

MALVERN TOWN COUNCIL

Town Clerk
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13 November 2020

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MEETING OPEN TO MEMBERS OF THE PUBLIC

To All Members of the Audit Committee (quorum 3):
Councillors C Palmer, C Bovey, L Lambeth, P Mewton, S Taylor

All other Members of the Town Council for information only

You are hereby invited to attend a meeting of the **Audit Committee** to be held remotely via Zoom, on **Thursday 19 November 2020 commencing at 6.00 pm** for the transaction of the business shown on the Agenda below. To join the meeting via Zoom, go to:

<https://us02web.zoom.us/j/89244409190?pwd=c2lrVllwUE9jTThtpdE9VRnFORE5MUT09>

Meeting ID: 892 4440 9190
Passcode: 162209

The meeting can also be accessed by telephone – please contact the Town Clerk on the email address above if you wish to join the meeting in this way.

A handwritten signature in black ink, appearing to read 'L. J. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence ➤ To receive and note apologies for absence.
2.	Declarations of Interest ➤ To receive declarations of pecuniary interests and other disclosable interests.
3.	Minutes of Previous Meeting To receive and confirm as a correct record the minutes of previous Audit Committee meeting and the minutes to be signed by the Chairman ➤ 20 August 2020 (previously circulated)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	

4.	Review of Events Budget for 2021/22 ➤ Report AC01/20 to follow
5.	Review of Purchase Order Control System ➤ Report AC02/20 to follow
6.	Review of Internal Controls in Processing Invoices for Payment ➤ Report AC03/20 to follow
7.	Review of Petty Cash Procedure ➤ Report AC04/20 to follow
8.	Date of Next Audit Committee Meeting ➤ 13 January 2021