



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

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

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: Democratic Services
committee.services@tmbc.gov.uk

14 July 2023

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 Council Chamber, Gibson Drive, Kings Hill, on Monday, 24th July, 2023 commencing at 7.30 pm.

Members of the Committee are required to attend in person. Other Members may attend in person or participate online via MS Teams.

Information on how to observe the meeting will be published on the Council's website.

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

1. Guidance on the Conduct of Meetings

5 - 6

PART 1 - PUBLIC

2. Apologies for absence
3. Notification of Substitute Members 7 - 8
4. Declarations of interest 9 - 10

Members are reminded of their obligation under the Council's Code of Conduct to disclose any Disclosable Pecuniary Interests and Other Significant Interests in any matter(s) to be considered or being considered at the meeting. These are explained in the Code of Conduct on the Council's website at [Code of conduct for members – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tmbc.gov.uk/code-of-conduct-for-members).

Members in any doubt about such declarations are advised to contact Legal or Democratic Services in advance of the meeting.

5. Minutes 11 - 14

To confirm as a correct record the Minutes of the meeting of Audit Committee held on 17 April 2023

6. Presentation by Borough Council Property Fund Manager Verbal Report

Matters for Recommendation to Council

7. Local Code of Corporate Governance 15 - 40

This report informs Members of the outcome of the annual review of the Local Code of Corporate Governance.

8. Treasury Management Update and Annual Report 2022/23 41 - 66

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 2022/23 is also included in this report.

Matters for Recommendation to the Cabinet

9. Risk Management 67 - 86

An update on the risk management process and the Strategic Risk Register.

Decisions to be taken under Delegated Powers

10. Annual Governance Statement 87 - 94

This report presents the Annual Governance Statement for the year ended 31 March 2023 for Members' endorsement. The Annual Governance Statement is signed by both the Leader of the Council and the Chief Executive and accompanies the Statement of Accounts 2022/23.

11. Statement of Accounts 2022/23 and Progress Update on the audit of Accounts 95 - 106

This report presents an unaudited set of Accounts for 2022/23 in the format specified by the Code of Practice on Local Authority Accounting in the United Kingdom.

Due to its size the Statement of Accounts Booklet (Annex 1) will be published as a supplement

12. Review of Effectiveness of Internal Audit 107 - 114

This report informs Members of the findings of the annual review of the effectiveness of the Internal Audit function for the year 2022/23.

Matters submitted for Information

13. Opinion of the Chief Audit Executive on the Framework of Governance, Risk Management and Control; Annual Internal Audit Report and Annual Counter Fraud Report 2022/23 115 - 146

This 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 2022/23 to support that opinion. In addition, the report also informs Members on the work of the Counter Fraud function in 2022/23.

14. Grant Thornton Audit Progress report and Sector Update 147 - 168

A progress report and update on emerging national issues and developments from our external auditor, Grant Thornton.

15. 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.

Matters for consideration in Private

16. Exclusion of Press and Public 171 - 172

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

17. Urgent Items 173 - 174

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 R I B Cannon (Chair)
Cllr M R Rhodes (Vice-Chair)

Cllr J Clokey
Cllr J R S Lark
Cllr M A J Hood

Cllr B A Parry
Cllr R V Roud