

**MINUTES AND REPORT OF THE AUDIT COMMITTEE  
HELD ON THE 10 OCTOBER 2013**

- \* Councillor S Bott – Chairman
- \* Councillor Hunter – Vice Chairman
- \* Councillor Noyce
- \* Councillor Thornton
- \* Councillor Williams

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

197. MINUTES

The Minutes of the Meeting held on 13 June 2013 were signed by the Chairman as a correct record.

198. 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.

199. 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.

200. WORK PROGRAMME

Members reviewed the work programme and updated it accordingly, including action points, for the year (copy attached to record minutes).

201. 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.

202. EXTERNAL AUDIT

Members noted that both the external audit reports for Godalming Town Council and Godalming Joint Burial Committee were received back from BDO Stoy Hayward on 7 August 2013 and 9 September 2013 respectively and were both unqualified.

However, it was noted that for the Godalming Town Council external audit there were two issues raised to assist the Council. These were relating to Risk Assessment and Fidelity Guarantee.

### Risk Assessment

Members felt that as the Audit Sub-Committee was now a Standing Committee, this should simplify the reporting mechanism. However, to ensure clarity, it was recommended that in future all risk reports should be received and considered by Full Council in detail and attached to record minutes.

### Fidelity Guarantee

It was recommended by the External Auditor that in the light of revenue balances, Fidelity Guarantee cover for Godalming Town Council may not be sufficient. This is complicated because the Godalming Town Council Precept includes the Precept for the Joint Burial Committee and that portion of the precept is covered by its own Fidelity Guarantee cover. Also the Town Council receives the precept in two parts and therefore the balances required to be covered by the Fidelity Guarantee during the year do not exceed the current cover of £600,000. However, it was felt that to be prudent the insurance provider should be approached for a quote of how much an additional £200,000 of Fidelity Guarantee cover would cost. It was further recommended that the Fidelity Guarantee cover for Godalming Town Council should be increased if this cost was reasonable, although the cover for Joint Burial Committee should remain the same.

It was noted that the Joint Burial Committee's External Audit had no comments.

Members RECEIVED and ADOPTED the reports (a copy of the External Auditor's Reports are attached to record minutes) and considered the recommendations contained therein and recommended them to Godalming Joint Burial Committee which met on 8 October 2013 (prior to this meeting) and Full Council on 21 November 2013.

### 203. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 6 March 2014 at 6.30 pm in the Council Chamber.

### 204. ANNOUNCEMENTS

There were no announcements.