

Members of the Audit Committee
(Councillors R Lillis (Chairman), R Woods (Vice-Chair), K Mills,
P Pilkington, R Thomas, N Thwaites and T Venner)



Contact Clare Rendell
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Date 23 November 2018

**THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING
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FORMAT OR IN OTHER LANGUAGES ON REQUEST**

Dear Councillor

I hereby give you notice to attend the following meeting:

AUDIT COMMITTEE

Date: Monday 3 December 2018
Time: 2.00 pm
Venue: Council Chamber - West Somerset House

Please note that this meeting may be recorded. At the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded. You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during the recording will be retained in accordance with the Council's policy. Therefore unless you advise otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact the officer as detailed above.

Yours sincerely

A handwritten signature in black ink, appearing to read "Bruce Lang".

BRUCE LANG
Proper Officer

WEST SOMERSET DISTRICT COUNCIL

Meeting to be held on Monday 3 December 2018 at 2.00 pm

Council Chamber - West Somerset House

AGENDA

1. **Apologies**

2. **Minutes of the previous meeting of the Audit Committee** (Pages 5 - 10)

Minutes of the Meeting of the Committee held on 17 September 2018 – **SEE ATTACHED.**

3. **Declarations of Interest**

To receive and record declarations of interest in respect of any matters included on the agenda for consideration at this meeting.

4. **Public Participation**

The Chairman to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public wishing to speak at this meeting there are a few points you might like to note.

A three-minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue. There will be no further opportunity for comment at a later stage. Your comments should be addressed to the Chairman and any ruling made by the Chair is not open to discussion. If a response is needed it will be given either orally at the meeting or a written reply made within five working days of the meeting.

5. **Audit Committee Action Plan** (Pages 11 - 12)

To update the Audit Committee on the progress of resolutions and recommendations from previous meetings – **SEE ATTACHED.**

6. **Audit Committee Forward Plan** (Pages 13 - 14)

To review the Audit Committee Forward Plan 2018 – **SEE ATTACHED.**

7. **Grant Thornton - External Audit - Progress Report and Update** (Pages 15 - 28)

To consider Report No WSC 84/18 to be presented by Sarah Crouch, Audit Manager, Grant Thornton – **SEE ATTACHED.**

The purpose of the report is to provide the Audit Committee with a progress update regarding the work of the external auditors, Grant Thornton, together with information relating to emerging issues which may be relevant to the Council.

8. **SWAP - Internal Audit Plan 2018-19 Progress Report** (Pages 29 - 46)

To consider Report No WSC 85/18 to be presented by Alastair Woodland, Audit Manager, South West Audit Partnership – **SEE ATTACHED.**

The purpose of the report is to update members on the Internal Audit Plan 2018/19 progress and bring to their attention any significant findings identified through the work.

9. **Treasury Management Update - 30 September 2018** (Pages 47 - 62)

To consider Report No WSC 86/18 to be presented by Steve Plenty, Senior Corporate Accountant – **SEE ATTACHED.**

The purpose of the report is to provide Members with an update on the Treasury Management activity of the Council for the first six months of 2018/19. It focuses on a review of the Council's borrowing and investment activities.

10. **GDPR Action Plan Update** (Pages 63 - 70)

To consider Report No WSC 87/18 to be presented by Richard Doyle, Corporate Strategy and Performance Officer – **SEE ATTACHED.**

The purpose of the report is to provide an update on the actions taken by the Council following the implementation of the new (EU) General Data Protection Regulations (GDPR) and the UK Data Protection Act 2018 which came into force on 25 May 2018.

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS