

## GODALMING TOWN COUNCIL

Tel: 01483 523575  
E-Mail: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)  
Website: [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk)

107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

1 July 2022

I HEREBY SUMMON YOU to attend the **AUDIT COMMITTEE** Meeting to be held in the The Pepperpot, High Street, Godalming on THURSDAY, 7 JULY 2022 at 7.15pm or at the conclusion of the preceding Staffing Committee, whichever is later.

Andy Jeffery  
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)

**Where possible proceedings will be live streamed via the Town Council's Facebook page.** If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Committee Members: Councillor Boyle  
Councillor Crooks – Vice-Chair  
Councillor Heagin – Chair  
Councillor Stubbs  
Councillor Welland

### AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 26 May 2022, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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.

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5.

5. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

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. BANK RECONCILIATION

The Responsible Finance Officer to table the current Bank Reconciliation for the information of Members.

Members to agree that the Chair should sign the tabled bank reconciliation.

8. REVIEW OF RISK ASSESSMENT – HEALTH & SAFETY

Members to consider the report from Councillor Stubbs on the controls within the risk assessment on Health & Safety (attached for the information of Members).

9. REVIEW OF RISK ASSESSMENT – LEGAL

Members to consider the report from Councillor Boyle on the controls within the risk assessment on Legal (attached for the information of Members).

10. REVIEW OF RISK ASSESSMENT – ENVIRONMENT

Members to consider the report from Councillor Crooks on the controls within the risk assessment on Environment (report to be tabled at the meeting).

11. INCOME CONTROLS

Members to receive the report on the review of income controls (report to be tabled at the meeting).

12. PAYMENT CONTROLS

Members to receive the report on the review of payment controls (report to be tabled at the meeting).

13. PAYROLL CONTROLS

Members to receive the report on the review of payroll controls (report to be tabled at the meeting).

14. PROPER BOOKKEEPING

Members to receive the report on the review of proper bookkeeping (report to be tabled at the meeting).

15. VAT CONTROLS

Members to receive the report on the review of VAT controls (report to be tabled at the meeting).

16. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in the The Pepperpot on Thursday, 15 September 2022 at 7.15pm or at the conclusion of the preceding Staffing Committee, whichever is later.

17. 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 Heagin/RFO	25 April 2022	Latest Bank recs reviewed at each meeting of Audit Committee	Chair to review and sign at each meeting of the Audit Committee	Ongoing
Health & Safety	Cllr Heagin/RFO		Task & Finish Group to review H&S governance and documentation	Review to be completed by July 2022	
<b>Internal Control – Meeting 1</b>					
Income Controls	Cllr Heagin	1 July 2021	Conducted 1 July 2021 – no issues identified	Annual review to be completed by July 2022	
Payment Controls	Cllr Heagin	1 July 2021	Conducted 1 July 2021 – no issues identified	Annual review to be completed by July 2022	
Payroll Controls	Cllr Heagin	1 July 2021	Conducted 1 July 2021 – no issues identified	Annual review to be completed by July 2022	
Proper Book-keeping	Cllr Heagin	1 July 2021	Conducted 1 July 2021 – no issues identified	Annual review to be completed by July 2022	
VAT Controls	Cllr Heagin	1 July 2021	Conducted 1 July 2021 – no issues identified	Annual review to be completed by July 2022	

SUBJECT	NAME OF PERSON UNDERTAKING REVIEW	PREVIOUS COMPLETION DATE	ACTIONS BROUGHT FORWARD	STATUS	ACTIONS CARRIED FORWARD
Miscellaneous – Meeting 2					
External Auditor's Report	RFO	16 September 2021	Annual report received 16 September 2021. Onward recommendation to Full Council on 23 September 2021	Annual review to be completed by September 2022	
Asset Control	Cllr Boyle/RFO	16 September 2021	Onward recommendation to Full Council on 23 September 2021 of new Fixed Asset Disposal Policy	Annual review to be completed by September 2022	
Review of Suppliers	RFO /Facilities Supervisor /TC	Ongoing	To contact current Stationery Supplier to request review of prices.  To perform a competitive quote exercise for IT Services.	Ongoing task	To perform a competitive quote exercise for IT Services.
Financial Regulations	RFO	3 February 2022	Review of Financial Regulations completed by this Committee 16 September 2021. Onward recommendation to Full Council on 23 September 2021	Annual review to be completed by September 2022	
Procedures	Cllr Welland	Ongoing	Creating a Standard Operating Procedures File for each position	Ongoing task	
Budgetary Controls	Cllr Welland	16 September 2021	Conducted 16 September 2021 – to be reviewed in 12 months	Annual review to be completed by September 2022	

<b>SUBJECT</b>	<b>NAME OF PERSON UNDERTAKING REVIEW</b>	<b>PREVIOUS COMPLETION DATE</b>	<b>ACTIONS BROUGHT FORWARD</b>	<b>STATUS</b>	<b>ACTIONS CARRIED FORWARD</b>
----------------	--	---------------------------------	--------------------------------	---------------	--------------------------------

<b>Risk Management – Meeting 3</b>					
Risk Assessment – Business Continuity	Cllr Heagin /RFO	3 February 2022	To be reviewed at least every three years	Next review to be completed by 31 March 2025	
Risk Assessment – Environmental	Cllr Crooks/RFO	3 February 2022	To be reviewed at least every three years	On this agenda	Cllr Crooks to audit control measures and report back.
Risk Assessment – Legal	Cllr Boyle/RFO	3 February 2022	To be reviewed at least every three years	On this agenda	Cllr Boyle to audit control measures and report back.
Risk Assessment – Physical & Information Security	Cllr Welland/RFO	10 September 2020	To be reviewed at least every three years	Next review to be completed by 31 March 2023	
Risk Assessment – Reputation	Cllr Stubbs /RFO	6 February 2020	To be reviewed at least every three years	Next review to be completed by 31 March 2023	
Risk Assessment – Health & Safety	Cllr Stubbs /RFO	3 February 2022	To be reviewed at least every three years	On this agenda	Cllr Stubbs to audit control measures and report back.
Risk Assessment – Financial	Cllr Crooks /RFO	10 September 2020	To be reviewed at least every three years	Next review to be completed by 31 March 2023	
Insurance	Town Clerk/RFO/ Cllr Heagin	29 April 2021	To be reviewed in detail at each contract renewal	Next review to be completed by 31 March 2025	
Risk Assessment – Safeguarding	Cllr Boyle	21 January 2021	To be reviewed at least every three years	Next review to be completed by 31 March 2024	

SUBJECT	NAME OF PERSON UNDERTAKING REVIEW	PREVIOUS COMPLETION DATE	ACTIONS BROUGHT FORWARD	STATUS	ACTIONS CARRIED FORWARD
---------	-----------------------------------	--------------------------	-------------------------	--------	-------------------------

Year End – Meeting 4					
Internal Auditor's Reports	RFO	25 April 2022	Final audit report received and responses given. Onward recommendation to next Full Council meeting	Ongoing	
Management of Debt (particularly Bad Debt)	RFO	25 April 2022	To be reviewed annually	Next review to be completed by April 2023	
Review of Effectiveness of Internal Control	Cllr Heagin /RFO	25 April 2022	To be reviewed annually	Next review to be completed by April 2023	
Annual Governance Statement	Cllr Heagin /RFO	25 April 2022	To be reviewed annually	Next review to be completed by April 2023	
Annual Accounting Statements	Cllr Heagin /RFO	25 April 2022	To be reviewed annually	Next review to be completed by April 2023	
Review of Credit Control Procedures	RFO	21 January 2021	To be reviewed at least every three years	Next review to be completed by 31 January 2024	
Review of Council Banking Arrangements	Cllr Heagin /RFO	16 September 2021 – on the 13 January 2022 Full Council agenda	To be reviewed each Administration	Next review to be completed after May 2023	
Review of Treasury & Investment Policy		29 April 2021	To be reviewed at least every three years	Next review to be completed by April 2024	

## **Audit Committee – H&S Controls**

I had meetings with three People regarding the H&S Controls in place regarding **Facilities, Safeguarding, Community Events** and **Grounds Maintenance**. *Meeting with Darren - **Facilities Maintenance** to follow.*

### **Meeting 1 with Karen Warner – Facilities Supervisor – 17 June 2022**

#### **OVERVIEW**

Karen oversees the buildings - Godalming Town Council Offices, Museum, Pepperpot, Broadwater Youth Centre, Wilfrid Noyce, toilets in Crown Court and Farncombe and buildings at Eashing and Nightingale Cemeteries.

Each Building has its own folder with up-to-date files kept at the premises. Copies of current files and previous documents are kept as hard copy in The Office and electronically.

The layout of items is the same in all folders, be it hardcopy or electronic.

