

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON THE 4 JUNE 2015**

- * Councillor Hunter – Chairman
- * Councillor Walden – Vice Chairman
- * Councillor Noyce
- * Councillor Williams
- * Councillor Pinches

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

34. ELECTION OF CHAIRMAN

On the proposition of Councillor Williams, seconded by Councillor Noyce, it was resolved unanimously that Councillor Hunter be elected as Chairman of the Audit Committee for the local government year 2015/2016.

35. ELECTION OF VICE CHAIRMAN

On the proposition of Councillor Hunter, seconded by Councillor Williams, it was resolved unanimously that Councillor Walden be elected as Vice-Chairman of the Audit Committee for the local government year 2015/2016.

36. MINUTES

The Minutes of the Meeting held on 19 March 2015 were signed by the Chairman as a correct record.

37. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved.

38. 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.

39. 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.

40. WORK PROGRAMME

Members considered the Committee's Work Programme and re-allocated responsibilities as indicated in the copy attached to the record minutes (and distributed to Members of the Committee).

41. BANK RECONCILIATION

The Responsible Finance Officer tabled Bank Reconciliations for the months of April and May.

The Committee agreed that the Chairman should sign the bank reconciliations and bank statements tabled.

42. REPORT OF THE INTERNAL AUDITOR

Members considered the report of Mulberry & Co and noted three action points and corresponding planned action as follows:

- The Council is reminded that financial regulation 2.2 requires physical signing of bank statements [when the bank reconciliations are signed] – this point was actioned when the Bank Reconciliations were received and signed at the meeting see Minute 41-15 above.
- There was little evidence to show council approval of the payment from the Council to the Joint Burial Committee of £61,415. Officers agreed that this was a procedural problem – the fact of the contribution from GTC to the JBC is agreed in the respective budgets; but because the transfer was actioned as a transfer between bank accounts it was not properly authorised. For 2015/16 this payment will be made by cheque and will be properly authorised in the normal way of a cheque payment.
- Skillway had not been invoiced by the JBC in 2014/15 for the rent of Nightingale Chapel - the rent year runs from September to August and the invoice has now been raised.

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

Members considered the Annual Returns for the Financial Year Ended 31 March 2015 for each of the Joint Burial Committee and Godalming Town Council.

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

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

44. FINANCIAL PROCEDURES & FINANCIAL RISKS

Members considered two reports prepared by the former Councillor Robinson and agreed that new financial procedures should be documented by 31 August 2015 and confirmed at the next meeting of the Committee. Further that the issue of procedures for the management of debt and in particular bad debt should be added to the Committee's work programme.

45. 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.

46. ANNOUNCEMENTS

There were no announcements.