

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

held on Wednesday 27 February 2019

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

Councillors

Present

N Mills (Chairman)

L Lambeth (arrived 6.10pm)

P Smith

Absent

C Bovey (apologies)

P Mewton (apologies)

In attendance

Linda Blake – Town Clerk

Louise Wall – Minute Clerk

The meeting started at 6.10 pm once quorate.

17. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr C Bovey and Cllr P Mewton who both had work commitments.

18. DECLARATIONS OF INTEREST

None.

19. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings and they were signed by the Chairman:

- Audit Committee meeting held on 24 October 2018

PUBLIC PARTICIPATION

None.

20. GENERAL DATA PROTECTION REGULATIONS

Report AC01/18 was received and noted.

At the Audit Committee meeting in June 2018 committee members had decided that a review of the Council's procedures to comply with the new General Data Protection Regulations (GDPR) should take place. It was noted that following an agreed action plan put in place by a specific working party all elements had now been actioned except for two: the appointment of a Data Protection Officer which is no longer required and the setting up of new town councillor email addresses which will be actioned after the elections in May.

Audit Committee **AGREED** that the Council is effectively demonstrating its intention to comply with the new General Data Protection Regulations.

21. MALVERN TOWN COUNCIL OBJECTIVES AND ASSESSMENT OF SIGNIFICANT RISKS TO ACHIEVING THEM

Committee **AGREED** that the current council procedure of reviewing its aims and objectives and assessing the significant risks to achieving them is satisfactory.

It was **NOTED** that if any risks were considered HIGH at any time, a specific action

plan should be put in place to monitor these.

22. REVIEW OF INTERNAL CONTROLS

A review of internal controls had been delegated to Audit Committee during the annual council meeting in May 2018.

The Town Clerk reported that action to implement the agreement to increase the use of electronic bank payments continues.

Members **AGREED** that the review of internal controls had been carried out satisfactorily during the year and that there were no further works to be completed in relation to this.

23. DATE OF NEXT AUDIT COMMITTEE MEETING

It was **AGREED** that the next meeting of the Audit Committee should be held soon after the new council is elected.

The meeting ended at 6.32 pm.

.....
(Chairman)

DRAFT