

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON THE 23 APRIL 2018**

0	Councillor Bolton – Chairman
*	Councillor Pinches – Vice Chairman
*	Councillor Noyce
0	Councillor Williams
0	Councillor Purkiss

* Present # Absent & No Apology Received 0 Apology for Absence L Late

506. MINUTES

The Minutes of the Meeting held on 25 January 2018 were signed by the Chairman as a correct record.

507. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above

Substitutes were as follows: Councillor Wainwright for Councillor Bolton, Councillor Cosser for Councillor Williams and Councillor Follows for Councillor Purkiss.

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

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 4.

509. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

510. WORK PROGRAMME

Members considered the Committee's Work Programme and noted progress on the items therein (copy attached to record minutes).

511. BANK RECONCILIATION

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

Members agreed that the Chairman should sign the bank reconciliation tabled.

512. REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

Members considered a report from the Responsible Finance Officer and recommended its contents onward to Full Council and the Godalming Joint Burial Committee.

513. INTERNAL AUDITOR'S REPORT

Members considered the report of an internal audit conducted on 16 April 2016 by the Council's Internal Auditor Mulberry & Co. Members noted the two errors where the date should have read 31 March 2018 not 2017, of which the auditor confirmed the correct date. Members further noted that there was only one recommendation from the Internal Auditor – that risk assessments need their own minute reference in Full Council minutes. Members agreed to ensure that this was done going forward.

514. ANNUAL GOVERNANCE STATEMENT

Members considered the answers to the questions posed by the Annual Governance Statement and recommended the proposed answers to Full Council as to how it should approach those questions.

515. ACCOUNTING STATEMENTS 2017/18

Members considered the Town Council's Accounting Statements for the Financial Year Ended 31 March 2018 and recommended the Statement onward to Full Council.

516. CREDIT CONTROL & BAD DEBTS

Members considered the report on Credit Control and Bad Debts for the financial year ended 31 March 2018 and noted that the level of write-offs was minimal and demonstrated tight stewardship.

517. COMMUNICATIONS ARISING FROM THIS MEETING

Members recommended that a communication on how well the Council manages its finances, as demonstrated by the positive Internal Auditor's report, should be considered.

518. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 26 July 2018 at 7.00pm in the Council Chamber.

519. ANNOUNCEMENTS

There were no announcements.