

7 September 2021

<b>Committee</b>	Audit and Governance Committee
<b>Date</b>	Wednesday, 15 September 2021
<b>Time of Meeting</b>	2:00 pm
<b>Venue</b>	Tewkesbury Borough Council Offices, Severn Room

## **ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND**

### **Agenda**

#### **1. ANNOUNCEMENTS**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the visitors' car park at the front of the building and await further instructions (during office hours staff should proceed to their usual assembly point; outside of office hours proceed to the visitors' car park). Please do not re-enter the building unless instructed to do so.

In the event of a fire any person with a disability should be assisted in leaving the building.

#### **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.



	<b>Item</b>	<b>Page(s)</b>
<b>4.</b>	<b>MINUTES</b>  To approve the Minutes of the meeting held on 21 July 2021.	1 - 12
<b>5.</b>	<b>AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME</b>  To consider the Audit and Governance Committee Work Programme.	13 - 20
<b>6.</b>	<b>EXTERNAL AUDITOR'S FINDINGS</b>  To consider the external auditor's findings 2020/21.	To Follow
<b>7.</b>	<b>LETTER OF REPRESENTATION 2020/21</b>  To approve the S151 Officer's Letter of Representation on the closure of the accounts for the year ended 31 March 2021.	21 - 28
<b>8.</b>	<b>STATEMENT OF ACCOUNTS 2020/21</b>  To approve the Statement of Accounts 2020/21.	29 - 119
<b>9.</b>	<b>MANAGEMENT ASSURANCE STATEMENT 2020/21</b>  To consider the management assurance statements provided by each service area and the conclusion that, overall, for 2020/21 the management of the Council's internal control environment was satisfactory.	120 - 148
<b>10.</b>	<b>ANNUAL GOVERNANCE STATEMENT 2020/21</b>  To approve the Annual Governance Statement 2020/21.	149 - 166
<b>11.</b>	<b>CORPORATE RISK REGISTER</b>  To consider the risks contained within the Corporate Risk Register and assurance that the risks are being effectively managed.	167 - 189

**DATE OF NEXT MEETING**  
**WEDNESDAY, 15 DECEMBER 2021**  
**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, P E Smith and V D Smith (Chair)

**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 and this may include recording of persons seated in the public gallery or speaking at the meeting. Please notify the Democratic Services Officer if you have any objections to this practice and the Chairman will take reasonable steps to ensure that any request not to be recorded is complied with.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the public and press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.