



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive
Damian Roberts

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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

11 July 2025

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, 21st July, 2025 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

DAMIAN ROBERTS

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.

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| 5. | Minutes | 13 - 20 |
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To confirm as a correct record the Minutes of the meeting of Audit Committee held on 14 April 2025

Matters for Recommendation to the Council

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| 6. | Local Code of Corporate Governance | 21 - 46 |
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This report informs Members of the outcome of the annual review of the Local Code of Corporate Governance.

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| 7. | Treasury Management Performance Update and Annual Report for 2024/25 | 47 - 72 |
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The report provides details of investments undertaken during April and May of the current financial year, and the Treasury Management outturn position for 2024/25.

Matters for Recommendation to the Cabinet

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| 8. | Risk Management | 73 - 90 |
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The report of the Management Team provides an update on the risk management process and the Strategic Risk Register. An update is also provided in respect of the work being undertaken within the Council to champion risk management.

Matters for Decision under Delegated Powers

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| 9. | Annual Governance Statement 2024/25 | 91 - 96 |
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This report presents the Annual Governance Statement for the year ended 31 March 2025 for Members' endorsement. The Annual Governance Statement was signed by both the Leader of the Council and the Chief Executive on 31 May 2025 and accompanies the Statement of Accounts 2024/25.

10. Draft Statement of Accounts 2024/25 97 - 188

This report presents an unaudited set of Accounts for 2024/25 in the format specified by the Code of Practice on Local Authority Accounting in the United Kingdom.

11. Review of the Effectiveness of Internal Audit 2024/25 189 - 198

This report informs Members of the findings of the Annual Review of the Effectiveness of the Internal Audit Function for the year 2024/25.

12. Internal Audit and Counter Fraud Quarter 4 Progress Report and Annual Opinion 199 - 242

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 2024/25 to support that opinion. In addition, the report also informs Members on the work of the Counter Fraud function in 2024/25.

Matters submitted for Information

13. Grant Thornton Audit Progress Report and Sector Update 243 - 270

This report provides an update on the Audit being undertaken on the Financial Statements for 2024/25 and updates emerging national issues and developments identified by our External Auditor, Grant Thornton.

14. Urgent Items 271 - 272

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 273 - 274

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 275 - 276

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 J R S Lark (Vice-Chair)

Cllr T Bishop
Cllr J Clokey
Cllr M A J Hood

Cllr B A Parry
Cllr M R Rhodes