

GODALMING TOWN COUNCIL

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23 September 2011

I HEREBY SUMMON YOU to attend the **AUDIT SUB COMMITTEE** Meeting to be held in the Town Clerk's Office, Municipal Buildings, Godalming on MONDAY, 3 OCTOBER 2011 at 6.30 pm.

Louise P Goodfellow
Town Clerk

Committee Members: Councillor S Bott – Chairman
Councillor Hunter – Vice Chairman
Councillor Wheatley
Councillor A Bott
Councillor Welland

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 16 June 2011, 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 80.

4. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

To receive from Members, in relation to any items included on the agenda for this meeting, disclosure of any interests which are required to be disclosed by the Local Authorities (Model Code of Conduct) Order 2007 No.1159.

Members are requested to disclose, in accordance with the Code of Conduct, both the existence and nature of any "Personal" or "Prejudicial" interests that they may have in relation to matters for consideration on this agenda.

Personal Interests

- (1) Subject to sub-paragraphs (2) to (5) below, where a Member has a personal interest in any business of the Town Council and attends a meeting of the Council at which the business is considered, the Member must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

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

- (2) Where the Member has a personal interest in any business of the Town Council which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa) of the Code of Conduct, the Member needs only disclose to the meeting the existence and nature of that interest when s/he addresses the meeting on that business.
- (3) Where the Member has a personal interest in any business of the Town Council of the type mentioned in paragraph 8(1)(a)(viii) of the Code of Conduct, the Member need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where the Member is aware or ought reasonably to be aware of the existence of the personal interest.
- (5) Where a Member has a personal interest but, by virtue of paragraph 14 of the Code of Conduct, sensitive information relating to it is not registered in the Town Council's register of members' interests, the Member must indicate to the meeting that s/he has a personal interest, but need not disclose the sensitive information to the meeting

Prejudicial Interests

Where a Member has a personal interest in any business of the Town Council that Member also has a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice that Member's judgement of the public interest. Where a Member has a prejudicial interest that Member must withdraw from the room or chamber where a meeting considering the business is being held.

5. INTERNAL AUDITOR

The Internal Auditor, Mark Mulberry of Mulberry and Co, will be present to meet the Members of the committee and give a brief outline of the responsibilities of the Internal Auditor.

6. WORK PROGRAMME

Members to review the work programme including action points for the coming year and receive the revised reports to date (completed copies attached for the information of Members; additional reports to be tabled at the meeting).

It was agreed at the last meeting that Members would also give consideration to new areas for the programme and are encouraged to bring their ideas to the meeting (a copy of the updated work programme is attached for the information of Members).

7. BANK RECONCILIATION

The Responsible Finance Officer to table the current Bank Reconciliations for the information of Members.

Members to agree that the Chairman should sign the current bank reconciliations tabled, including the bank reconciliations, up to July 2011, presented to the Chairman of Audit Sub Committee at the Policy & Management meeting on the 28 July 2011.

8. REVIEW OF SUPPLIERS

The Facilities & Cemeteries Manager has continued reviewing suppliers as contracts have come to the end of their term (copy reviews already undertaken are attached for the information of Members).

9. RBS ACCOUNTING SOLUTIONS MIGRATION

The Responsible Finance Officer has now concluded the transfer for data and upgrading both the Godalming Town Council and Godalming Joint Burial Committee accounts to the new RBS system from DOS to Windows.

The work for this transfer was completed by 30 June 2011 and all statutory returns including VAT and Inland Revenue returns were completed within the required deadlines. All bank reconciliations were also finalised and agreed and taken to the Policy & Management meeting for the Chairman of Audit Sub Committee to sign.

The system is working well, however, there is still a need for honing account codes where duplications have occurred. This will require time for these to be filtered out while the two accounting code systems overlap.

10. EXTERNAL AUDIT REPORTS FOR GODALMING TOWN COUNCIL AND JOINT BURIAL COMMITTEE

Members to receive a verbal report from the Responsible Finance Officer.

11. DATE OF NEXT MEETING

The next meeting of the Audit Sub Committee is scheduled to be held on Thursday, 8 March 2012 at 6.30 pm in the Council Chamber.

12. ANNOUNCEMENTS

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