

GODALMING TOWN COUNCIL

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1 October 2014

I HEREBY SUMMON YOU to attend the **AUDIT COMMITTEE** Meeting to be held in the Committee Room 3, Waverley Borough Council Offices, Godalming, on THURSDAY, 13 NOVEMBER 2014 at 5.30 pm.

Andrew Jeffery
Deputy Town Clerk

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

A G E N D A

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 12 June 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. WORK PROGRAMME

Members reviewed the work programme, including action points, for the year. In addition Members reviewed who should take responsibility for each aspect of the programme in the light of the changes made to the membership of the committee. It was noted that as the Responsible Finance office was retiring in July, her responsibilities would need to be allocated to her replacement when that information was available (copies attached for the information of Members).

An updated report for the renegotiated utility provision for gas and electricity with the relevant savings was tabled.

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

The replacement of the worn carpet in the general office was in hand. A provision had made in the budget for redecorating the office as well as the replacement of carpet, in order that upheaval to the offices was kept to a minimum. Waverley Borough Council had been approached for quotes for the decorating.

6. 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.

7. EXTERNAL AUDIT

Members to receive the reports from the External Auditor for both Godalming Town Council and the Godalming Joint Burial Committee for the financial year ending 31 March 2014 (copies attached for the information of Members).

Godalming Town Council: The external audit for the year ending 31 March 2014 was received on 12 September 2014, there were no matters which came to the auditor's attention which required the issuing of a separate additional arising report. The Notice of Conclusion of Audit has been displayed on the Town Council's Notice Board for at least 14 days as required by the Accounts and Audit Regulations 2011.

Godalming Joint Burial Committee: The external audit for the year ending 31 March 2014 was received on 23 September 2014, there were no matters which came to the auditor's attention which required the issuing of a separate additional arising report. The Notice of Conclusion of Audit has been displayed on the Town Council's Notice Board for at least 14 days as required by the Accounts and Audit Regulations 2011.

8. INTERNAL AUDIT

Members would wish to note that due to the absence of the Responsible Finance Officer the first part of the Internal Audit due for 30 October 2014 by Mulberry & Co has been rescheduled for the 19 November 2014. This part of the Internal Audit will be looking at systems, policies and procedures. The second part of the internal audit will be conducted shortly after the year end date in 2015 and will concentrate on the financial aspects.

9. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 9 October 2014 at 6.30 pm in the Council Chamber.

10. ANNOUNCEMENTS

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

THE COMMITTEE MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING MATTERS.

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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.