

30 March 2021 at 5.00 pm

This meeting will be held virtually via Zoom,  
and livestreamed here:

[https://www.youtube.com/channel/UCIT1f\\_F5OfvTzxjZk6Zqn6g](https://www.youtube.com/channel/UCIT1f_F5OfvTzxjZk6Zqn6g)

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# Audit Committee

## Membership:

Chairman, Cllr. McGarvey; Vice-Chairman, Cllr. Morris  
Cllrs. Barnes, Brown, Kitchener, London, Osborne-Jackson, Pender and Williamson

## Agenda

	Pages	Contact
Apologies for Absence		
1. <b>Minutes</b>	(Pages 1 - 6)	
To agree the Minutes of the meeting of the Audit Committee held on 3 November 2020, as a correct record		
2. <b>Declarations of Interest</b>		
Any declarations of interest not already registered.		
3. <b>Actions from Previous Meeting (if any)</b>		
4. <b>Responses of the Council, Cabinet or Council Committees to the Committee's reports or recommendations (if any)</b>		
5. <b>Member Development</b>	(Pages 7 - 8)	Martin Goodman Tel: 01732227245
6. <b>External Audit - Annual Audit Letter 2019/20</b>	(Pages 9 - 26)	Adrian Rowbotham Tel: 01732 227153
7. <b>External Audit - Annual Audit Plan 2020/21</b>	(Pages 27 - 52)	Adrian Rowbotham Tel: 01732 227153
8. <b>Statement of Accounts - 2019/20 - Update</b>	(Pages 53 - 58)	Alan Mitchell Tel: 01732227483
9. <b>Statement of Accounts 2020/21 - Establishment of Member Working Group</b>	(Pages 59 - 60)	Alan Mitchell Tel: 01732227483
10. <b>External Quality Assessment</b>	(Pages 61 - 80)	Francesca Chivers Tel: 01732227053
11. <b>Internal Audit Progress Report 2020/21</b>	(Pages 81 - 100)	Francesca Chivers Tel: 01732227053

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|-----|--|-------------------|---------------------------------------|
| 12. | <b>Internal Audit Plan and Charter 2021/22</b> | (Pages 101 - 124) | Francesca Chivers<br>Tel: 01732227053 |
| 13. | <b>Annual Report to Council</b>                | (Pages 125 - 128) | Adrian Rowbotham<br>Tel: 01732 227153 |
| 14. | <b>Work Plan</b>                               | (Pages 129 - 132) |                                       |

**EXEMPT INFORMATION**

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).