#### **FIRE ALARM SYSTEMS**

These are tested each week at each building and recorded on a Checklist, dated and signed.

When the system is serviced is also kept in the same folder

Drills will be carried out three times a year with feedback from staff used to amend any evacuation procedures.

Fire wardens are appointed at each building and YS staff will be trained for BWYC.

Viewed – April and May 2022 Monthly Fire Safety Check which was signed and latest month will be kept at BWYC.

#### **ELECTRICAL SYSTEMS**

Each building will have a 5 yearly test carried out by a local firm. Any work that needs doing will also be by a local tradesman.

Viewed. The Bandstand had its 5 year test in 2019, but access was needed to Bowls club as the cables originate from there.

PAT testing is now carried out by Darren who is fully-trained and this has saved GTC a considerable sum.

#### **BOILER**

Apart from the main buildings GTC as landlord is responsible for the boilers at The Lodges at the Cemeteries.

They are serviced yearly.

Viewed.. Nightingale Cemetery was carried out 30/10/21

#### **RISK ASSESSMENTS**

RAs for each building are kept in each folder. KW will go through the RA which relates to Hirers.

A new one is being carried out at BWP as its now the YC.

There is a separate RA for the Crinkle Crankle wall which is reviewed every six months.

## FIRE RISK ASSESSMENTS

These are carried out every 5 years at each building by Pyrotech who also maintain the fire extinguishers etc.

The one for the Offices is still to be carried out.

**Viewed. BWP 30 July 2020.**

The Fire Alarm Inspection for Offices and Museum is due in two years' time.

The testing of the call points etc. carried out weekly is recorded as below.

Date	Tested	Call Point	Faults	Work Required	WORK OR MATERIALS BEING PROVIDED	Work completed
	Tested callpoint	7	(Museum)		No issues ✓	K. Warner
14.2.22	Tested	6	Service of all call points			K. Warner
21.2.22	Tested	6	Museum	None		K. Warner
27.2.22	Tested	1	GTC	None		K. Warner
4.3.22		2	GTC	None		K. Warner
11.3.22	Tested	3	GTC	-		K. Warner
16.3.22	Tested	4	GTC	-		K. Warner
26.3.22	Tested	1	GTC	-	checked as faults etc	K. Warner
31.3.22	Tested	2	GTC	-	No issues	K. Warner
7.4.22	Tested	3	GTC	-	No issues	K. Warner
14.4.22	Tested	4	Museum	-	No issues	K. Warner
19.4.22	Tested	1	GTC	-	No issues	K. Warner
27.4.22	Tested	2	GTC	-	No issues. alarm checked	K. Warner
4.5.22	Tested	3	GTC	-	No issues	K. Warner
11.5.22	Tested	4	Museum callpoint	-	Alarm set off accidentally by member of public	K. Warner
23.5.22	Tested	5	Museum	-	Shutter + Beacon all checked	K. Warner
30.5.22	Tested	6	Museum	-	No issues	K. Warner
9.6.22	Tested	1	GTC	-	Beacon's Museum checked	K. Warner

Handwritten note at bottom: "Absolute - work" and "checked K. Warner"

At Nightingale Cemetery, Skillway rent the building, but GTC still carries out yearly inspections and 5 yearly fixed wiring checks.

## HEALTH

Workplace assessments are carried out. Fans had been provided due to the HOT weather.

VDU assessments had been carried out and ergonomic chairs provide for those who need them.

## ASBESTOS

Asbestos Reports and Management Plans are in place and any contractor about to carry out work needs to work through the GTC checklist.

The Skillway building has still to have a full Asbestos Survey carried out.

## TRAINING

This is discussed at yearly appraisal meetings and any new training is then procured via a training budget. Maintenance Staff have had training since coming on board.

## FIRST AID

KW ensures these are in place at all buildings including Cemetery buildings.



All staff who need PPE have their own and KW has a schedule of items with dates when they need to be replaced.

Defibs – these require monthly checks of pads and batteries, both of which are expensive as are the boxes.

Suggestion/query - Perhaps promote the location of all Defibs In Godalming, not just GTC ones?

**SECURITY**

Keys pockets in each building for keys with identified fobs.

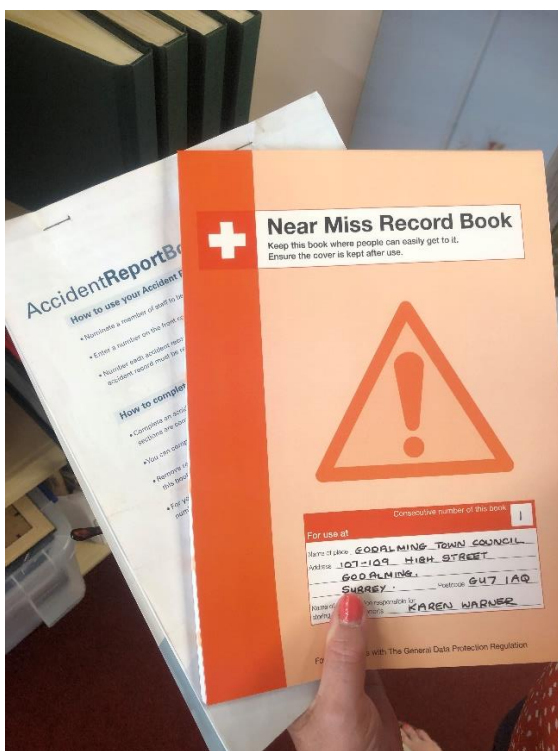
Arrangement made with Museum over keys.

Hirers - KW meets them and provides key and alarm fob including instructions.

CCTV – at Eashing, Wilfrid Noyce, Broadwater and Pepperpot. Require twice yearly servicing.

**ACCIDENTS and near misses.**

These are recorded generally and kept in The Office as below.



H+S Recorded No	SUBJECT	ACTION TAKEN	Report By	STATUS
HS1	Main office internal door all office entrance not closing. No. 1000. Needs additional work.	Request made to Maintenance team	LP	
HS2	Cable cover required safe location of IT cables.	KW organising safe location + cover	LP	KW
HS3	Right hand fire door into large hall. 1000. - door hanging off hinges.	KW request removal of door to be made safe.		KW
HS4	socket broken rest room Eashing cemetery.	Requested electrician to replace asap.		KW, KW
HS5	cosh cupboard required grounds maintenance. cosh register also required for each work area.	KW investigating size required + order asap.		KW
HS6	Incident investigation Eashing cemetery.	KW - recommendations re safety. + items to be added to workshop. Risk Assessment.		KW, KW
HS7	ladder placed at entrance of Pepperpot blocking fire escape.	KW requested ladder to be removed + taken up to workshop. Jason has taken care of this immediately.		KW, KW

**MEETING NO 2 with Suzie Gortler - Safeguarding and Community Events**

**Safeguarding**

Suzie has level 3 Training for Children and Young Adults.

She reports any issue or incidents to Rita every quarter.

She also does the DBS checks of staff. The Certificates are then put into a sealed envelope and stored in the office safe.

Her role re the public is more of a Sign Posting role.

Safeguarding notices are in all buildings.

Item from the Website is Appendix 1

**Community Events**

Staycation.. each organisation has to provide their own Risk Assessments which Suzie then checks.

The main events that GTC run are Spring Festival, Christmas switch on and Green Gala.

The events have to follow WBC procedure and GTC also need to obtain Street trading licences for the Spring and Christmas events in the High Street.

Also need to provide Safety Management Plan and Traffic Management Plan for the High Street to WBC for approval. (See Traffic Management Plan for Christmas Festival ).

The Spring Festival item for Stallholders is Appendix 2

The Management Plan for the upcoming Green Gala is attached Appendix 3

Each stallholder must hold Public Liability Insurance ..can be over 60 need checking by Suzie.

Friday market stallholders need PI and RA.

Same applies to the monthly markets. Any stall selling food will need a Level 3 Food license meaning they have been inspected.

Any event or stall selling alcohol will need to apply for a license from WBC who have the right to check on the day.

The other item requiring a license is the selling of knives, but policy is not to allow any, but none have been applied for in a long time.

There is a list of marshals used for each event who are briefed about site safety inspections, set up take down and clear away and control of the High Street barrier.

They work in pairs and have radios. Lost children are collected at The Pepperpot.

There is always someone from St John Ambulance in attendance.

## APPENDIX 1

### **Safeguarding**

Godalming Town Council has a designated Safeguarding Officer – Suzie Gortler

To contact: Telephone: 07765 693746

Email: [community@godalming-tc.gov.uk](mailto:community@godalming-tc.gov.uk)

Safeguarding Policy

Operation Makesafe

If you See Something, Say Something – dial 101 and quote ‘Makesafe’

Godalming Town Council supports Surrey Police’s campaign ‘Operation Makesafe’ to raise awareness of Child Sexual Exploitation (CSE) and encourages every person who has concerns to contact the police or children’s services. This is a Surrey-wide initiative and Godalming Town Council encourages all organisations who interact with the public to promote this initiative on their websites.

