



MALDON DISTRICT
COUNCIL

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

CHIEF EXECUTIVE
Doug Wilkinson

12 February 2025

Dear Councillor

You are summoned to attend the meeting of the;

PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE

on **THURSDAY 20 FEBRUARY 2025** 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

Chief Executive

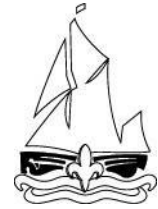
COMMITTEE MEMBERSHIP:

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



Please note: Electronic copies of this agenda and its related papers are available via the Council's website www.maldon.gov.uk.





AGENDA
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
THURSDAY 20 FEBRUARY 2025

1. **Chairperson's Notices**

2. **Apologies for Absence**

3. **Minutes of the last meeting** (Pages 5 - 34)

To confirm the Minutes of the Performance, Governance and Audit Committee held on 16 January 2025 (copy enclosed).

4. **Matters Arising** (Pages 35 - 38)

To note the Matters Arising from the last meeting of the Committee – 16 January 2025.

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. **Report of the External Auditor on the Audit of Financial Year 2023 / 24** (Pages 39 - 130)

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

8. **Internal Audit Report** (Pages 131 - 132)

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

a) **Progress Report 2024 / 25 (February 2025)** (Pages 133 - 144)

b) **Follow-Up of Recommendations Report (February 2025)** (Pages 145 - 152)

c) **Capital and Commercial Project Management Final Report (January 2025)**
(Pages 153 - 174)

- d) Contract Management Final Report (January 2025) (Pages 175 - 188)
 - e) Health and Wellbeing 2024 / 25 Final Report (January 2025) (Pages 189 - 204)
 - f) Internal Audit Annual Plan 2025 / 26 and Strategic Plan 2023 - 26 (Pages 205 - 230)
9. **Corporate Performance - Quarter 3** (Pages 231 - 272)
To consider the report of the Chief Executive, (copy enclosed).
10. **Review of Corporate Risk - Quarter 3** (Pages 273 - 282)
To consider the report of the Chief Executive, (copy enclosed).
11. **Health and Safety Update - Quarter Three 2024 / 25** (Pages 283 - 290)
To consider the report of the Deputy Chief Executive, (copy enclosed).
12. **Balance Scorecard Exceptions (July - December 2024)** (Pages 291 - 314)
To consider the report of the Chief Executive, (copy enclosed).
13. **Annual Governance Statement Actions Update** (Pages 315 - 318)
To consider the report of the Chief Executive, (copy enclosed).
14. **Annual Governance Statement 2024 / 25** (Pages 319 - 334)
To consider the report of the Chief Executive, (copy enclosed).
15. **Annual Review of Financial Regulations** (Pages 335 - 396)
To consider the report of the Interim Chief Finance Officer (copy enclosed).
16. **Any other items of business that the Chairperson of the Committee decides are urgent**
-

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

We do not have any fire alarm testing scheduled for this meeting. In the event of a fire, a siren will sound. Please use either of the two marked fire escape routes. Once out of the building please proceed to the designated muster point located on the grass verge by the police station entrance. Please gather there and await further instruction. If you feel you may need assistance to evacuate the building, please make a member of Maldon District Council staff aware.

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.