



Town Clerk: Miss Joy Norris MSc ACG

The Town Hall, 1 High Street, Devon, EX15 1AB  
*town.clerk@cullomptontowncouncil.gov.uk*  
01884 38249

Notice is hereby given that a meeting of the **Audit Sub-Committee** will take place on **Tuesday, 2<sup>nd</sup> February 2021** starting at **11:00 hrs.**

The meeting will be held with participants being present through remote attendance by virtue of Statutory Instrument 2020 No 392 (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The public are welcome to attend this meeting by using the internet, mobile phones or landline phones – please see the links below.

If you are using the internet please use the following link: <https://zoom.us/j/96482738668>

Meeting ID: 964 8273 8668

To use one tap mobile dial 03300885830,,96482738668# or 01314601196,,96482738668#

To use a landline dial

0330 088 5830 or 0131 460 1196 or 0203 481 5237 or 0203 481 5240 or 0203 901 7895 or 0208 080 6591 or 0208 080 6592

Meeting ID: 964 8273 8668

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee as part of the item on the agenda called Public Participation; The overall time available for the Public Participation agenda item is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. If you would like to ask a question or speak, please email [enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk) 48 hours before the meeting with your first and last names and give a brief outline of what you wish to say. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room.

Notification in this way will ensure the meeting runs as smoothly as possible.

You may find it useful to read the Protocol on Remote Meetings before you join (this can be accessed on the Town Council's website)

The Agenda for the meeting is attached. Copies of the reports will be available on the Town Council website or hard copies can be made available if you contact the Town Council Office (contact details are at the top of this notice)

A handwritten signature in black ink that reads 'Joy Norris' with a stylized flourish at the end.

Joy Norris

Town Clerk

Date: 26<sup>th</sup> January 2021

# AGENDA

## Audit Sub-Committee 2 January 2020

**Committee Membership:** Councillors: L Knight, M Rowe and M Smith

**PUBLIC PARTICIPATION:** 15 minutes is set aside as a specific agenda item to enable members of the public to bring issues relevant to the Committee to the attention of Councillors. Up to 3 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

- 1. Election of Chair**  
To elect a Chair for the remainder of the municipal year.
- 2. Chair's Announcements**  
The Chair may make announcements relevant to the work of the Committee.  
Note: announcements are for information only and not for debate, discussion or questioning.
- 3. Apologies For Absence**  
To receive apologies for absence from Councillors unable to attend the meeting.
- 4. Declarations of Interests**  
To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.  
Councillors and Officers are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 5. Public Participation**  
To allow members of the public present at the meeting to raise matters which are relevant to the work of the Committee; up to 3 minutes will be allowed for each person.
- 6. Minutes:**  
To confirm the Minutes of the meeting held on 14 July 2020 as a correct record (Supporting Paper A)
- 7. Business Procedures Risk Register**  
To consider the business procedures risk register and make any recommendations to the Policy, Finance and Personnel Committee (Supporting Paper B)
- 8. Progress on Recommendations Made to Policy, Finance and Personnel Committee**  
The Sub-Committee made a number of recommendations in July 2020 regarding mitigating risks and is asked to consider progress on implementing those recommendations. (Supporting Paper C)

**9. External Audit – Year ending 31 March 2020**

To receive the remarks from the External Auditor regarding the 19/20 Statement of Accounts (Supporting Paper D)

**10. Interim Internal Audit**

To receive the observations on an Interim Audit and make recommendations to the Policy, Finance and Personnel Committee regarding a formal response. (Supporting Paper E)

**11. Members Questions**

This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.

Note: questions are to be for the purpose for obtaining information and not for debate nor discussion.

*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.*

*Members of the public will only be permitted to speak during the Public Participation session listed on the Agenda*