Below are links providing further advice and information:

[Operation Makesafe](#)

[Community Safety](#)

[Child Exploitation](#)

[Non-Urgent Crime Reporting](#)

APPENDIX 2

**SPRING FESTIVAL 2022 - STALLHOLDERS' INFORMATION PAGE**

APPLYING FOR A STALL

If you wish to apply for a stall at the Spring Festival please complete the form below. The Festival runs from 10.00am until 4.00pm (set up from 8.00am – clear down from 5.00pm).

- Please read the form with care and complete all sections clearly.
- Submitting a booking form for the market does not guarantee a place at the market. Booking forms to be received by 21 February 2022 and priority will be given to stallholders whose business is based closest to Godalming. You will be notified by e-mail on 28 February 2022 whether or not you have been allocated a pitch in the market.
- If your application is successful you will be sent an invoice for your pitch fee. Booking fees are non-refundable should a booking be cancelled after the Friday 7 March 2022.
- **Forms received after this date will NOT be considered.**

Please do not send a cheque or make a BACS payment until you are notified that your application has been successful; you will be invoiced for the fee.

THE FOLLOWING DOCUMENT MUST BE SENT IN TO BE ATTACHED TO YOUR APPLICATION: Copy of your current Public Liability Insurance that is valid for the day of the festival. PLEASE SUBMIT VIA EMAIL: [community@godalming-tc.gov.uk](mailto:community@godalming-tc.gov.uk)

Festival \*

APPLICANT

Applicant \*

Contact Name \*

Email Address \*

Correspondence Address

Contact Name for Market \*

Contact Phone Numbers

## Description of Products

Please provide an accurate description of products required to help minimise potential overlap of products. Stalls will be allocated based on best fit of products. Application does not guarantee acceptance into the market



## HIRING REQUIREMENTS

I wish to hire (tick where applicable)

- Pitch in High Street/Crown Court  Pitch in Church Street/Upper High Street  Standard Pitch  
 Catering Concession

Standard Pitch in High Street/Crown Court - £90.00

Catering Concessions Pitch in High Street/Crown Court - £110.00

Standard Pitch in Church Street/Upper High Street - £45.00

Catering Concessions Pitch in Church Street/Upper High Street - £110.00

(Pitches are 3m x 3m with no cover). Catering pitches ie. selling hot food are limited in number.

No. of Pitches Required \*

Gazebos/mini marquees used by stallholders must be fit for purpose and suitably weighted against wind. Sides may be allowed according to location. Full back panels that obstruct the view of retail shops located behind a stall are not permitted.

Are you selling any products requiring an alcohol licence?  Yes  No

If yes, it is your responsibility to apply for a Temporary Event Licence for your stall - see Terms & Conditions.

Food Produce Sellers/Caterers: (A Food Hygiene Rating of 3 or above is required to attend any of GTC's Festivals). (If you do not wish to sell food please enter N/A in the fields pertaining to Food Hygiene.)

Name of your Local Environmental Health Department: \*

Last Food Hygiene Inspection \* (If you do not wish to sell food please enter today's date.)

Food Hygiene Rating Awarded at Last Inspection \*

Should you have any questions on any section of this form or have a query not covered here please do not hesitate to contact Suzie Gortler on 01483 523075 or Email: [community@godalming-tc.gov.uk](mailto:community@godalming-tc.gov.uk)

Prior to submitting your application you must read the Terms & Conditions (see below) and indicate that you accept them.

I confirm I have read and understood the Terms and Conditions \*  Yes

Bottom of Form

### APPENDIX 3

#### **Event Name: Godalming Green Gala**

Date: 13 August 2022

Time: 08.00 – 17.30pm (including set-up and clear-down)

Location: The Bury's Field, Godalming, GU7 1HR

#### Management Plan

Event Description: The Godalming Green Gala is organised by Godalming Town Council in partnership with Waverley Borough Council and is the closing event of Godalming Town Council's week of locally based activities and events aimed at providing the residents of Godalming with a holidaying experience without having to travel far afield to enjoy it.

The Godalming Green Gala is a small-scale event located within the area of the Bury's Field, Godalming and is an event about sustainable living aimed at local residents. The Green Gala aims to help residents understand how they can make small changes in their lifestyles to help reduce carbon emissions. The event aims to provide family activity on the Bury's Field and will involve 'village fete' type stalls and food concessions stalls selling vegan/veggie (no meat products) including vegan/veggie ice-creams. There will also be stalls selling a range of sustainable/ethical products and a vintage horse box selling afternoon tea things. The Music Works Stage will be on site and there will be talks and musical entertainment. The event will operate between 11-4pm

Health & Safety Statement: Godalming Town Council believes in providing a high quality service to its employees, visitors, contractors and users of its premises. Health and safety is an integral part of the Council's activity. It is the policy of this Council to encourage all employees to be, not only aware of their legal responsibilities, but to be actively involved in developing a positive and progressive safety culture so that no one is exposed to risks to their health or safety as a result of the way the Council conducts its business.

In order to achieve the objectives of this policy the Council will comply with all of its legal duties by ensuring that: -

- Each employee is given such comprehensible relevant and appropriate information, instruction, and training as is necessary to enable the safe and healthy performance of work activities.
- The Town Clerk and Communications Manager assess risks and introduce preventative and protective measures, so far as is reasonably practicable, or devise systems of work where significant risks to health and safety are identified. These preventative and protective measures or safe systems of work will be implemented and supervised to ensure any risks are reduced to an acceptable minimum.
- The working environment is maintained in a condition that it is safe, free from risks to health and that adequate facilities for employees' welfare at work are made.
- Adequate facilities and arrangements are maintained to enable staff to raise issues of health and safety.

- Procedures are devised that will ensure that all machinery and equipment purchased is suitable for its intended purpose and that any hazardous substances used or produced as a result of Council work are assessed and adequately controlled.
- Procedures are devised that ensure the affective planning, organisation, control, monitoring and review of health and safety in relation to Council buildings and activities is undertaken to include associated preventative and protective measures

Every member of staff has a legal duty to co-operate with the Council to assist in complying with all its statutory duties. The successful implementation of this policy requires total commitment from everyone in the Council from Members to staff at all levels. Each individual also has a legal obligation to take reasonable care for their health and safety and for the health and safety of people who may be affected by their acts or omissions.

Full details of the organisation and arrangements for health and safety are set out in other documents. The Town Clerk will regularly monitor this policy to ensure that the objectives are achieved. It will be reviewed regularly and, if necessary, revised in the light of legislative or organisational changes.

**Roles & Responsibilities:**

**Event Promoters and Insurers - Godalming Town Council**

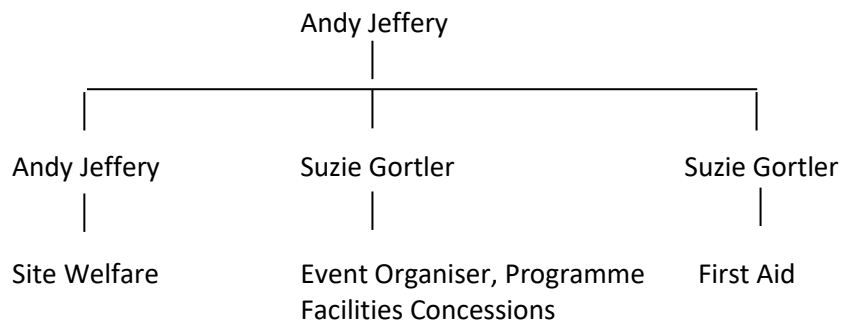
The Godalming Green Gala is an event organised on behalf of Godalming Town Council who are responsible for ensuring the implementation of the Event Management Plan, providing Public Liability Insurance and underwriting the re-instatement of any damage to the fabric of the Aarons Hill Recreation Ground

Event Director – Godalming Town Clerk: Responsible to Godalming Town Council for the proper and safe organisation of the event and the implementation of the Event Management Plan.

Event Organiser & Concessions, Marketing and Public Relations Co-ordinator – Godalming Town Council Community & Communications Officer Suzie Gortler. Procurement of stalls, entertainments, Marshals, marketing and public relations.

