

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON THE 9 MAY 2016**

* Councillor Hunter – Chairman
* Councillor Walden – Vice Chairman
* Councillor Noyce
0 Councillor Williams
* Councillor Pinches

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

536. MINUTES

The Minutes of the Meeting held on 10 March 2016 were signed by the Chairman as a correct record.

537. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

538. 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.

539. 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.

540. 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.

541. REPORT OF THE INTERNAL AUDITOR

Members considered the report of an internal audit conducted on 3 May 2016 by the Council's Internal Auditor Mulberry & Co.

Members noted that there were two key findings contained in the report (both were carried forward from the interim audit in November 2015).

1. In respect of the payments list prepared and taken to the Policy & Management Committee the Internal Auditor found that "Minutes adequately describe the payments list being authorised, there were cut off errors between the months. Council will need to perform an exercise to identify missing payments and authorise appropriately. Council reminded that the Financial Regulation states the list should be detailed in the minutes or appended as an attachment to the minutes." The Finance

Administrator produced the schedule of payments from the Policy & Management Committee meeting held on 17 December 2015 demonstrating that the missing payments were identified and authorised.

2. In respect of the transparency code the Internal Auditor found that "Information shown online does not fully meet the requirements of the transparency code. Council must bring this information up to date." Officers confirmed that while work had been undertaken to bring the necessary information to the website this had been superceded by the current failure of the Town Council's website. All the required information would be on the new website.

Members agreed that the Council's Business Continuity Plan should be updated to include the website and to reflect the need to ensure compliance with the transparency code and to prioritise the continuity of those elements of the website. The Committee's work programme to be updated to include this.

542. ANNUAL GOVERNANCE STATEMENT & REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

Members considered the Annual Governance Statement and the annual review of the effectiveness of internal control for the financial year ending 31 March 2016. Members considered the answers to the questions posed by the Statement and by the review and agreed the text of a report to the Annual Meeting of Council to be held on 12 May 2016 (to be circulated as additional information for Agenda Item 23 on that agenda) making recommendations as to how the Council should approach those questions.

543. ACCOUNTING STATEMENTS 2015/16

Members considered the Town Council's Accounting Statements for the Financial Year Ended 31 March 2016 and noted the figures therein.

544. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 2 June 2016 at 7.00pm in the Council Chamber.

545. ANNOUNCEMENTS

There were no announcements.