



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Interim Chief Executive
Adrian Stanfield LL.B (Hons)

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

5 January 2024

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, 15th January, 2024 commencing at 8.00 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

ADRIAN STANFIELD
Interim Chief Executive

A G E N D A

1. Guidance on the Conduct of Meetings 5 - 8

PART 1 - PUBLIC

2. Apologies for absence

- | | | |
|----|------------------------------------|---------|
| 3. | Notification of Substitute Members | 9 - 10 |
| 4. | Declarations of interest | 11 - 12 |

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 | 13 - 18 |
|----|---------|---------|

To confirm as a correct record the Minutes of the meeting of Audit Committee held on 25 September 2023

Matters for Recommendation to the Cabinet

- | | | |
|----|-----------------|---------|
| 6. | Risk Management | 19 - 78 |
|----|-----------------|---------|

Members are asked to review a number of matters related to risk management, including the Risk Management Strategy and Guidance and the Strategic Risk Register.

- | | | |
|----|---|----------|
| 7. | Treasury Management Update and Treasure Management and Annual Investment Strategy for 2024/25 | 79 - 130 |
|----|---|----------|

The report provides details of investments undertaken and return achieved in the first eight months of the current financial year and an introduction to the 2024/25 Treasury Management and Annual Investment Strategy. Members are invited to recommend adoption of the Strategy to Cabinet.

Decisions to be taken under Delegated Powers

- | | | |
|----|---------------------|-----------|
| 8. | Accounting Policies | 131 - 144 |
|----|---------------------|-----------|

This report presents the Accounting Policies proposed for the 2023/24 Financial Statements for consideration and endorsement.

- | | | |
|----|---|-----------|
| 9. | Biennial Review of Anti-Fraud, Bribery, and Corruption Policy and Whistleblowing Policy | 145 - 192 |
|----|---|-----------|

This report informs Members of the outcome of the biennial review of the Council's Anti-Fraud, Bribery and Corruption Policy and Whistleblowing Policy.

Matters submitted for Information

10. Internal Audit and Counter Fraud Update 193 - 220

This report provides Members with an update on the work of both the Internal Audit function and the Counter Fraud function.

11. Urgent Items 221 - 222

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

12. Exclusion of Press and Public 223 - 224

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

13. 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.

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