

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON 6 JULY 2023**

* Councillor Crooks – Chair
* Councillor Holliday
0 Councillor Steel
* Councillor Taylor
* Councillor Thomson – Vice Chair

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

123. MINUTES

The Minutes of the meeting held on 25 May 2023 were signed by the Chair as a correct record.

124. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

125. 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.

126. 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.

127. QUESTIONS BY MEMBERS

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

128. WORK PROGRAMME

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

Members agreed that the Responsible Finance Officer should review how this Committee reviews the management of risk within the Council and bring a proposal to its next meeting.

129. 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.

130. INCOME CONTROLS

Members received the report on the review of income controls and noted there were no issues raised.

131. PAYMENT CONTROLS

Members received the report on the review of payment controls and noted that there was one invoice where VAT could have been claimed but hadn't. RFO subsequently corrected this and the VAT was claimed in the Q1 VAT return.

132. PAYROLL CONTROLS

Members received the report on the review of payroll controls and noted there were no issues raised.

133. PROPER BOOKKEEPING

Members received the report on the review of proper bookkeeping controls and noted there were no issues raised.

134. VAT CONTROLS

Members received the report on the review of VAT controls and noted there were no issues raised aside from that previously noted above.

135. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in The Pepperpot on Thursday, 14 September 2023 at 6.30pm.

136. ANNOUNCEMENTS

There were no announcements.