

MALVERN TOWN COUNCIL
MINUTES OF AUDIT COMMITTEE
held on Tuesday 16 August 2016

in the Council Chamber, Town Council Offices, at 5.00pm

Councillors:

Present: M J R Charles (Chairman)
C A L Bovey
H Campbell
P Mewton
J Thomas

Absent: None

In attendance: Linda Blake - Town Clerk
Cllr Palmer

8. **APOLOGIES FOR ABSENCE**

Cllr Bovey had informed the Clerk that she may arrive slightly after 6pm.
No further apologies

9. **DECLARATIONS OF INTEREST**

None.

10. **MINUTES OF PREVIOUS MEETING**

The following Minutes of the Audit Committee meeting were approved:

- Addendum to Audit Committee Minutes of Tuesday 7 June 2016.
- Full minutes of 7 June 2016 including the addendum above

PUBLIC PARTICIPATION

None.

Cllr C A L Bovey joined the meeting at 6:09pm.

It was **AGREED** that the order of business would be altered to allow Agenda Item 5 to be considered first.

11. **BANKING SYSTEMS AND PROCEDURES**

Members of the Committee **AGREED** that the Council should move away from cheque payments and instead operate an online banking payments system as this would save both money and officer time.

UNADOPTED

It was **NOTED** that a robust procedure was required to ensure that sufficient checks were in place to protect both Officers and the Council against mistakes and possible fraud.

Cllr H Campbell joined the meeting at 6:15pm

Members of the Committee felt that a schedule of payments should still be produced in full as this provides a good audit trail. It was suggested that two officers from a possible four officers each holding banking codes would be required to enter their individual banking codes in order for any payment to be made.

It was **AGREED** that the Town Clerk would produce a draft policy for online banking payments which would be submitted for consideration at the next meeting of this committee.

Several members of the Committee raised the issue of ensuring that all purchases obtained the best possible value for the Council.

It was **NOTED** that the details of all payments are stated on payment schedules submitted to Policy and Resources Committee on a monthly basis. Any issues with payments, choice of suppliers and value obtained could be raised at these meetings and officers would then act upon comments made.

Discussions took place as to whether further controls could be introduced before payments are made. This was not impossible, but would have to be done at the order stage as nearly all of the Council's supplies have already been received at the point that an invoice is received and it is difficult to refuse payment at this point for anything other than non-delivery or poor delivery of an order.

It was therefore **RECOMMENDED** that Policy and Resources Committee should undertake a regular review of suppliers and expenditure by supplier in order to ensure that the Council continues to obtain the best value for money on its purchases

12. **REVIEW OF INTERNAL CONTROL**

The Committee **AGREED** to look at the following items of internal control at its next meeting:

- Payment Controls and Internet Banking
- Risk Management

13. **DATE OF NEXT MEETING**

It was **AGREED** that another meeting of the Audit Committee would be held on Thursday 22nd September at 6pm.

The meeting ended at 7pm.

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Councillor M J R Charles (Chairman)