

MALVERN TOWN COUNCIL
MINUTES OF AUDIT COMMITTEE

held on Tuesday 7 June 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
Chris Boyd – Internal Auditor

PUBLIC PARTICIPATION

None.

1. ELECTION OF CHAIRMAN

Cllr M J R Charles was elected as Chairman of the Audit Committee for 2016/17.

The Chairman stated that he believed the meeting should now be closed because it was incorrectly constituted as Audit Committee should contain four members, not five.

The Town Clerk explained that Annual Council had resolved to elect five members to the Audit Committee and that this decision amended the terms of reference for the Committee and now supersedes any previous decisions.

Two members of the Committee stated that they felt the meeting was incorrectly constituted and should be closed pending further advice being taken. The other members present felt that the meeting could continue.

It was AGREED that, following the Town Clerk's advice, the meeting would continue and further advice on this matter would be taken from Worcestershire CALC.

2. ELECTION OF VICE-CHAIRMAN

Cllr C A L Bovey was elected as Vice-Chairman of the Audit Committee for 2016/17.

Cllr Thomas abstained from the vote as he felt that the meeting was not legally constituted.

3. **APOLOGIES FOR ABSENCE**

None received.

4. **DECLARATIONS OF INTEREST**

None.

5. **REPORT OF THE INTERNAL AUDITOR – FINANCIAL YEAR ENDING 31 MARCH 2016**

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

The Committee **AGREED** to accept and note the Internal Audit Report 2015/16.

It was **NOTED** that the Annual Internal Audit Report 2015/16 would be forwarded to Full Council for their approval.

Cllr Thomas abstained from the vote as he felt that the meeting was not legally constituted.

6. **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) Review of Internal Controls
- b) Banking Systems and Procedures – how effective are they and how can they be improved?

Cllr Thomas abstained from the vote as he felt that the meeting was not legally constituted.

7. **DATE OF NEXT MEETING**

The next meeting of the Audit Committee is scheduled for Tuesday 29 November 2016 at 6.00pm.

It was **NOTED** that another Committee meeting may be scheduled to look at work plan items in the interim and this would be advised in due course.

The meeting ended at 5.50 pm.

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Councillor M J R Charles (Chairman)

ADDENDUM TO AUDIT COMMITTEE MINUTES OF TUESDAY 7 JUNE 2016

Cllr Thomas has notified the Clerk of a proposed amendment to the Audit Committee Minutes of 7 June 2016. This proposed amendment now forms an addendum to the original Minute and will be presented to the next meeting of Audit Committee for adoption.

The proposed amendment is as follows:

6. **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) Review of Internal Controls
- b) Banking Systems and Procedures – how effective are they and how can they be improved?

~~Cllr Thomas abstained from the vote as he felt that the meeting was not legally constituted.~~

The deletion of this sentence reflects the fact that the Chairman did not actually take a vote at the meeting and therefore an abstention is not possible.