

**tcpa****Town and Country
Planning Association**17 Carlton House Terrace
London, SW1Y 5AS
www.tcpa.org.uk

ANNUAL GENERAL MEETING OF THE
TOWN & COUNTRY PLANNING ASSOCIATION
TO BE HELD AT 6PM ON WEDNESDAY 17 JULY 2024

APPOINTMENT OF AUDITORS

1. Context

As set out in section nine of the minutes of the 2023 AGM [item 3], the then Honorary Treasurer stated that the Association should look to go out to tender for audit services and that this process would be undertaken ahead of auditors being appointed at the 2024 AGM. This was not due to an issue with the current auditor Sayers Butterworth, but because they had been providing this service for some time and so it was considered prudent to go out to tender.

2. Process undertaken

At the January 2024 Board meeting, it was agreed that the process would be initiated and led by the Chair, Honorary Treasurer and the Chief Executive. An invitation to tender was published in early 2024 and following the deadline four proposals had been received. One of the proposals was from the Association's existing auditor. All of the proposals were assessed against the following four considerations:

- a. Proposed audit approach and how this would benefit the TCPA. This included considering how the auditor proposed to communicate with the Board of Trustees.
- b. Experience of working with the charity sector and membership organisations.
- c. The expertise in the company that is relevant to the TCPA, including in relation to the partner and manager that would work with the TCPA.
- d. Fee charging structure and what services and time were included within the audit fee.

Following consideration of the proposals, three companies were invited to meet with the Chair, Honorary Treasurer and the Chief Executive. These meetings were held virtually in early May 2024.

Following the meetings the panel recommended to the Board of Trustees at its May 2024 meeting that it ask the members at the AGM to appoint a new auditor. This recommendation was agreed.

3. Proposal for consideration at the AGM

The members are asked to agree:

- The appointment of Morris Crocker as auditors; and
- To authorise the Board to fix their remuneration.