

GODALMING TOWN COUNCIL

Tel: 01483 523575
Fax: 01483 523077
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

16 May 2019

I HEREBY SUMMON YOU to attend the **AUDIT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Godalming on WEDNESDAY, 22 MAY 2019 at 8.00pm, or at the conclusion of the preceding Policy & Management Committee, whichever is later.

Andy Jeffery
Town Clerk

Committee Members: Councillor Boyle
Councillor Crooks
Councillor Heagin
Councillor Steel
Councillor Welland

AGENDA

1. ELECTION OF COMMITTEE CHAIR

To receive nominations for the Chair of the Committee and to elect said Chair.

2. ELECTION OF COMMITTEE VICE-CHAIR

To receive nominations for the Vice-Chair of the Committee and to elect said Vice-Chair.

3. MINUTES

To approve as a correct record the minutes of the meeting held on the 3 May 2018, a copy of which has been circulated previously and are available for viewing at <https://godalming-tc.gov.uk/wp-content/uploads/2019/04/1.-18-April-2019-Audit-Committee-Minutes.pdf>

4. APOLOGIES FOR ABSENCE

5. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

6. WORK PROGRAMME

Members to consider the Committee's Work Programme and to note progress on the items therein (copy attached for the information of Members).

7. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 4 July 2019 at 7.00 pm in the Council Chamber.

8. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

AUDIT COMMITTEE WORK PROGRAMME

| SUBJECT | NAME OF PERSON UNDERTAKING REVIEW | PREVIOUS COMPLETION DATE | ACTIONS BROUGHT FORWARD | STATUS | ACTIONS CARRIED FORWARD |
|------------------------------|-----------------------------------|--------------------------|---|--|-------------------------|
| Bank Reconciliation | Cllr Andrew Bolton/RFO | 26 July 2018 | Latest Bank recs reviewed at each Meeting of Audit Committee | Chair to review and sign at each meeting of the Audit Committee. | Ongoing |
| Internal Control – Meeting 1 | | | | | |
| Income Controls | Cllr Andrew Bolton | 26 July 2018 | Conducted 26 July 2018 – no issues identified | Annual review to be completed by July 2019 | |
| Payment Controls | Cllr Andrew Bolton | 26 July 2018 | Conducted 26 July 2018 – no issues identified | Annual review to be completed by July 2019 | |
| Payroll Controls | Cllr Andrew Bolton | 26 July 2018 | Conducted 26 July 2018 – issue with Employee pension contributions identified. RFO reported actions taken to resolve. | Annual review to be completed by July 2019 | |
| Petty Cash | Cllr Andrew Bolton | 26 July 2018 | Conducted 26 July 2018 – no issues identified | Annual review to be completed by July 2019 | |
| Proper Book-keeping | Cllr Andrew Bolton | 26 July 2018 | Conducted 26 July 2018 – no issues identified | Annual review to be completed by July 2019 | |
| VAT Controls | Cllr Andrew Bolton | 26 July 2018 | Conducted 26 July 2018 – no issues identified | Annual review to be completed by July 2019 | |

| SUBJECT | NAME OF PERSON UNDERTAKING REVIEW | PREVIOUS COMPLETION DATE | ACTIONS BROUGHT FORWARD | STATUS | ACTIONS CARRIED FORWARD |
|-----------------------------|-----------------------------------|--------------------------|--|---|-------------------------|
| Miscellaneous – Meeting 2 | | | | | |
| External Auditor's Report | RFO | 20 September 2018 | Annual report received 20 September 2018. