

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON THE 8 MAY 2017**

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

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

693. MINUTES

The Minutes of the Meeting held on 16 March 2017 were signed by the Chairman as a correct record.

694. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

695. 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.

696. 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.

697. WORK PROGRAMME

Members considered the Committee's Work Programme and noted progress on the items therein.

698. BANK RECONCILIATION

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

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

699. INTERNAL AUDITOR'S REPORT

Members considered the report of an internal audit conducted on 26 April 2016 by the Council's Internal Auditor Mulberry & Co (copy attached to record minutes).

Members made the following responses to the points raised:

	Auditor Recommendation	Council's Response
Joint Burial Committee	It is recommended that a Service Level Agreement is drawn up between the JBC and the Town Council and reviewed periodically.	Agreed – to recommend that it be added to the Policy & Management work programme.
Procurement Card	It is recommended that the Council considers obtaining a procurement card for use by the Clerk/Acting Clerk.	Disagree – petty cash float is used for various town events, is kept securely and is well maintained. The Imprest system currently used provides a level of control that a procurement card cannot. That is, Councillors are able to refuse to reimburse an item claimed on Imprest if they do not think it is legitimate. However, they would not have this level of control on a credit card.
Omega System	It was noted that there is an issue with one of the reports in the RBS Omega package that means that the accounts need to be compiled manually. It is recommended that this is raised with the software supplier.	Agreed – Acting RFO to contact supplier about issue.
Bad Debt Provision	We identified a provision for bad debt for £12k relating to The Square. This was confirmed to be raised in error and was removed from the ledger.	The provision was not raised in error, however should have been removed once the negotiations for Cotes had been concluded and new rent arrangements had been agreed. The accounts now fairly reflect the true position.

700. ANNUAL GOVERNANCE STATEMENT

Members considered the Annual Governance Statement for the financial year ending 31 March 2017. Members considered the answers to the questions posed by the Statement and agreed the text of a report to the Annual Meeting of Council to be held on 11 May 2017 making recommendations as to how the Council should approach those questions.

701. ACCOUNTING STATEMENTS 2016/17

Members considered the Town Council's Accounting Statements for the Financial Year Ended 31 March 2017 and noted the figures therein.

702. FINANCIAL PROCEDURES

Members considered the financial procedures tabled and noted their contents. Members requested the procedures for Credit Control be completed for the next Audit Meeting to be held on the 27 July 2017.

703. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in the Council Chamber on Thursday, 27 July 2017 at 7.30pm or at the conclusion of the preceding Full Council meeting, whichever is later.

704. ANNOUNCEMENTS

There were no announcements.