**Key people on the day**

Andy Jeffery GTC	Event Director	07952 248254
Suzie Gortler GTC	Event Organiser including Performance, Concessions, Marketing and Public Relations Co-ordinator/Qualified First Aider	07765 693746



Venue: The Bury's Field is a public amenity owned and managed by Waverley Borough Council consisting of a large open field with a Skateboard Park located within. For descriptive purposes it is located in an area next to Crown Court Car Park. The vehicular entrance is located off the road leading past Waverley's office at the Bury's and onto the field. A pedestrian entrance is accessed from Crown Court Car Park. The Green Gala is planned as a non-ticketed event, although attendance numbers are unknown it is anticipated that the audience numbers will fluctuate between 150 – 250 on-site at any one time.

The event will be adequately marshalled throughout; the nature of the park is such that there should be no issues regarding crowd convergence or dispersal pinch-points. The nature of the event is such that visitors will be spread out around the grassed areas of the park. The concession will include 38+ mini marquees erected by attendees who have been advised about correctly weighing down and tying their marquees to minimise risks associated with wind gusts. There will be a 'talk-tent' for presentations by local groups. MusicWorks will be bringing their stage on the back of their trailer.

Adequate water provision, sanitary and waste disposal facilities are available at the Wilfrid Noyce Centre and in the public toilets adjacent to the event.

Fire-Safety: Fire-safety during the event is based on preventative measures;. The event will cease before dusk therefore the use of candles or lanterns is not anticipated, the facilities team will ensure that waste (rubbish) is managed to prevent a build up outside of the waste recycling bins. Waste recycling bins are to be serviced at regular intervals throughout the period of the event.

Concessions/food stalls are to be positioned in such a manner that any gas bottles are located behind the concession stands to minimise the likelihood of members of the public being in proximity of them. Concessions / food stalls engaging in gas or solid fuel cooking will be required to provide a fire-blanket and fire extinguisher.

In the event of an incident requiring the attendance of the Fire and Rescue Service or the Ambulance Service, the first aid team will be responsible for making the emergency call.

Power Supplies: The public address system is a self-contained battery operated system, a portable generator will be on site. Portable firefighting appliances are to be available at these points.

Stewarding: Stewards are to wear Hi-Viz vests in order to be easily identified.

Each marshal will receive a briefing outlining important points and the mobile telephone contact numbers of key personnel.

The principal role of the marshal is to provide a visual presence for information, assurance, and management of people movement i.e. safe site evacuation. Marshals will receive a written brief in advance and will also receive a verbal briefing to update them on any specific issues, additionally they will be provided with an information card detailing the location of safety equipment, first aid positions, free water points and the mobile telephone numbers of key personnel.

Crowd Management: Open-air summer events carry the risk that some elements attending, or in the case of an event in a public park just passing through the area, will misbehave. However, it should be acknowledged that the vast majority of those who plan to attend or are passing through the park would not intend to misbehave, but nonetheless the potential for misbehaviour increases with fine weather and an increased consumption of alcohol. The marshals will also take a proactive approach to any suspicion of underage consumption of alcohol acquired off site and if necessary contact the local neighbourhood police team.

Transport Management: Vehicular access onto the site will be strictly limited to concession / food stallholders, any First Aid vehicle and those requiring access to manage the performance area. Vehicular

access to and from the park will be the road from the Bury's entrance and will be controlled by the access point marshal. Vehicles are to travel slowly and with care, using hazard lights when moving on site during set-up and clear-down

With the exception of emergency vehicles, it is not envisaged that there should be any necessity for any vehicles to enter or leave the site between 12.00 and 17.00. However, if a need does arise the Head Marshal is to authorise the movement and the vehicle is to be escorted by two marshals walking ahead of the vehicle to ensure a clear and safe route is achieved.

Food, Drink and Water: Potable water will be available free of charge.

Waverley Borough Council Environmental Health Officers (EHOs) will be contacted for advice and guidance on food safety and safety issues, however, as a minimum food stall holders and beer tent operatives will be required to demonstrate on demand:

- The competency and proper training of all food handlers
- The competency and proper training of persons selling or supplying alcohol (see crowd management above)
- The provision of appropriate fire extinguishers
- That the storing and disposing of food waste (solid and liquid) is conducted to a proper standard and that all food waste will be removed from site on completion of the event
- The maintenance of high standards of the personal hygiene of food handlers and the provision of hand sanitizers
- The proper storing, handling and preparation of food;
- The insurance certification including public, product and employers liabilities

Sanitary Facilities: Public toilets (WC) located adjacent to the field in Crown Court

Waste Management: It is anticipated that the food concessions and the audience will generate large quantities of waste materials. This waste needs to be managed carefully to minimise the risks associated with its accumulation, collection and final disposal. Litter bins will be provided and serviced throughout the day with all waste being removed from site to an approved waste disposal facility.

Litter picking will continue throughout the day by the facilities team and the marshals, the facilities team and the event organisers on completion of the clear-up phase will conduct a litter pick.

Noise Levels: Noise level guidance has been taken from the Noise Council's Code of Practice (NCCoP) on Environmental Noise Control at Concerts and although more than 12 concerts per year are held at the bandstand, in the absence of guidance for outdoor venues holding more than 12 events per year, the guidance contained in Table 1 of the NCCoP has been used. During Godalming green Gala amplification will be used, however it is the intention of the organisers to ensure that the Music Noise Level (MNL) should not exceed the background noise level (BNL) by more than 15db(A).

Medical, First Aid and Ambulance Management: Basic first aid cover will be available on site. If an ambulance is required then the first-aider is not to delay calling the ambulance but it is important they inform the Event Director as soon as possible so that the entrance route can be cleared.

Children: This event is aimed at family groups and it is expected that carers would accompany any younger children. Procedures for lost children will be contained within the marshal's brief and signage will indicate the lost child collection point at the activity tent. Marshals will be briefed; if you find a lost child please in accompaniment with another person (do not accompany child on own) walk the child to the Godalming Town Council Information Tent who will inform the Event Director. A marshal is to remain with the child. If a child is lost Marshals are to operate in pairs and ask the names of any child that they



see in their vicinity and if they find the lost child they are to take the child to the Activity area who will inform the Event Director. Parents will be directed to activity area.

Consultation with Neighbours: Staycation week as well as the Godalming Green Gala has been advertised locally with the programme of events being distributed to every household in the Godalming Town area. The Programme advertises Godalming Town Council's website which has contact details; postal address, e-mail address and telephone numbers for residents to contact the Town Council.

**Risk Assessment Table:**

<b>Risk Identified</b>	<b>High/Medium/Low Risk &amp; Comment</b>	<b>Action to be taken</b>
<p><b>Accidents &amp; Injuries:</b></p> <p>Accident or Injury to one of the team during set-up or clear-down</p> <p>Accident or Injury to one of the team or a Member of the Public</p>	<p>Low risk – set-up &amp; clear down procedures to minimise risk of injury</p> <p>Low risk</p>	<p>Qualified First Aider on Site during set-up and clear-down and whilst the event is open to the public</p>
<p><b>Misbehaviour:</b></p> <p>Open-air summer event carries the risk that some elements of those attending – or passing through the area - will misbehave. Admission to the event cannot be controlled because it takes place in a public area</p>	<p>Low/Medium –risk increased with fine weather and increasing as the day proceeds with increased alcohol consumption</p>	<p>Marshals to be on site at all times that the event is open – equipped with mobile 'phones to call the Police if necessary</p>
<p><b>Mini Pop-up Marquees and Gazebos:</b></p> <p>Risk of injury to those erecting the Marquees</p> <p>Trip hazard caused by guy-ropes</p> <p>Fire</p> <p>Wind gusts</p>	<p>Low risk - Marquees will be erected by or under the supervision of experienced personnel</p> <p>Low risk if ropes correctly sited and marked</p> <p>Low risk if no naked flame in or near the Marquees</p> <p>Low risk if gazebos are correctly erected and weighted</p>	<p>No action</p> <p>Marquees to be sited to minimise the risk of individuals walking anywhere near the ropes. Ropes to be marked with high-vis tape</p> <p>No naked flame to be permitted in or near the Marquees. All electrical work to be properly supervised by a qualified electrician</p> <p>Anchor weights to be used on all gazebos</p>
<p><b>Food Stalls:</b></p> <p>Injury to a Member of the public because of contact with a hot surface</p> <p>Accident or Injury caused by broken glass</p> <p>Ill health caused by poor food hygiene</p>	<p>Low risk –if food stalls correctly positioned and set-up</p> <p>Low risk – minimal use of glass</p> <p>Low risk providing food hygiene regulations are followed</p>	<p>Position food stalls so as to eliminate opportunity for public contact with hot surface</p> <p>Use disposable plastic glasses &amp; jugs. Keep empty glass bottles safely and out of public areas</p> <p>Follow specific advice from WBC Environmental Health Team</p>

