

Borough Council of  
**King's Lynn &  
West Norfolk**



# **Audit Committee**

## **Agenda**

Monday, 20th June, 2016  
at 6.00 pm

**PLEASE NOTE CHANGE OF VENUE**

in the Card Room  
Town Hall  
Saturday Market Place  
King's Lynn



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**King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**  
**Telephone: 01553 616200**  
**Fax: 01553 691663**

10 June 2016

Dear Member

**Audit Committee**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Monday, 20th June, 2016 at 6.00 pm** in the **Card Room, Town Hall, Saturday Market Place, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

1. **Appointment of Chairman for the Municipal Year 2016/2017**
2. **Appointment of Vice Chairman for the Municipal Year 2016/2017**
3. **Apologies**
4. **Minutes**  
To approve the minutes from the Audit and Risk Committee held on 25 November 2015.
5. **Declarations of Interest**

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part

of the meeting, attending to speak as a local Member on any item or simply observing the meeting from the public seating area.

**6. Urgent Business Under Standing Order 7**

To consider any business which, by reason of special circumstances, the Chairman proposed to accept as urgent under Section 100(b)(4)(b) of the Local Government Act 1972.

**7. Members Present Pursuant to Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman

**8. Chairman's Correspondence (if any)**

**9. Matters referred to the Committee from other Council Bodies and Responses made to previous Committee Recommendations/Requests**

To receive comments and recommendations from other Council bodies, and any responses subsequent to recommendations, which the Committee had previously made. (NB some of the relevant Council bodies may meet after dispatch of the agenda).

**10. Capital Programme and Resources 2015/19 - TO FOLLOW**

**11. Revenue Outturn 2015/16 - TO FOLLOW**

**12. Committee Work Programme 2016/2017 (Pages 6 - 7)**

To note the Committee's Work Programme for 2016/2017.

**13. Date of Next Meeting**

To note that the date of the next meeting of the Audit Committee will take place on 11 July 2016 at 6 pm.

To:

**Audit Committee:** Mrs J Collingham, J Collop, P Gidney, M Hopkins, P Kunes, C Manning, D Pope, T Smith and T Wing-Pentelow

**Portfolio Holder:**

Councillor B Long, Leader

**Management Team Representatives:**

Lorraine Gore, Assistant Director

Ray Harding, Chief Executive

**Appropriate Officer:** The following officer is invited to attend in respect of the Agenda item shown below:

Item 11: Toby Cowper, Group Accountant

## AUDIT COMMITTEE WORK PROGRAMME 2016/2017

### 20 June 2016

- Revenue Outturn 2015/16
- Capital Programme and Resources 2015/19

### 11 July 2016

- Audit and Fraud end of year progress report
- Risk register update
- Audit Manager's Annual Report
- Annual Treasury Report

### 5 September 2016

**(To commence at 5.00 pm – Training prior to considering the Finaal Accounts and Statement of Accounts**

- Final Accounts and Statement of Accounts for year ended 31 March 2016:
- Monitoring Officer Report 2015/2016 – E Duncan
- Annual Governance Statement
- Audit Committee Effectiveness Review

### 17 October 2016 – remove from calendar?

### 28 November 2016

- Annual Audit Letter for year ended 31 March 2016
- Mid Year Treasury Report
- Audit and Fraud half year progress report
- Risk register update
- Business Continuity Annual update

**13 February 2017**

- Treasury Management Strategy 2017/2018
- Strategic Internal Audit Plan
- Annual certification of Claims and Returns
- External Audit Plan