

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON THE 26 JULY 2018**

- * Councillor Bolton – Chairman
- * Councillor Pinches – Vice Chairman
- * Councillor Noyce
- * Councillor Wainwright
- * Councillor Follows

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

117. TO ELECT A CHAIRMAN

It was resolved unanimously that Councillor Bolton be elected as Chairman of the Audit Committee for the local government year 2018/19.

118. TO ELECT A VICE-CHAIRMAN

It was resolved unanimously that Councillor Pinches be elected as Vice Chairman of the Audit Committee for the local government year 2018/19.

119. MINUTES

The Minutes of the Meeting held on 23 April 2018 were signed by the Chairman as a correct record.

120. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

121. 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.

122. 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.

123. WORK PROGRAMME

Members considered the Committee's Work Programme and noted progress on the items therein (copy attached to record minutes).

124. 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.

125. INCOME CONTROLS

Members received the report on the review of income.

126. PAYMENT CONTROLS

Members received the report on the review of payment controls.

127. PAYROLL CONTROLS

Members received the report on the review of payroll controls. Members noted that the review identified an issue with employee pension contributions and further noted the actions taken to correct the issue.

128. PETTY CASH

Members received the report on the review of petty cash.

129. PROPER BOOKKEEPING

Members received the report on the review of bookkeeping.

130. VAT CONTROLS

Members received the report on the review of VAT controls.

131. COMMUNICATIONS ARISING FROM THIS MEETING

Members did not identify any matters discussed at the meeting to be publicised.

132. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 20 September 2018 at 7.00pm in the Council Chamber.

133. ANNOUNCEMENTS

The following announcements were made to Members:

- Godalming Museum Tea Party on 5 August 2018 between 3.00-5.00pm.
- Staycation week between 4 August and 11 August 2018.
- Dogalming at the Aaron's Hill Recreation Ground on 11 August 2018 between 11.45am and 4.00pm.