

**MINUTES AND REPORT OF THE AUDIT SUB-COMMITTEE
HELD ON THE 4 OCTOBER 2012**

- * Councillor S Bott – Chairman
- * Councillor Hunter – Vice Chairman
- * Councillor Cosser
- * Councillor A Bott
- * Councillor Thornton

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

163. MINUTES

The Minutes of the Meeting held on 21 June 2012 were signed by the Chairman as a correct record.

164. 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 80.

165. 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.

166. WORK PROGRAMME

Members received reports from Councillor Thornton relating to Payroll Controls, VAT, Income Controls, Proper Booking, Payment Controls and Petty Cash. It was agreed that as the regulations surrounding making payments within Local Government are imminently about to change the Responsible Finance Officer should continue investigating the best and most economic way to make payments by BACS.

Members also reviewed the remainder of the work programme and recognised that there have been significant pressures on staff time this year but RECOMMENDED to the Policy & Management Committee that they would now like the nominated working party to be convened as previously agreed to review the Financial Regulations and Standing Orders in depth. It was understood that training on Localism was being arranged. It was RECOMMENDED to the Policy & Management Committee that this training be confirmed so that all Members could be briefed (copy of updated reports and work programme attached to record minutes).

167. BANK RECONCILIATION

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

Members agreed that the Chairman should sign the bank reconciliations tabled.

168. EXTERNAL AUDIT

Members received the reports from the External Auditor for both the Godalming Town Council and the Godalming Joint Burial Committee for the financial year ending 31 March 2012.

Members declared their disappointment that the Godalming Town Council's Accounts had been qualified as the Annual Return had not been approved by Full Council. Members were disappointed that the mechanism of advice from NALC had failed to alert officers to the fundamental change that the accounts were now required to be approved by Full Council by 30 June each year. It was agreed that a process needed to be put in place to ensure that any future fundamental changes were picked up and actioned in due time (copies attached to record minutes).

169. DATE OF NEXT MEETING

The next meeting of the Audit Sub-Committee is scheduled to be held on Thursday, 24 January 2013 at 6.30 pm in the Council Chamber.

170. ANNOUNCEMENTS

There were no announcements.