

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON THE 6 OCTOBER 2016**

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

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

276. MINUTES

The Minutes of the Meeting held on 2 June 2016 were signed by the Chairman as a correct record.

277. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

278. 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.

279. 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.

280. WORK PROGRAMME

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

281. 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.

282. INCOME CONTROLS

Members received the report on the review of income controls.

283. PAYMENT CONTROLS

Members received the report on the review of payment. Members noted that the previous review had been updated and that further testing had been performed. Members also noted that the review of the use of purchase orders would be performed alongside the review of Financial Regulations as part of the Work Programme.

284. PAYROLL CONTROLS

Members received the report on the review of payroll controls. Members noted that there is no written contract of employment for the Sergeant-at-Mace but that as he is paid an honorarium this is acceptable.

285. PETTY CASH

Members received the report on the review of petty cash.

286. PROCEDURES FOR PAYMENT OF SUPPLIERS & PAYROLL

Members received the revised written procedures for the Monthly payroll process, payments by BACS, payments by cheque and payments by direct debit.

287. BUDGETARY CONTROLS

Members received the report on budgetary controls and noted that budget monitoring is our strongest control.

288. BUSINESS CONTINUITY PLAN

Members received the report on the updated business continuity plan and noted that although the website is backed-up by our hosting company, we may still be vulnerable should the hosting company fail (as happened previously). Further work is required about the possibility of third party backups.

289. FINANCIAL RISKS

Members received the report on financial risks and noted that our reliance on Community Centre income is our biggest financial risk. This risk is mitigated by insurance and having a mixed range of users.

290. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 16 March 2017 in the Council Chamber at 7.30pm or at the conclusion of the Planning & Environment Committee, whichever is the later.

291. ANNOUNCEMENTS

There were no announcements.