<p><b>Site Clear Down</b></p> <p>Accident, Injury or assault to member of clear up team</p> <p>Site not adequately cleared because of darkness</p>	<p>Low risk but exacerbated if the clear-down is delayed until it becomes dark</p> <p>Low risk as long as adequate lighting provided</p>	<p>Provide PPE (gloves &amp; litter pickers) and strong torches and work in pairs</p> <p>Provide strong torches and use vehicle headlights. Make arrangement for site inspection first thing on morning of 7 August</p>
<p><b>Child Protection Issues</b></p> <p>Lost children</p>	<p>Generally expect younger children at this event to be accompanied by carers</p> <p>Low/Medium risk</p>	<p>Procedure for dealing with lost children to be followed</p>
<p><b>Vehicle Movements on site</b></p> <p>Collision between vehicles or between vehicle &amp; pedestrian on site</p>	<p>Low risk if vehicle movements minimised and properly supervised</p>	<p>No vehicles to enter the site between 12.00 &amp; 17.00. Vehicles needing to leave the site between these times to do so escorted by two marshals.</p> <p>All vehicles to travel slowly and with care</p> <p>Use Marshalls to assist vehicles leaving the site</p>
<p><b>Electrical Installation</b></p> <p>Failure of electricity supply renders PA &amp; lighting inoperative</p> <p>Electricity supply inadequate for requirements</p> <p>Additional leads are a trip hazard</p>	<p>Low risk – no previous failure of electricity supply during similar events.</p> <p>Low risk – minimal electricity requirements</p> <p>High risk if leads left unprotected</p>	<p>Leads protected and if necessary taken overhead</p>
<p><b>Dobby Horse Carousel</b></p> <p>Dobby Horse Carousel is very heavy to lift and manoeuvre</p> <p>Adults or older children jumping on or riding the Carousel</p> <p>Children jumping off or falling off the Dobby Horse Carousel</p> <p>People going on the Carousel after the event has finished and it is not longer being supervised</p>	<p>Those who are transporting the carousel putting it up, or taking it down could injure their backs</p> <p>Adults and older children could jump off the carousel whilst its moving Children could be seriously injured</p> <p>People could disregard the guidelines for safe use of the Carousel, and injure themselves or others. If they were injured, there may not be anyone nearby to help them.</p>	<p>The Carousel is to be installed, operated and removed by a professional supplier.</p> <p>The height restriction of and age restriction appropriate to the size of the inflatable, will be strictly enforced by those running the game</p> <p>At least one adult supervisor will be on the Carousel at all times, and will ask children to stay sitting.</p> <p>The carousel will be supervised all the time that it is inflated, and will be taken down as soon as possible after the event has finished.</p>

Assessment carried out by:

A. Jeffery  
Town Clerk  
Godalming Town Council

Date: - 10/06/2022 Signed

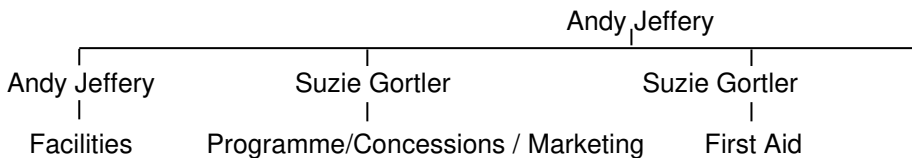
A Jeffery

Godalming Green Gala  
Saturday 13 August 2022 - Marshal's Briefing

Thank you for volunteering your time today to help with the Marshalling of the Godalming Green Gala The event is open to the public from 11.00am – 4.00pm, however, vehicular access to the Park will be controlled from 08:00.

**Key Mobile phone numbers on the day**

<b>Andy Jeffery GTC</b>	Event Director	07952 248254
<b>Suzie Gortler</b>	Event Organiser	07765 693746
Suzie Gortler	First Aid	07765 693746



**MARSHAL'S BASE:** The Marshals will have a base located adjacent to the activity area Marshals are requested to report to the HQ to collect a Hi-Viz jacket. Andy Jeffery will brief you on arrival. It is important that Marshals wear their Hi-viz jackets or event tee shirts at all times in order that members of the public can easily identify them for advice or assistance. Please do remember that you are the public face of Godalming during this event and we would all wish to give a positive impression of our town. Your role is to provide information to the event goers and to be the eyes and ears for the event. **If you see something you are concerned about you are to contact Andy Jeffery, or Suzie Gortler.**

Please remember to RETURN YOUR EQUIPMENT at the end of your shift and that it would be much appreciated if you are on shift at 16:00 that you assist with the clearing up at the end of the event.

**EMERGENCIES**

In order to avoid unnecessary alarm or panic amongst the event goers, codes will be used to alert marshals of the different type of incident. These codes will be given if appropriate over the PA system. Additional information will be given as soon as it is available. Marshals are advised that this needs to be a two way information flow and that if they are aware of an incident they are to report it to event Andy Jeffery

**EMERGENCY CODES FOR COMMUNICATION**

These must only be used for the appropriate emergency and will be dealt with:

**SECURITY ALERT – MR BLACK TO THE ENTERTAINMENT AREA**

If this code is announced Marshals are to ensure that the public are directed away from the point of incident and dispersed as quickly as possible.

**LOST or MISSING CHILD - MR WHITE TO THE ENTERTAINMENT AREA**

If you find a lost child, in accompaniment with another person (do not accompany child on own) walk the child to the First Aid post who will inform event HQ, 1 marshal to remain with child and first aider. If a child is lost Marshals are to operate in pairs and ask the names of any child that they see in their vicinity and if they find the lost child they are to take the child to the First Aid who will inform THE Event Director, 1 Marshal to remain with First aider and the child. Parents will be directed to First Aid post.

**FIRST AID:** First aiders will be located by the Tea Tent in the event of a casualty if the casualty is able to walk the Marshal should escort them to the First Aid Post. However if the casualty is such that they are unable to be moved the Marshal is to stay with the casualty and ask some to get the first aiders or call Andy Jeffery or Suzie Gortler who will ensure that the first aider is informed.

**LOST PROPERTY** should be taken to the Godalming Town Council Tent

## Site Safety Inspection

The site safety inspection is to be completed prior to the public opening of the event.

Are the following items/facilities as stated in the management plan in place or have the following actions been taken?

Water Point	Yes / No
Toilet Facilities	Yes / No
Refuse Bins	Yes / No
First Aid post	Yes / No
Fire equipment points	Yes / No
Sound Level Check Complete	Yes / No
Gazebos weighted/secured against wind gusts	Yes / No
Signage in place	Yes / No
Radios tested working	Yes / No n/a
Marshals briefed and deployed	Yes / No
Marshals over 18	Yes / No
Concessions checked to ensure no glass bottles/or glass containers are Supplied to customers	Yes / No
Traffic cone positioned to mark access areas to park	Yes / No
Weather conditions adequate for event to take place	Yes / No

**I have inspected the venue site marked in red on the attached map and satisfied myself that the management plan criteria detailed above has been met.**

Signed.....Andy Jeffery – Event Director

**MEETING 3 – Jason Hunter – Grounds Maintenance 28 June 2022**

Jason and Holly make up the Grounds Maintenance of GTC/JBC properties, which include both cemeteries and external areas at Broadwater Park Youth Centre, the Allotments, the small area at Green Lane shops, The Pound in Brighton Road, high street flowers, Boarden Bridge and the triangular area near Godalming United Church abutting the river. ie Anything green outside or tree related.

The GM team have only been a place a short while.

**Risk Assessments** Hard copies are kept at Eashing Cemetery Office as well as online. ECO now has wifi making information gathering much more efficient.

Each piece of equipment has a Risk Assessment and Control Measures..as below.

