

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

held on Thursday 1 June 2017

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

**Councillors**

Present

P Mewton (Chairman)

C Bovey

M Fletcher

M Harvey

Absent

H Campbell (apologies)

**In attendance**

Linda Blake – Town Clerk

Chris Boyd – Internal Auditor

Lyndsey Davies – Minute Clerk

Cllr Cynthia Palmer - Mayor

Cllr Roger Yates

**1. ELECTION OF CHAIRMAN**

Cllr P Mewton was elected as Chairman of the Audit Committee for 2017/18.

**2. ELECTION OF VICE-CHAIRMAN**

Cllr C Bovey was elected as Vice-Chairman of the Audit Committee for 2017/18.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr H Campbell.

**4. DECLARATIONS OF INTEREST**

None.

**PUBLIC PARTICIPATION**

None.

**5. EXTERNAL AUDITORS REPORT 2015/16**

The Town Clerk confirmed that the Malvern Town Council had received a clean audit report from the external auditors, Grant Thornton.

The Committee **AGREED** the External Auditors Report 2015/16.

**6. ANNUAL INTERNAL AUDIT REPORT – FINANCIAL YEAR ENDING 31 MARCH 2017**

Report AC01/17 was received.

The Internal Auditor, Chris Boyd, presented his report and answered a number of questions from Committee members.

The Committee **RECOMMENDED** that the Internal Audit Report 2016/17 be noted and accepted.

It was further **RECOMMENDED** that the Staffing Committee should be asked to

review staff contracts with respect to conditions for overtime payments as raised by the Internal Auditor in page 11 of his report.

7. **RISK MANAGEMENT – ITEMS CARRIED OVER FROM 2016/17 WORK PROGRAMME**

Report AC02/17 was received.

The Committee **RECOMMENDED** the following additions under the Malvern Town Council No Smoking Policy to include:

- a) No smoking or vaping on Town Council property or assets
- b) No smoking or vaping in Town Council vehicles
- c) Malvern Town Council staff can only smoke or vape on approved breaks

8. **INTERNAL AUDIT COMMITTEE – WORK PLAN**

Committee members discussed ideas for the Internal Audit Committee Work Plan and **AGREED** to look at the following items:

- a) Online banking
- b) Town Council Procurement Policies
- c) A review of Income and Expenditure at Town Council properties

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

It was **NOTED** that an additional meeting of the Audit Committee would be scheduled for September 2017.

The meeting ended at 7.05pm

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(Chairman)