

# A G E N D A

## AUDIT AND GOVERNANCE COMMITTEE

**Tuesday 8 December 2015 at 6.00 pm**  
**Committee Room A, Town Hall, Tunbridge Wells, Kent TN1 1RS**

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<b>Borough Council Representatives:</b>	Councillors Horwood (Chairman), Dawlings (Vice-Chairman), Chapelard, Hamilton, Moore, Nuttall, Ms Palmer and Scott
<b>Independent Members:</b>	Hedges, Hough, Quigley and Shiels
<b>Parish/Town Council Representatives:</b>	Councillors Coleman and Mackenzie
<b>Quorum:</b>	3 Members, to include at least one independent member

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- 1 Apologies for Absence**  
Apologies for absence as reported at the meeting.
- 2 Declarations of Interest**  
To receive any declarations of interest by Members in items on the agenda.  
  
For any advice on declarations of interest, please contact the Monitoring Officer.
- 3 Notification of Visiting Members wishing to speak (in accordance with Council Procedure Rule 18):**  
Members should indicate which item(s) they wish to speak on and the nature of their concern/question/request for clarification.
- 4 Minutes of the meeting of the Audit and Governance Committee dated 22 September 2015** (Pages 1 - 4)
- 5 Report of Monitoring Officer**  
(A) Update on Member Complaints (Pages 5 - 8)
- 6 Director of Finance and Corporate Services (s151 Officer)**  
(A) Interim Internal Audit Report (Pages 9 - 34)  
(B) Annual Audit Letter (Pages 35 - 46)  
(C) External Audit Progress Report (Pages 47 - 62)  
(D) Certification of Grant Claims (Pages 63 - 68)  
(E) Appointment of Independent Member to the Constitution Review Working Party (Pages 69 - 72)
- 7 Future Work Programme 2015-2016** (Pages 73 - 74)

**8 Date of Next Meeting - 29 March 2016 at 6pm**

**Emily Metcalf**  
**Democratic Services Officer**  
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**Town Hall**  
**ROYAL TUNBRIDGE WELLS**  
**Kent TN1 1RS**  
**Tel: 01892 554007 (direct line)**

All visitors wishing to attend a public meeting at the Town Hall between the hours of **9.00am and 5.00pm** should report to reception via the side entrance in Monson Way. **After 5pm**, access will be via the front door on the corner of Crescent Road and Mount Pleasant Road, except for disabled access which will continue by use of an 'out of hours' button at the entrance in Monson Way

**Notes on Procedure**

- (1) A list of background papers appears at the end of each report, where appropriate, pursuant to the Local Government Act 1972, section 100D(i). Items marked \* will be the subject of recommendations by Audit and Governance to full Council; in the case of other items, this Committee may make the decision.
- (2) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.
- (3) Members of the public and other stakeholders are required to register with the Committee Section if they wish to speak on an agenda item at a meeting. Places are limited to a maximum four speakers per item. The deadline for registering to speak is 4.00 pm the last working day before the meeting. Each speaker will be given a maximum of 3 minutes to address the Committee.
- (4) Please note that this meeting may be recorded or filmed by the Council for administrative purposes. Any other third party may also record or film meetings, unless exempt or confidential information is being considered, but are requested as a courtesy to others to give notice of this to the Committee Administrator before the meeting. The Council is not liable for any third party recordings.

Further details are available on the website ([www.tunbridgewells.gov.uk](http://www.tunbridgewells.gov.uk)) or from the Committee Section.

- ◇ If you require this information in another format, please contact us on 01892 526121
- ◇ **Accessibility into and within the Town Hall - In response to the requirements of the Disability Discrimination Act 1995, the Council has provided the following features to overcome physical barriers to access.**

There is a wheelchair accessible lift by the main staircase, giving access to the first floor where the committee rooms are situated. There are a few steps leading to the Council Chamber itself but there is a platform chairlift in the foyer.
- ◇ **Hearing Loop System - The Council Chamber and all the Committee Rooms have been equipped with hearing induction loop systems. The Council Chamber also has a fully equipped audio-visual system.**