

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

**held on Thursday 23 November 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

**10. APOLOGIES FOR ABSENCE**

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

**11. DECLARATIONS OF INTEREST**

None.

**PUBLIC PARTICIPATION**

None.

**12. APPOINTMENT OF INTERNAL AUDITORS**

The Town Clerk presented Report AC01/17 relating to the appointment of a new Internal Audit contract.

Committee **RESOLVED** to appoint Company C on a two-year internal audit contract with up to a further three years by negotiation.

**13. WORK PLAN FOR INTERNAL AUDITOR**

Audit Committee **AGREED** the work plan for the Council's Internal Auditor for the period 2017/18 to 2021/22.

It was **AGREED** that the Internal Auditor should complete an overview of each of the control objectives each year and be asked to look at three areas in detail each year. Two of these areas are included in the work plan and the third will be randomly selected by the Internal Auditor.

**14. EXTERNAL AUDIT**

The Town Clerk informed committee that the 2016/17 external audit has not yet been signed off by Grant Thornton.

A late request for additional information has been submitted following a manager review of the auditor's work. This information will be submitted in the next few weeks and then Grant Thornton should be able to finalise the external audit.

**15. REVIEW OF TOWN COUNCIL PROCUREMENT POLICIES**

The committee discussed Town Council procurement and the different types of purchasing which took place.

Committee **AGREED** that they would review the contracts and procedures in place to obtain the best prices for utility bills, at their next meeting.

UNADOPTED

Committee also **AGREED** that officers should review the franking agreement, to consider whether a franking machine is required and if it provides value for money.

This led onto a discussion about the dispatch of councillor packs by post.

It was **RECOMMENDED** that councillor packs should only be dispatched once a week, on a Friday, in order to save on postage costs. If agendas need to be dispatched mid-week, then they could be sent out by email in the first instance to comply with legal deadlines and then also dispatched to those members who receive post on the nearest Friday.

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

It was **AGREED** that the next meeting of the Audit Committee would be held on the first available Thursday night in March at 6.00 pm.

The meeting ended at 6.50 pm

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(Chairman)

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