

**Mr S Hearse**  
Chief Executive  
**Torrige District Council**  
Riverbank House  
Bideford  
Devon  
EX39 2QG



Tel : Bideford (01237) 428700

Date: 24 March 2025  
Quorum: 4

## MEETING OF AUDIT & GOVERNANCE COMMITTEE

<b>On:</b>	Tuesday 1 April 2025	<b>At:</b>	2.00 pm
<b>Venue:</b>	Town Hall - Bridge Street, Bideford, EX39 2HS		

The meeting will be filmed for live or subsequent broadcast via the YouTube channel -  
<https://tinyurl.com/TorrigeYouTube>

### NOTICE OF MEETING

<b>To:</b>	Councillor P Hackett (Chair) Councillor D Brenton (Vice-Chair) Councillors: J Gubb, S Andrews, S Gibson and P Hames  Non elected Members:
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**Members are requested to turn off their mobile phones for the duration of the meeting**

## AGENDA PART I - (OPEN SESSION)

1.	<b>Apologies For Absence</b> To receive apologies for absence for the meeting.
2.	<b>Minutes</b> (Pages 4 - 7) Confirmation of Minutes of the Meeting held on the 21 <sup>st</sup> January 2025.
3.	<b>Action List</b> (Page 8)

4.	<b>Declaration of Interests</b> Members with interests should refer to the agenda item and describe the nature of their interest when the item is considered.
5.	<b>Agreement of Agenda Items Part I and II</b>
6.	<b>Urgent Matters Brought Forward with the Permission of the Chair</b>
7.	<b>Internal Audit Plan</b> (Pages 9 - 21) To receive a report from Brad Hutton, Senior Assurance Manager at Devon Assurance Partnership.
8.	<b>Internal Audit Update Report</b> (Pages 22 - 35) To receive a report from Brad Hutton, Senior Assurance Manager at Devon Assurance Partnership.
9.	<b>Audit Charter Update</b> (Pages 36 - 55) To receive an update from Brad Hutton, Senior Assurance Manager at Devon Assurance Partnership.
10.	<b>External Audit Plan</b> (Pages 56 - 71) To receive a report from Bishop Fleming, External Auditors for Torridge District Council.
11.	<b>Annual Governance Statement</b> (Pages 72 - 90) To receive a report from the Finance Manager (S151 Officer).
12.	<b>Non-Compliance with Procedure Rules and Waivers</b> (Pages 91 - 97) To receive a report from the Finance Manager (S151 Officer).
13.	<b>Update of Financial Procedure Rules - Procurement Thresholds</b> (Pages 98 - 155) To receive a report from the Finance Manager (S151 Officer).
14.	<b>Corporate Risk Part 1 - Summarised</b> (Page 156) To receive an update from the Finance Manager (S151 Officer).
15.	<b>Forward Plan</b> (Pages 157 - 158)

16.	<p><b>Exclusion of the Public</b></p> <p>The Chair to move:</p> <p>That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information by virtue of paragraph 3 of Part I and paragraph 10 of Part 2 of Schedule 12A of the Local Government Act 1972.</p>
17.	<p><b>PART II (CLOSED SESSION)</b></p>
18.	<p><b>Draft AI Policy</b> (Pages 159 - 164)</p> <p>To receive a report from the Strategy, Performance &amp; ICT Manager.</p>
19.	<p><b>Cyber Security Strategy</b> (Pages 165 - 174)</p> <p>To receive an update from the Strategy, Performance &amp; ICT Manager.</p>
20.	<p><b>Corporate Risk</b> (Pages 175 - 182)</p> <p>To receive an update from the Finance Manager (S151 Officer).</p>
	<p style="text-align: center;">Meeting Organiser: Democratic Services</p>