

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
WR14 4PZ



30 May 2024

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MEETING OPEN TO MEMBERS OF THE PUBLIC

To All Members of the Audit Committee (quorum 3):
Councillors C Bovey, J Green, J Leibrandt, D Mead, D Watkins

All other Members of the Town Council for information only

You are hereby invited to attend a meeting of the Audit Committee on Wednesday 5 June 2024 in the Council Chamber, Belle Vue Terrace, Malvern commencing at 6.00pm for the transaction of the business shown on the Agenda below.

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

Linda Blake
Town Clerk

No.	Agenda Item
1.	Election of Chair To elect a Chair of the Audit Committee for 2024/25
2.	Election of Vice-chair To elect a Vice-chair of the Audit Committee for 2024/25
3.	Apologies for Absence To receive apologies for absence
4.	Declarations of Interest To receive declarations of pecuniary interests and other disclosable interests
5.	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 ➤ 21 February 2024 (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>	
6.	Annual Internal Audit Report – financial year ending 31 March 2024 ➤ Report AC01/24

7.	Review of the effectiveness of the system of internal controls ➤ Report AC02/24
8.	Internal Audit Committee – work plan 2024/25 To consider and agree a timetable and programme of works to be carried out by Internal Audit Committee members ➤ Suggestions by committee members and internal auditor
9.	Date of next Audit Committee Meeting ➤ Wednesday 24 July 2024