

**MINUTES AND REPORT OF THE AUDIT COMMITTEE  
HELD ON 6 FEBRUARY 2025**

\* Councillor Crooks – Chair  
\* Councillor C Downey  
0 Councillor Martin  
\* Councillor Steel  
\* Councillor Thomson – Vice Chair

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

454. MINUTES

The Minutes of the Meeting held on 14 September 2024 were signed by the Chair as a correct record.

455. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Cllr Holliday substituted for Cllr Martin

456. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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.

457. 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 5.

458. QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

459. WORK PROGRAMME

Members considered the Committee's Work Programme and noted progress on the items therein. Members agreed to add the creation of a lease register and review renewal dates of GTC leases as an area identified for review (copy attached to record minutes).

460. BANK RECONCILIATION

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

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

461. INTERNAL AUDITOR'S REPORT

Members considered the report from the Council's Internal Auditor, Mulberry & Co, dated 25 September 2024 for the financial year ending 31 March 2024 (and agreed that a statement should be added to the Minutes & Agenda webpage on the Council's website to indicate that Minutes are in draft status until a date of adoption is shown.

462. REVIEW OF RISK ASSESSMENT – FINANCIAL

Members considered the risk assessment on Financial (copy attached to the record minutes), noted the additional controls and made no further amendments.

463. REVIEW OF HEAT SOURCE PUMPS AND SOLAR PANELS RISK ASSESSMENT

Members reviewed the financial risk assessment for the installation of Air Source Heat Pumps at Broadwater Youth & Community Centre and noted that the anticipated capital cost has increased from £24,000 to approximately £44,000, meaning the Return on Investment has increased from 6.3 years to 15.3 years.

The additional costs are primarily due to the cost of installing a three-phase electrical power system to enable the operation of the Air Source Heat Pumps.

The Audit Committee resolved to agree to recommend to the Policy & Management Committee it suspends the installation of the Air Source Heat Pumps, whilst investigations are undertaken to determine whether there are suitable alternative options to lower the carbon footprint of the Broadwater Youth & Community Centre.

464. REVIEW OF BUSINESS CONTINUITY PLAN

Members reviewed the draft revised Business Continuity Plan and, after agreeing that the 'Remote Access of Standard Operating Procedures and Emergency Operating Procedures should be added to the appendices that details the content of the secure master copy of the Business Continuity Plan, resolved to recommend its adoption by Full Council.

465. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in the meeting room at 107-109 High Street on Thursday, 17 April 2025 at 6.00pm.

466. ANNOUNCEMENTS

There were no announcements.