



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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### Chief Executive

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**NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.**

Contact: Committee Services  
[committee.services@tmbc.gov.uk](mailto:committee.services@tmbc.gov.uk)

11 January 2019

To: MEMBERS OF THE AUDIT COMMITTEE  
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Audit Committee to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Monday, 21st January, 2019 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

## A G E N D A

### PART 1 - PUBLIC

- |    |                          |       |
|----|--------------------------|-------|
| 1. | Apologies for absence    | 5 - 6 |
| 2. | Declarations of interest | 7 - 8 |

3. Minutes 9 - 12

To confirm as a correct record the Minutes of the meeting of Audit Committee held on 1 October 2018

**Matters for Recommendation to the Cabinet**

4. Risk Management Strategy 13 - 38

*The report asks Members to review the Risk Management Strategy and accompanying Risk Management Guidance and to recommend to Cabinet its adoption by full Council. The report also provides an update on the risk management process and the Strategic Risk Register.*

5. Treasury Management Update and Treasury Management and Annual Investment Strategy for 2019/20 39 - 78

*The report provides details of investments undertaken and return achieved in the first nine months of the current financial year and an introduction to the 2019/20 Treasury Management and Annual Investment Strategy. Members are invited to recommend adoption of the Strategy to Cabinet.*

**Decisions to be taken under Delegated Powers**

6. Annual Review of Anti-Fraud Policies and Whistleblowing Policy 79 - 126

*The report informs Members of the outcome of the annual review of the Council's Anti-Fraud Policies and Whistleblowing Policy.*

7. Internal Audit Charter 127 - 134

*The report provides information on the outcome of the review of the Internal Audit Charter.*

8. Annual Review of Anti-Money Laundering Policy 135 - 156

*The report provides information on the outcome of the annual review of the Council's Anti-Money Laundering Policy and supporting guidance notes.*

9. Accounting Policies 157 - 170

*The report presents the Accounting Policies proposed for the 2018/19 Financial Statements for consideration and endorsement.*

10. Proposed Scale of Audit Fees 2019/20 171 - 172

*The report gives details of the proposed scale of audit fees for 2019/20.*

## **Matters submitted for Information**

11. Internal Audit and Counter Fraud Update 173 - 190

*The report provides an update on the work of both the Internal Audit function and the Counter Fraud function for the period April to December 2018.*

12. Grant Thornton Certification Letter 2017/18 191 - 196

*The report summarises the outcomes for 2017/18 from certification work carried out by the external auditor, Grant Thornton.*

13. Grant Thornton - 2018/19 Audit Plan and Progress Report 197 - 224

*The report introduces two papers from the external auditor: the 2018/19 Audit Plan and Audit Progress Report and Sector Update.*

14. Urgent Items 225 - 226

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

## **Matters for consideration in Private**

15. Exclusion of Press and Public 227 - 228

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

## **PART 2 - PRIVATE**

16. Urgent Items 229 - 230

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

## **MEMBERSHIP**

Cllr V M C Branson (Chairman)

Cllr R P Betts (Vice-Chairman)

Cllr O C Baldock

Cllr T Bishop

Cllr T Edmondston-Low

Cllr B T M Elks

Cllr S R J Jessel

Cllr Mrs F A Kemp

Cllr T C Walker