

27 October 2020

**Committee** Audit and Governance Committee

**Date** Wednesday, 4 November 2020

**Time of Meeting** 2:00 pm

This is a remote meeting in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Members of the public will be able to view this meeting whilst it is in session by clicking on the link that will be available on the [Agenda publication](#) page immediately prior to the commencement of the meeting.

## Agenda

**1. ANNOUNCEMENTS**

**2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

To receive apologies for absence and advise of any substitutions.

**3. DECLARATIONS OF INTEREST**

Pursuant to the adoption by the Council on 26 June 2012 of the Tewkesbury Borough Council Code of Conduct, effective from 1 July 2012, as set out in Minute No. CL.34, Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.

**4. MINUTES**

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To approve the Minutes of the meeting held on 23 September 2020.



	<b>Item</b>	<b>Page(s)</b>
<b>5.</b>	<b>AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME</b>  To consider the Audit and Governance Committee Work Programme.	10 - 17
<b>6.</b>	<b>EXTERNAL AUDITOR'S PROGRESS REPORT</b>  To consider the external auditor's report on progress against planned outputs.	18 - 48
<b>7.</b>	<b>LETTER OF REPRESENTATION</b>  To approve the S151 Officer's Letter of Representation on the closure of the accounts for the year ended 31 March 2020.	49 - 55
<b>8.</b>	<b>STATEMENT OF ACCOUNTS 2019/20</b>  To approve the Statement of Accounts 2019/20.  <b>NB: The Statement of Accounts (Appendix A to the report) will follow separately.</b>	56 - 61
<b>9.</b>	<b>INTERNAL AUDIT ANNUAL REPORT 2019/20</b>  To consider the Internal Audit Annual Report 2019/20 and the assurance from the work undertaken during the year on the level of internal control within the systems audited during the year.	62 - 68
<b>10.</b>	<b>ANNUAL GOVERNANCE STATEMENT 2019/20</b>  To approve the Annual Governance Statement 2019/20.	69 - 84

**DATE OF NEXT MEETING**  
**WEDNESDAY, 16 DECEMBER 2020**  
**COUNCILLORS CONSTITUTING COMMITTEE**  
Councillors: C M Cody, L A Gerrard, P A Godwin, D W Gray, H C McLain (Vice-Chair),  
P D McLain, H S Munro, V D Smith (Chair) and P E Smith

**Substitution Arrangements**

The Council has a substitution procedure and any substitutions will be announced at the beginning of the meeting.

**Recording of Meetings**

In accordance with the Openness of Local Government Bodies Regulations 2014, please be aware that the proceedings of this meeting may be recorded.