



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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### Chief Executive

Julie Beilby BSc (Hons) MBA

Gibson Building  
Gibson Drive  
Kings Hill, West Malling  
Kent ME19 4LZ  
West Malling (01732) 844522

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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)

19 July 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, 29th July, 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 April 2019

**Matters for Recommendation to the Council**

4. Treasury Management Update and Annual Report for 2018/19 13 - 36

*The report provides an update on treasury management activity undertaken during April to June of the current financial year. The treasury management outturn position for 2018/19 is also included.*

**Decisions to be taken under Delegated Powers**

5. Risk Management Update 37 - 48

*The report provides an update on the risk management process and the Strategic Risk Register. Members are also advised of a planned training session on risk management.*

6. Annual Governance Statement 2018/19 49 - 74

*The report presents the Annual Governance Statement for the year ended 31 March 2019 for endorsement. The Statement is signed by the Leader and the Chief Executive and accompanies the Statement of Accounts 2018/19.*

7. Statement of Accounts 2018/19 and External Auditor's Report on Outcome of Audit of Accounts 75 - 116

*The report presents an audited set of Accounts for 2018/19 in the format specified by the Code of Practice on Local Authority Accounting in the United Kingdom, together with the external auditors report on the outcome of the audit of the Accounts. The external auditors report is to be approved prior to the Engagement Lead signing off the Accounts.*

8. Review of Effectiveness of Internal Audit 117 - 122

*The report informs Members of the findings of the annual review of the effectiveness of the Internal Audit function for the year 2018/19.*

9. Role of Audit Committee and Training Needs 123 - 128

*The report outlines the role of the Audit Committee as set out in the Constitution and more specifically its Terms of Reference and proposed training / briefings to assist Members fulfil the responsibilities placed on the Committee.*

## **Matters submitted for Information**

10. Opinion of Chief Audit Executive on Internal Control Environment and Annual Internal Audit and Counter Fraud Reports for 2018/19 129 - 158

*The report informs Members of the opinion of the Chief Audit Executive on the Council's framework for governance, risk management and control, together with the Internal Audit work completed during 2018/19 to support that opinion. It also gives details of the work of the Counter Fraud function in 2018/19.*

11. Audit Fee Letter 2019/20 159 - 164

*A report to inform Members of the receipt of the Audit Fee Letter 2019/20.*

12. Urgent Items 165 - 166

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**

13. Exclusion of Press and Public 167 - 168

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**

14. Urgent Items 169 - 170

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 Mrs F A Kemp (Vice-Chairman)

Cllr T Bishop  
Cllr N Foyle  
Cllr P M Hickmott  
Cllr S A Hudson

Cllr J R S Lark  
Cllr L J O'Toole  
Cllr K B Tanner