

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

29 May 2015

I HEREBY SUMMON YOU to attend the **AUDIT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Godalming on THURSDAY, 4 JUNE 2015 at 6.30 pm.

Louise P Goodfellow
Town Clerk

Committee Members: Councillor Hunter
Councillor Noyce
Councillor Williams
Councillor Pinches
Councillor Walden

AGENDA

1. TO ELECT A CHAIRMAN

To receive nominations for the Chairman of the Committee and to elect said Chairman.

2. TO ELECT A VICE-CHAIRMAN

To receive nominations for the Vice-Chairman of the Committee and to elect said Vice-Chairman.

3. MINUTES

To approve as a correct record the minutes of the meeting held on the 19 March 2015, a copy of which has been circulated previously.

4. APOLOGIES FOR ABSENCE

5. 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.

6. 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.

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

7. WORK PROGRAMME

Members to consider the Committee's Work Programme attached for the information of Members.

8. BANK RECONCILIATION

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

Members to agree that the Chairman should sign the bank reconciliation tabled.

9. REPORT OF THE INTERNAL AUDITOR

Members to consider the report of Mulberry & Co attached for the information of Members

10. ANNUAL RETURNS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2015

Members to consider the Annual Returns for the Financial Year Ended 31 March 2015 for each of the Joint Burial Committee and Godalming Town Council (copy of the Annual Returns attached for the information of Members).

Members to note the Accounting Statements given at Section 1 and the Internal Auditor's report at Section 4 on each return.

Members' attention is particularly drawn to the Annual Governance Statement at Section 2 of each Annual Return and Members are required to consider the answers to the questions posed at that Section and to make recommendations to each of the Godalming Joint Burial Committee and Godalming Town Council as to how those bodies should approach those questions.

11. FINANCIAL PROCEDURES & FINANCIAL RISKS

Members to consider two reports prepared by the former Councillor Robinson (reports attached for the information of Members).

12. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 8 October 2015 at 6.30 pm in the Council Chamber.

13. 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 2012/1464 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.