

APOLOGIES Committee Services
Email: Committee.clerk@maldon.gov.uk

DIRECTOR OF STRATEGY AND
RESOURCES
Paul Dodson

10 July 2024

Dear Councillor

You are summoned to attend the meeting of the;

PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE

on **THURSDAY 18 JULY 2024 at 7.30 pm**

in the **Council Chamber, Maldon District Council Offices, Princes Road, Maldon.**

Please Note: All meetings will continue to be live streamed on the [Council's YouTube channel](#) for those wishing to observe remotely. Public participants wishing to speak remotely at a meeting can continue to do so via Microsoft Teams.

To register your request to speak / attend in person please complete a [Public Access form](#) (to be submitted by 12noon on the working day before the Committee meeting). All requests will be considered on a first-come, first-served basis.

A copy of the agenda is attached.

Yours faithfully



Director of Strategy and Resources

COMMITTEE MEMBERSHIP:

CHAIRPERSON	Councillor W Stamp, CC
VICE-CHAIRPERSON	Councillor N D Spenceley
COUNCILLORS	M G Bassenger S J Burwood J C Hughes N R Miller R G Pratt U C G Siddall-Norman J C Stilts M E Thompson
INDEPENDENT PERSON	Vacancy(one)





AGENDA
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
THURSDAY 18 JULY 2024

1. **Chairperson's Notices**

2. **Apologies for Absence**

3. **Minutes of the last meeting** (Pages 5 - 26)

To confirm the Minutes of the Performance, Governance and Audit Committee held on 18 June 2024 (copy enclosed).

4. **Matters Arising** (Pages 27 - 34)

To note the Matters Arising from the last meeting.

5. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

6. **Public Participation**

To receive the views of members of the public, of which prior notification in writing has been received (no later than noon on the Tuesday prior to the day of the meeting).

Should you wish to submit a question please complete the online form at:
www.maldon.gov.uk/publicparticipation.

7. **External Audit Progress Report** (Pages 35 - 40)

To consider the report of the Interim Chief Finance Officer (copy enclosed).

8. **Internal Audit Report** (Pages 41 - 42)

To consider the report of the Interim Chief Finance Officer, (copy enclosed).

a) **Annual Report and Annual Statement of Assurance** (Pages 43 - 66)

b) **Progress Report** (Pages 67 - 78)

c) **Follow-Up of Recommendations** (Pages 79 - 88)

d) **Main Financial Systems 2023 / 24** (Pages 89 - 102)

e) **CIPFA Financial Management Code 2023 / 24** (Pages 103 - 116)

For further information please see the Council's website.

9. **Any other items of business that the Chairperson of the Committee decides are urgent**
10. **Exclusion of Public and Press**
- 11 To resolve that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.
11. **internal Audit - Strategic Fraud Risk Assessment** (Pages 117 - 148)
- To consider the report of the Interim Chief Finance Officer (copy enclosed).
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NOTICES

Recording of Meeting

Please note that the Council will be recording and publishing on the Council's website any part of this meeting held in open session.

Fire

In the event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

Health and Safety

Please be advised of the different levels of flooring within the Council Chamber.

Closed-Circuit Televisions (CCTV)

Meetings held in the Council Chamber are being monitored and recorded by CCTV.

Lift

Please be aware, there is not currently lift access to the Council Chamber.