



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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**Interim Chief Executive**  
Adrian Stanfield LL.B (Hons)

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

5 April 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 April, 2024 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

ADRIAN STANFIELD

Interim Chief Executive

## A G E N D A

1. Guidance on the Conduct of Meetings 7 - 10

### PART 1 - PUBLIC

2. Apologies for absence

- |    |                                    |         |
|----|------------------------------------|---------|
| 3. | Notification of Substitute Members | 11 - 12 |
| 4. | Declarations of interest           | 13 - 14 |

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 | 15 - 20 |
|----|---------|---------|

To confirm as a correct record the Minutes of the meeting of Audit Committee held on 15 January 2024

#### **Matters for Recommendation to Council**

- |    |                               |         |
|----|-------------------------------|---------|
| 6. | Audit Committee Annual Report | 21 - 28 |
|----|-------------------------------|---------|

This report is produced to inform Council on how the Audit Committee has provided independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes. It is recommended that the Audit Committee agree that this report is presented to Council to support this assurance.

#### **Matters for Recommendation to Cabinet**

- |    |                 |         |
|----|-----------------|---------|
| 7. | Risk Management | 29 - 52 |
|----|-----------------|---------|

The report provides an update on the risk management process and the Strategic Risk Register.

#### **Matters to be Taken under Delegated Powers**

- |    |  |         |
|----|--|---------|
| 8. | Treasury Management Performance Update | 53 - 64 |
|----|--|---------|

The report provides details of investments undertaken and the return achieved in the first eleven months of the current financial year. It also makes proposals in respect of the Lothbury Property Investment Fund.

9. Local Audit Consultation 65 - 146

This report informs Members of the Local Audit Consultation undertaken by the National Audit Office (NAO) on the progress for Local Authority Audit to be undertaken through to 2027/28.

The report also updates members on the proposed audit plan for the 2023/24 Financial Statements and consideration of the timing and signing of these statements.

10. Informing the Audit Risk Assessment for Tonbridge and Malling Borough Council 2023-24 147 - 180

The purpose of this report is to contribute towards the effective two-way communication between Tonbridge and Malling Borough Council's external auditors and the Audit Committee, as 'those charged with governance' in respect of the audit of the financial statements.

(Note: Whilst Annex 1 is marked 'commercial and in confidence' the report authors Grant Thornton have confirmed that this can be available in public)

11. Internal Audit Charter 181 - 188

The purpose of the report is to seek approval of the Internal Audit Charter.

12. Internal Audit and Fraud Plan 2024-25 189 - 194

This report seeks Member approval of the Internal Audit and Fraud Plan for the year 2024/25.

#### **Matters submitted for Information**

13. Internal Audit and Counter Fraud Update 195 - 216

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

14. Urgent Items 217 - 218

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 219 - 220

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. Insurance Claims History 221 - 226

(Reasons Private: LGA 1972 - Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

This report serves to inform Members as to the nature and volume of liability and property damage insurance claims submitted for the year ended 31 March 2024.

17. Urgent Items 227 - 228

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