

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

16 May 2019

I HEREBY SUMMON YOU to attend the **AUDIT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Godalming on WEDNESDAY, 22 MAY 2019 at 8.00pm, or at the conclusion of the preceding Policy & Management Committee, whichever is later.

Andy Jeffery
Town Clerk

Committee Members: Councillor Boyle
Councillor Crooks
Councillor Heagin
Councillor Steel
Councillor Welland

AGENDA

1. **ELECTION OF COMMITTEE CHAIR**

To receive nominations for the Chair of the Committee and to elect said Chair.

2. **ELECTION OF COMMITTEE VICE-CHAIR**

To receive nominations for the Vice-Chair of the Committee and to elect said Vice-Chair.

3. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 3 May 2018, a copy of which has been circulated previously and are available for viewing at <https://godalming-tc.gov.uk/wp-content/uploads/2019/04/1.-18-April-2019-Audit-Committee-Minutes.pdf>

4. **APOLOGIES FOR ABSENCE**

5. **DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

6. **WORK PROGRAMME**

Members to consider the Committee's Work Programme and to note progress on the items therein (copy attached for the information of Members).

7. **DATE OF NEXT MEETING**

The next meeting of the Audit Committee is scheduled to be held on Thursday, 4 July 2019 at 7.00 pm in the Council Chamber.

8. **ANNOUNCEMENTS**

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

AUDIT COMMITTEE WORK PROGRAMME

SUBJECT	NAME OF PERSON UNDERTAKING REVIEW	PREVIOUS COMPLETION DATE	ACTIONS BROUGHT FORWARD	STATUS	ACTIONS CARRIED FORWARD
Bank Reconciliation	Cllr Andrew Bolton/RFO	26 July 2018	Latest Bank recs reviewed at each Meeting of Audit Committee	Chair to review and sign at each meeting of the Audit Committee.	Ongoing
Internal Control – Meeting 1					
Income Controls	Cllr Andrew Bolton	26 July 2018	Conducted 26 July 2018 – no issues identified	Annual review to be completed by July 2019	
Payment Controls	Cllr Andrew Bolton	26 July 2018	Conducted 26 July 2018 – no issues identified	Annual review to be completed by July 2019	
Payroll Controls	Cllr Andrew Bolton	26 July 2018	Conducted 26 July 2018 – issue with Employee pension contributions identified. RFO reported actions taken to resolve.	Annual review to be completed by July 2019	
Petty Cash	Cllr Andrew Bolton	26 July 2018	Conducted 26 July 2018 – no issues identified	Annual review to be completed by July 2019	
Proper Book-keeping	Cllr Andrew Bolton	26 July 2018	Conducted 26 July 2018 – no issues identified	Annual review to be completed by July 2019	
VAT Controls	Cllr Andrew Bolton	26 July 2018	Conducted 26 July 2018 – no issues identified	Annual review to be completed by July 2019	

SUBJECT	NAME OF PERSON UNDERTAKING REVIEW	PREVIOUS COMPLETION DATE	ACTIONS BROUGHT FORWARD	STATUS	ACTIONS CARRIED FORWARD
Miscellaneous – Meeting 2					
External Auditor's Report	RFO	20 September 2018	Annual report received 20 September 2018. Onward Recommendation to Full Council on 10 January 2019	Annual report to be received around Oct 2019. Onward Recommendation to Full Council	
Asset Control	Cllr Nick Pinches/RFO	20 September 2018	Conducted 20 September 2018 - to be reviewed in 12 months	Annual review to be completed by October 2019	
Review of Ongoing Suppliers	RFO /Facilities Supervisor/TC	Ongoing	Recently reviewed: - HR Services reviewed 2016/17 -Legal Services Reviewed 2017 -Advertising contract reviewed 2017 - Internal auditors reviewed Oct 2017 - Insurance providers reviewed March 2018	Ongoing task.	
Financial Regulations	RFO	20 September 2018	Review of Financial Regulations completed at by this Committee 20 Sept 2018 and agreed by Full Council on 15 Nov 2018	Annual review to be completed by October 2019	
Procedures	Cllr Nick Pinches	Ongoing	Financial procedures as updated agreed by this Committee on 6 October 2016 Other key processes agreed by the Committee on 16 March 2017	List of procedures completed.	
Budgetary Controls	Cllr Richard Wainwright	24 January 2019	Conducted 24 January 2019 - to be reviewed in 12 months	Annual review to be completed by January 2020	

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Risk Management – Meeting 3					
Risk Assessment - Business Continuity	Cllr Paul Follows/RFO	24 January 2019	Needs a risk assessment performed and Scheme of Delegation incorporated	Outstanding	To complete a risk assessment and incorporate Scheme of Delegation - bring to next meeting on 18 April 2019 Deferred until next meeting on 18 July 2019
Risk Assessment - Environmental	Cllr Paul Follows/RFO	24 January 2019	An Environment Sustainability Policy needs to be developed	Outstanding	An Environment Sustainability Policy needs to be developed - bring to next meeting on 18 April 2019 Deferred until next meeting on 18 July 2019
Risk Assessment - Legal	Cllr Julie Noyce/RFO	24 January 2019	To be reviewed annually	Annual review to be completed by January 2020	
Risk Assessment – Physical & Information Security	Cllr Paul Follows/RFO	18 April 2019	Cllr Follows & Wainwright to provide RFO with information required from IT providers	Annual review to be completed by January 2020	
Risk Assessment - Reputation	Cllr Julie Noyce/RFO	24 January 2019	To be reviewed annually	Annual review to be completed by January 2020	
Risk Assessment - Health & Safety	Cllr Paul Follows/RFO	24 January 2019	To be reviewed annually	Annual review to be completed by January 2020	RFO to organise Workplace Assessments for full time staff
Risk Assessment - Financial	Cllr Richard Wainwright /RFO	24 January 2019	To be reviewed annually	Annual review to be completed by January 2020	
Insurance	Town Clerk/RFO	Market test of insurers completed and reported to P&M on 22 March 2018	To be reviewed annually	On going	

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Year End – Meeting 4					
Internal Auditor's Reports	RFO	18 April 2019	Interim audit report received and responses given. To be onward recommended to next Full Council meeting	Annual review to be completed as part of Annual Governance and Accountability Return process	
Management of Debt (particularly Bad Debt)	RFO	18 April 2019	To be reviewed annually	Annual review completed by March 2020	
Review of Effectiveness of Internal Control	Cllr Andrew Bolton /RFO	18 April 2019	To be reviewed annually	Annual review to be completed as part of Annual Governance and Accountability Return process	
Annual Governance Statement	Cllr Andrew Bolton /RFO	18 April 2019	To be reviewed annually	Annual review to be completed as part of Annual Governance and Accountability Return process	
Annual Accounting Statements	Cllr Andrew Bolton /RFO	18 April 2019	To be reviewed annually	Annual review to be completed as part of Annual Governance and Accountability Return process	

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Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.