that the current Health and Safety Policy Statement and associated procedures should remain in place.

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

It was **NOTED** that the next meeting of the Audit Committee will be held on Wednesday 27 February 2019 at 6.00 pm.

The meeting ended at 7.00 pm.

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(Chairman)