

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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24 December 2014

I HEREBY SUMMON YOU to attend the EXTRAORDINARY MEETING of the **AUDIT COMMITTEE** to be held in the Town Clerk's Office, Municipal Buildings, Godalming, on TUESDAY, 6 JANUARY 2015 at 6.30 pm.

Louise Goodfellow
Town Clerk

Committee Members: Councillor Hunter – Chairman
Councillor Thornton – Vice Chairman
Councillor Noyce
Councillor Robinson
Councillor Williams

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 13 November 2014, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman to allow members of the public to ask questions, or make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

5. REVIEW OF FINANCIAL REGULATIONS

Members to consider new Financial Regulations (attached for the information of Members). These Regulations are based on the new Model Financial Regulations published by NALC in October 2014 and have been adapted to meet the requirements of this Council. These Regulations are on the agenda for the Policy & Management Committee meeting on 8 January 2015. This Committee is asked to make its own observations to Full Council upon whether or not these new regulations are fit for purpose – the Committee's observations may also inform the Policy & Management Committee agenda. The Town Clerk will report orally on where these new regulations will require changes in working practices at Godalming Town Council.

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

Members are asked to make observations on the new Financial Regulations to Full Council.

6. INTERNAL AUDIT

The interim Internal Audit, conducted by Mark Mulberry of Mulberry & Co took place on 19 November 2014. The Internal Auditor's report is attached for the consideration of Members.

7. APPOINTMENT OF A FINANCE ADMINISTRATOR

A draft job description for a new post of Finance Administrator will be tabled at the meeting. Members will be asked to discuss the job description prior to the matter being considered by the Staffing Sub-Committee; the focus of this Committee's discussion should be on whether the job description adequately addresses the tasks that need to be carried out and on an assessment of the risks involved. The Committee will be asked to make observations to the Staffing Sub-Committee for onward reporting to the Policy & Management Committee.

8. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 19 March 2015 at 6.30 pm in the Council Chamber.

9. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

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Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2013/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.