**Generic Risk Assessment**  
 (Low Level Work Equipment)  
 Operation / Task: Cutting Vegetation With Nylon Line Or Metal Blade  
 Site / Location: Various Locations in Godalming  
 Assessment Completed by: Jason Hunter 08/01/2020 reviewed 18/01/2021, 17/12/2021

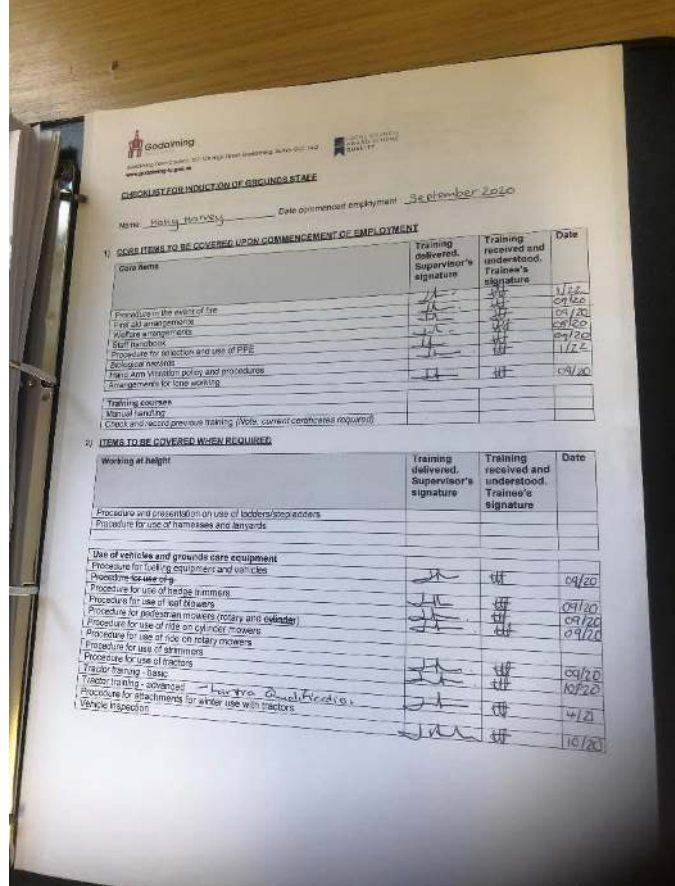
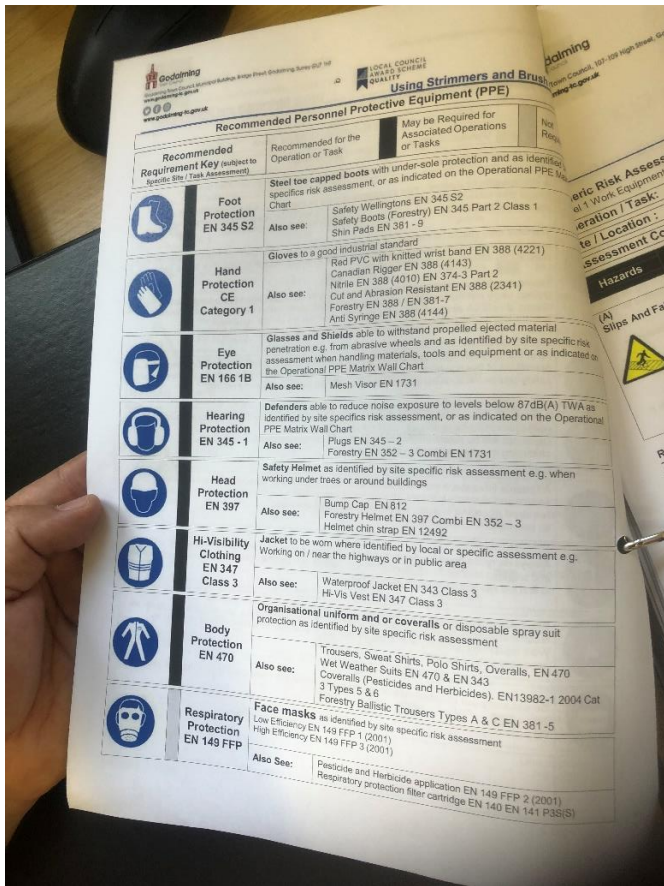
Hazards	Nature of Risk	Persons at Risk	Severity (Injury)	Likelihood	Risk Rating
(A) Contact With Rotating Cord / Blade	Contact with cord causing cuts, burns and bruising to body.	Staff	1 Negligible	1 Unlikely	Low (1-4)
		Public	2 Minor	2 Possible	Medium (5-9)
		Contractors	3 > 3 Day	3 Likely	High (10-14)
(B) Contact With Propelled Objects and Open Windows	Curl and blade, projecting objects and contact with open windows causing cuts, lacerations, puncture and bruising, muscle strain.	Staff	1 Negligible	1 Unlikely	Low (1-4)
		Public	2 Minor	2 Possible	Moderate (5-9)
		Contractors	3 > 3 Day	3 Likely	Substantial (10-14)
(C) Manual Handling	Strimming operations involving lifting, bending, twisting, leaning and carrying. Also, slinging, tripping, falling causing operator muscular / tendon skeletal damage.	Staff	1 Negligible	1 Unlikely	Low (1-4)
		Public	2 Minor	2 Possible	Moderate (5-9)
		Contractors	3 > 3 Day	3 Likely	Substantial (10-14)
(D) Excessive Exposure To Vibration	Equipment emissions causing hand arm vibration. If constant exposure, is likely to exceed Sim's per day limit. Management is required.	Staff	1 Negligible	1 Unlikely	Low (1-4)
		Public	2 Minor	2 Possible	Moderate (5-9)
		Contractors	3 > 3 Day	3 Likely	Substantial (10-14)

**Risk Assessment Control Measures**  
 Operation: Cutting Vegetation With Nylon Line Or Metal Blade  
 Location: Various Locations Throughout Godalming

below are examples of control measures that will help to reduce the hazards identified to a low level of risk

- A site specific or dynamic risk assessment must be carried out at the location of work and should take account of anything that could present a risk to the operation(s) or employee(s) e.g. stony ground, debris and other site hazards such as banks and public areas.
- The work area should be cleared of debris and checked for uncovered manholes or potholes and open windows before starting operations in order to reduce the risk of slips, trips & falls and coming into contact with stationary objects.
- Teams should have reasonable access to a means of communication ie working mobile phone. Do not carry out clearance of blockages or adjustments whilst the equipment is running. Teams should be aware of the noise and vibration values of their equipment. Monitoring and restriction of use due to excessive vibration will be required.
- All strimmer/brush cutter operators must be trained and skills tested in the technical and safety operations of the equipment by a competent trainer/assessor(s) together with a basic health and safety course. All such training must be recorded on employees training records.
- Awareness and a safe working distance between the operation and members of the public and colleagues must be maintained at all times. Distances will be determined by the type of work and ground conditions e.g. stony, strimming may be restricted to identified times.
- All guards fitted to the work equipment must be in good order, appropriate for the operation, secure and correctly adjusted. Work equipment must not be authorised for use without the required guarding in place. If battery casings are damaged - do not use and dispose of as per manufactures guidelines
- Always carry out good hygiene practices - washing hands after work and before eating, drinking and smoking in order to avoid infection e.g. Tetanus and Leptospirosis. Teams should have access to first aid kits and washing or wipe facilities.
- Preventative equipment maintenance in accordance with the manufacturer's recommendations must be carried out and recorded by operators e.g. greasing, topping up oils etc. Work equipment servicing and repair maintenance must only be carried out and recorded by appointed trained persons.
- Do not carry out maintenance or adjustments whilst the equipment is running or battery is connected.
- Do not carry out any maintenance or repairs if you have not been trained to do so.

The staff have their own PPE according to the work involved and Training record.



**Trees** – These are subject to a survey every two years by a Tree Surgeon and any work is either carried out in the next year or before the next survey as necessary. Any arisings are stored at Eashing Cemetery prior to shredding.

**Green Waste**. This is stored in a corner of Eashing Cemetery and when there is enough material, a Contractor comes and shreds the material before taking it to a Centre in Cranleigh, where it is turned into compost and then brought back to EC to be used as fertiliser.



Returned compost material .



shredded material/green waste awaiting shredding

**Water**. There is a water bowser that is stored in the compound and is filled from the River Wey on the land that GTC owns near GUC.

**Pigeons** have got into the chapel at Eashing Cemetery and have roost on the buildings causing damage. A contractor will soon come to put netting over the windows and gaps and clean the chapel.

# Audit Review of Risk Control Measures: Legal (June 2022)



This document records the review of Godalming Town Council's risk control measures in the area of Legal risks. The review was conducted by Gerry Boyle, Councillor for Binscombe and member of the Town Council's Audit Committee. Councillor Boyle was tasked with this review by the Audit Committee.

The review included a structured walk through of the Council's risk control measures by the Responsible Finance Officer, Rita Tong, with evidence being adduced to support the explanation of how the control measures are implemented. A further discussion was held with Suzi Gortler (the Community and Communications Officer) regarding the legal risks around events which the Council organises or with which it is associated, and further sample documentation was reviewed.

The detailed verification of the risk control measures is attached as Appendix 1. For ease of review and comparison to the Control Measures matrix, the findings are recorded as an additional column in the matrix ("Audit Findings 14/6/22") and some of the original columns have been deleted to improve ease of comparison.

In summary, I found substantial evidence that the risk control measures are closely adhered to, that the relevant staff are aware of risks and that sound processes and procedures are in place. One minor issue is that the Risk Control Measures state that GTC should "Provide for and set up arrangements for enacting penalties where those powers have been exceeded" in relation to "an individual councillor or officer purporting to act for the Councils acts illegally". These arrangements do not seem to be in place. Although the likelihood of a councillor or officer acting illegally while purporting to act for the Council is low, I will bring to the attention of the Audit Committee the need for arrangements for enacting penalties in the case of any such illegal acts.

