

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON THE 25 JANUARY 2018**

- * Councillor Bolton – Chairman
- * Councillor Pinches – Vice Chairman
- * Councillor Noyce
- * Councillor Williams
- * Councillor Purkiss

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

408. MINUTES

The Minutes of the Meeting held on 26 October 2017 were signed by the Chairman as a correct record.

409. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

410. 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.

411. 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.

412. WORK PROGRAMME

Members considered the Committee's Work Programme and noted progress on the items therein.

413. 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.

414. INTERNAL AUDITOR'S REPORT

Members considered the report from the Council's Internal Auditor, Mulberry & Co, on an interim internal audit conducted on 21 November 2017 for the 2017/18 financial year and noted the Council's responses to issues raised (report and responses attached to record minutes).

415. REVIEW OF RISK ASSESSMENT – ENVIRONMENT

Members considered the risk assessment on Environment (attached to record minutes).

416. REVIEW OF RISK ASSESSMENT – HEALTH & SAFETY

Members considered the risk assessment on Health & Safety (attached to record minutes).

417. REVIEW OF RISK ASSESSMENT – LEGAL

Members considered the risk assessment on Legal (attached to record minutes).

418. REVIEW OF RISK ASSESSMENT – PHYSICAL SECURITY

Members considered the risk assessment on Physical Security (attached to record minutes).

Members noted that the Council should also have a risk assessment done for Data Security which should be written as part of the Council's review of its GDPR compliance.

419. REVIEW OF RISK ASSESSMENT – REPUTATION

Members considered the risk assessment on Reputation (attached to record minutes).

420. REVIEW OF RISK ASSESSMENT – FINANCIAL

Members considered the risk assessment on Reputation (attached to record minutes).

421. REVIEW OF BUSINESS CONTINUITY PLAN

Members reviewed the Business Continuity Plan (attached to record minutes).

Members noted that on 4 January 2018, the RFO tested the back-up system by accessing the back up and ensuring all data could be accessed and that no issues were identified.

Members further noted that the Business Continuity Plan currently covers loss of physical structures and technology but makes no reference to loss of key staff members and their institutional knowledge. Members instructed the RFO to contact our internal auditors for advice on this matter and to draft potential guidelines to cover this issue for consideration at the next Audit Committee meeting.

422. COMMUNICATIONS ARISING FROM THIS MEETING

Members did not identify any matters discussed at this meeting that should be publicised.

423. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Monday, 23 April 2017 at 7.00pm in the Council Chamber.

424. ANNOUNCEMENTS

There were no announcements.