

**MINUTES AND REPORT OF THE AUDIT SUB-COMMITTEE  
HELD ON THE 24 JANUARY 2013**

\* Councillor S Bott – Chairman  
\* Councillor Hunter – Vice Chairman  
0 Councillor Cosser  
\* Councillor A Bott  
\* Councillor Thornton

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

315. MINUTES

The Minutes of the Meeting held on 4 October 2012 were signed by the Chairman as a correct record.

316. 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 80.

317. 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.

318. WORK PROGRAMME

Members received the reports undertaken to date on the work programme and assessed the progress for the remainder including the report from the latest Fire Risk Assessments (copy of report and of updated Work Programme attached for the information of Members).

In particular, reports from Councillor A Bott on Standing Orders and Councillor Hunter on Health & Safety were considered and the following recommendations made to be taken to the next Policy & Management Committee for consideration.

Standing Orders Review Recommendations

1. That Policy & Management Committee, as part of its work programme, will need to decide when it wishes to receive amended draft Standing Orders for its full consideration and may wish to comment on the Working Group's observations regarding Full Council (a copy of Councillor A Bott's report is attached for the information of Members).
2. Policy & Management Committee, as part of its work programme, may wish to consider undertaking a review of the existing 'Business Plan' and the relevant Member training that may ensue (a copy of Councillor A Bott's report is attached for the information of Members).

## Health & Safety Compliance Recommendation

1. That a video lock system be fitted to the main entrance of the Council Offices to provide security, especially when it is manned by a single member of staff (a copy of Councillor Hunter's report is attached for the information of Members).
2. That a ramp be provided for the rear back steps of the Wilfrid Noyce Community Centre to allow egress for wheelchair users should they need to be evacuated (a copy of Councillor Hunter's report is attached for the information of Members).

*[Subsequent to the meeting Councillor Thornton agreed to take over the Budgetary Controls from Councillor Cosser to ensure they are completed by the next meeting and this is noted on the updated Work Programme.]*

### 319. 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 as tabled.

### 320. DATE OF NEXT MEETING

The next meeting of the Audit Sub-Committee is scheduled to be held on Thursday, 7 March 2013 at 6.30 pm in the Council Chamber.

### 321. ANNOUNCEMENTS

There were no announcements.