I would like to thank Rita and Suzi, and the Town Clerk, for their assistance in this review.

Gerry Boyle  
Councillor for Binscombe  
Member of Godalming Town Council Audit Committee





# Audit Review of Risk Control Measures: Legal (June 2022)

<u>Hazards</u>	<u>Existing Precautions</u>	<u>Additional Controls</u>	<u>Task Frequency</u>	<u>Audit Findings</u> <u>14/6/22</u>
<p>legislation that impacts on the Council</p>	<p>Members and officers attend training and networking opportunities</p> <p>Subscribe (as an organisation or as individual employees) to relevant support organisations (NALC<sup>i</sup>, SSALC<sup>ii</sup>, &amp; SLCC<sup>iii</sup>)</p> <p>Purchase/subscribe to relevant publications (mainly journals of the above organisations) and purchase up-to-date texts as revised</p> <p>Evidence awareness of upcoming legislative changes to Audit, P&amp;M and Joint Burial Committees and report to the relevant committee when they occur.</p> <p>Maintain adequate insurance to cover risk of non-compliance</p>	<p>reporting relevant changes to legislation to the Audit Committee when they occur.</p> <p>Insurance is reviewed on an annual basis to ensure it covers risk of failure (last reviewed 29 April 2021).</p>	<p>Annual</p>	<p>See above</p> <p>Journals in office</p> <p>Example discussed of the spacing of graves issue and its discussion by the Joint Burial Committee and GTC</p> <p>See above</p>

# Audit Review of Risk Control Measures: Legal (June 2022)



<u>Hazards</u>	<u>Existing Precautions</u>	<u>Additional Controls</u>	<u>Task Frequency</u>	<u>Audit Findings</u> <u>14/6/22</u>
<p>That the Council is badly advised as to what the law is and therefore breaches the law</p>	<p>Employ competent Clerk and other officers</p> <p>Members and officers attend training and networking opportunities</p> <p>Subscribe (as an organisation or as individual employees) to relevant support organisations (NALC, SSALC, &amp; SLCC)</p> <p>Provide independent Member access to SSALC &amp; NALC advice by appointing a Member to SSALC and giving all Members full access to the SSALC website</p> <p>Purchase/subscribe to relevant publications (mainly journals of the above organisations) and purchase up-to-date texts as revised</p> <p>Retain access to competent legal advice and allow/require officers to seek advice as appropriate</p> <p>Maintain adequate budgets for subscriptions/publications</p>	<p>Town Clerk to support Members and staff in identifying their general training needs</p> <p>Review Members' training to assess what training may be required</p> <p>Town Clerk circulated login details for the SSALC website to all Members for competent and independent advice</p>	<p>Annual</p> <p>Annual</p> <p>Contained in Member's Handbook</p>	<p>Staffing Committee participate in recruitment decisions</p> <p>Logs maintained of staff training</p> <p>Appraisals identifying training needs</p> <p>Appraisals are signed off by the Chair of the Staffing Committee</p> <p>All new members undergo induction training</p> <p>Members informed of training opportunities (G Boyle as acting member underwent induction training and is regularly informed of training opportunities)</p> <p>Journals in office</p> <p>HR and legal advisors retained</p> <p>Example discussed of asbestos issues</p> <p>Chair of Staffing Committee also has access to HR and legal advice</p> <p>Annual budget review by P&amp;M and Full Council</p>

# Audit Review of Risk Control Measures: Legal (June 2022)

<u>Hazards</u>	<u>Existing Precautions</u>	<u>Additional Controls</u>	<u>Task Frequency</u>	<u>Audit Findings</u> <u>14/6/22</u>
	<p>and for professional fees and significant reserves</p> <p>Include reference to relevant legislation in all reports to the Council and its Committees</p> <p>Maintain adequate insurance</p> <p>Seek independent relevant advice subject to budget</p>	<p>Insurance is reviewed on an annual basis to ensure it covers risk of failure (last reviewed 29 April 2021)</p>		<p>See Agendas and Minutes</p> <p>See Above</p>

# Audit Review of Risk Control Measures: Legal (June 2022)

<u>Hazards</u>	<u>Existing Precautions</u>	<u>Additional Controls</u>	<u>Task Frequency</u>	<u>Audit Findings</u> <u>14/6/22</u>
That the Council is properly advised as to what the law is but decides not to act on that advice.	All relevant advice offered by officers and independent advisors to be properly minuted. Officers to provide a full risk assessment of non-compliance/inaction where Councillors indicate an intention to not act on advice as to how the law should be implemented.			Non-compliance/inaction has not occurred within the period of the current administration
That an individual councillor or officer purporting to act for the Councils acts illegally	<p>Ensure Councillors undertake appropriate training that includes clear guidance on limitations to delegations of powers</p> <p>Provide for and set up arrangements for enacting penalties where those powers have been exceeded</p> <p>Maintain up to date Standing Orders that are clear about delegation to officers</p> <p>General Power of Competence adopted by Full Council 16 May 2019 (min 15-19 refers)</p>	<p>Town Clerk to support Members in identifying their general training needs and powers.</p> <p>Town Clerk circulated login details for the SSALC website to all Members for competent and independent advice.</p> <p>Insurance is reviewed to ensure it covers risk of failure (last reviewed 29 April 2021).</p>	<p>Annual</p> <p>Contained in Member's Handbook</p> <p>Annual</p>	<p>All new members undergo induction training</p> <p>Members informed of training opportunities (G Boyle as acting member underwent induction training and is regularly informed of training opportunities)</p> <p>Enacting penalties where those powers have been exceeded: this has not been needed in the period of the current administration</p> <p>Re Standing Orders, see above</p>

# Audit Review of Risk Control Measures: Legal (June 2022)

<u>Hazards</u>	<u>Existing Precautions</u>	<u>Additional Controls</u>	<u>Task Frequency</u>	<u>Audit Findings</u> <u>14/6/22</u>
That the Council knows that the law has changed but does not have the resources to react to that change.	<p>Risk assessment regime that covers legislative changes and assesses the risk to the Council of non-compliance</p> <p>Maintain a reasonable level of reserves to cover the costs of implementing unforeseen (&amp; therefore unbudgeted) legislative changes where non-compliance puts the Council at risk of breaking the law, and commensurate with the risk of such unexpected changes occurring</p>	<p>Make such risk assessment part of annual report on legislative changes – see above.</p> <p>Inform Chair of relevant committee that the law has changed and discuss the relevant action to be taken.</p> <p>All building Risk Assessments are being reviewed and updated by the Facilities Supervisor. Other Risk Assessments are on this agenda for review</p>	<p>Annual</p> <p>As required</p> <p>Annual</p>	<p>See comments above on tracking changes to the law</p> <p>The Council maintains a reasonable level of reserves, to cover the costs of implementing unforeseen legislative changes and recognises that the Covid crisis has reduced these below optimal levels and will rebuild the reserves</p> <p>[Further comment required?]</p>

<sup>i</sup> National Association of Local Councils (Council subscribes)

<sup>ii</sup> Surrey & Sussex Association of Local Councils (Council subscribes)

<sup>iii</sup> Society of Local Council Clerks (Town Clerk and RFO subscribes – funded by Council)

## Godalming Town Council Audit Committee: Internal Review

### Area of Review: **Income Controls – 2022/23**

<b>Test</b>	<b>Success Yes/No</b>	<b>Notes</b>
A) Ensure that precept is received on time and is the amount agreed in the budget.	<b>Y</b>	Remittance advice from WBC seen & checked. Includes 50% of precept as per budget & due on 1 April 2022 but also £1,770 Council Tax Support Grant (not separately identified by WBC).
B) Ensure that rents from Cemetery Lodges, The Square and Allotments are received regularly.	<b>Y</b>  <b>N</b>  <b>Y</b>	JBC lodge income received by Direct Debit each month (bank statement sighted for April and May 2022). Rent for Nightingale Chapel invoiced in September each year. Sighted September 2021 invoice and traced receipt to bank statement.  Allotments not yet invoiced for 2022/23 but all rents received 2021/22 (Farncombe Allotment Association paid £1902 – traced to bank statement).  The Square – car park rent being received monthly and main rent quarterly (currently not a regular amount but always at least the minimum agreed amount).
C) Ensure bank interest is received.	<b>Y</b>	CCLA and HSBC accounts now both paying interest. Amount varies but correctly accounted for in financial system.
D) Ensure sales invoices are correctly made out and VAT accounted for where applicable.	<b>Y</b>	See table of invoices checked
E) Ensure monies received meet invoices raised and are banked properly.	<b>Y</b>	ditto
F) Ensure receipts are properly recorded in the cash book.	<b>Y</b>	ditto
G) Ensure that more than one person is present when significant amounts of cash are received and counted.	<b>N/a</b>	Due to COVID no longer deal in cash bar one market trader who pays £40 per week. Other insignificant ad hoc cash receipts noted such as Street Collections.

Date review carried out: 4 July 2022

By: Councillor Bob Crooks

## Invoices Checked 2022/23

<b>Invoice No</b>	<b>Amount</b>	<b>Correct Fee</b>	<b>Correct VAT</b>	<b>Correct Addition</b>	<b>Posted to Ledger</b>	<b>Paid</b>	<b>Banked</b>
CEM57	£150.00	Y	Y	Y	Y	11/5/22	CHQ
CEM47	£300.00	Y	Y	Y	Y	22/4/22	BACS
GTC5018	£415.00	Y	Y	Y	Y	26/3/22	BACS
GTC5016	£160.00	Y	Y	Y	Y	18/3/22, 11/3/22, 25/3/22	CSH

# GODALMING TOWN COUNCIL AUDIT REVIEW

## INTERNAL REVIEW

AC 07.07.22  
Agenda Item 12

### Area of Review: **Checking random payments-**

Test	1	2	3	4	5	6	7	8	9	10
Payment ID	PR272	PR281	PR271	PR274	PR278	PR281	DD	PR270	PR277	PR279
Payee	BBQ Chef	Jane S	GH Price	D Monger	ISS	Lektron	Sage	SDC	Kew	Supplystore
Amount	£74.40	£4.24	£1,150.00	£300.00	£130.80	£95.04	£63.00	£852.00	£66.61	£230.06
Date	02-Apr-22	16-Jun-22	22-Apr-22	12-May-22	31-May-22	21-Jun-22	15-Jun-22	07-Apr-22	23-May-22	13-Jun-22
A) Check that there is payment authority from 2 Councillors.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
B) Check that invoice being paid has been passed by instigator of requisition.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
C) Check that invoice has been entered correctly on system, including VAT.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
D) Check that payment is within reasonable time period.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
E) Confirm payment has has gone through the bank.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
F) If not in current month, is it allowed for in bank reconciliation	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Date review carried out: 4 July 2022

By: Councillor Bob Crooks



## Godalming Town Council Audit Committee: Internal Review

Area of Review: Payroll 2022/23

<b>Test</b>	<b>Success yes/ no</b>	<b>Notes</b>
A) Whether all employees are in payroll system? Whether there are any ghost employees?	<b>Y</b>	All employees, including casual employees (but not self-employed contractors) are on payroll. No unidentified people found on the payroll.
B) Whether all employees have contracts of employment?	<b>Y</b>	Contracts of employment exist for all staff and are kept by TC in a locked filing cabinet. Contracts for three new employees checked (Anita Cannings, Viv Ellis and Louise Roff).
C) How wages are prepared?	<b>Y</b>	See attached written process.
D) Whether correct PAYE codes are being used?	<b>Y</b>	PAYE codes picked up annually from HMRC notifications online. In year changes prompted by employee (with HMRC letter),
E) Whether PAYE records are being kept correctly?	<b>Y</b>	System generated and no queries from HMRC for April & May 2022.
F) Whether net pay paid correctly?	<b>Y</b>	Net pay per payroll reports agreed to bank statements for May 2022 payroll
G) Does the payment to HMRC match the FPS submission to HMRC?	<b>Y</b>	FPS amount for April & May 2022 checked.
H) Whether HMRC paid correctly and on time?	<b>Y</b>	Amounts and payment for May 2022 checked.
I) Whether P45's, where applicable, are filed correctly?	<b>N/A</b>	No leavers year to date.
J) Are all employees in the Local Government Pension Scheme? And if not is there written evidence of their opting out	<b>Y</b>	All staff eligible are in the scheme. Several part time employees are not required to be enrolled and have not elected to be enrolled.
K) Are contribution rates (EE & ER) applied correctly	<b>Y</b>	SCC check at year end. Confirmed ER rate was correct at 18.4%. Several employees rate checked. One employee did not agree although had been entered correctly into system. Will follow up with Sage.
L) Are correct payments made to Pension Authority	<b>Y</b>	Checked May 2022 payment.



## MONTHLY PAYROLL PROCESS

Process	Do By
1. Email all staff asking for any information regarding payroll for the month e.g. Farmers Market, new deductions, payroll adjustments	15 <sup>th</sup> of the month
2. Log onto Sage 50 Payroll and set processing date to the 25th	
3. Check HMRC secure mail box for any tax code changes and apply	
4. Process any new employees (separate process instructions available)	
5. Process payroll data and check payments online	
6. Print draft payslips report ~2015_Laser (2 per A4 Sheet) (separate process instructions available)	
7. Get Town Clerk's authorisation to proceed with payment	
8. Upload final payslips to employee portals	
9. Print following reports- Payment Summary Part 1, Payment Summary Part 2, Pensions – Current, Pensions – Employee and Pensions – Employer (separate process instructions available)	
10. Process Full Payment Submission (E-submissions/Full Payment Submission)	
11. Complete and post payroll journal	
12. Update records (Select all employees/Payroll/Update Records)	
13. Create payment authorisation record	20 <sup>th</sup> of the month
14. Get two councillors' authorisation to proceed with payment	
15. Manually load payment on bank system and get Town Clerk to authorise	23 <sup>rd</sup> of the month
16. Print P32 report (separate process instructions available)	
17. Process any leavers and print P45	
18. Take final back up of payroll for the month	
19. Complete Surrey Pension contribution Form (separate process instructions available)	
20. Make payment for Union Fees, Pension Contribution and HMRC PAYE/NIC	

## Godalming Town Council Audit Committee: Internal Review

Area of Review: Proper Book-keeping –2022/23

<b>Test</b>	<b>Success</b>	<b>Notes</b>
Is there a procedure for checking that goods and services are received as ordered?	<b>Y</b>	Officers certify on invoices that goods/services have been received and query invoices where this is not the case.
Ensure proper procedure for checking suppliers' invoices and identifying VAT.	<b>Y</b>	As above – officers check & certify suppliers' invoices. RFO checks VAT accuracy.
Ensure proper procedure for recording suppliers' invoices.	<b>Y</b>	Documented in financial procedures.
Ensure proper procedure for making and checking payments.	<b>Y</b>	Completion of payment grid on each invoice – also payment checks carried out as part of this review – elsewhere on agenda – indicate procedure applied consistently.
Ensure proper filing system for purchase-ledger paperwork.	<b>Y</b>	Invoices filed alphabetically.
Ensure proper system for issuing sales invoices and/or receipts.	<b>Y</b>	RFO does all invoicing through RBS system – each invoice is stamped "PAID" as income is received.
Ensure proper procedure for recording and checking sales invoices.	<b>Y</b>	RFO checks each invoice when printed for obvious errors. New Booking System has many automatic checks which eliminates many potential errors.
Ensure proper system for monitoring and ensuring prompt payment of sales invoices.	<b>Y</b>	Sighted credit control spreadsheet for May 2022 and noted actions taken in line with approved process.
Ensure proper system for paying-in funds received.	<b>Y</b>	Banking as required– items recorded on schedule.
Ensure proper filing system for sales-ledger paperwork.	<b>Y</b>	Files checked.
Ensure cash book is up-to date.	<b>Y</b>	Sighted electronic YTD Cashbook.

Ensure bank reconciliations are carried out properly.	<b>Y</b>	Evidence in the files; RFO carries out reconciliations monthly; these are signed by Chairman of the Audit Committee at each meeting of the Committee.
---	----------	---

Date review carried out: 4 July 2022

By: Councillor Bob Crooks

## Godalming Town Council Audit Committee: Internal Review

### Area of Review: VAT 2022/23

Test	Success Y/N	Notes
A) Whether VAT records are properly maintained?	Y	RBS maintains VAT accounts.
B) Whether GTC and JBC registered to submit VAT records online?	Y	Evidence of electronic submission sighted.
C) Whether VAT forms are submitted correctly?	Y	Evidence of electronic submission sighted
D) Whether VAT paid correctly and on time?	Y	GTC receives refunds. Q4 2021/22 refund of £17,938.50 was received on 55 April 2022.

Date review carried out: 4 July 2022

By: Councillor Bob Crooks

The process for VAT submissions has changed since October 2020. Making Tax Digital requires that accounting packages digitally submit VAT returns directly to HMRC. Unlike PAYE digital submissions, the Council does not get any email verification of a VAT submission. However, the HMRC portal does record each submission.

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or other registerable interest (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]<sup>2</sup> [a registerable interest (non-pecuniary interest)]<sup>3</sup> 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 Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

<sup>3</sup> A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.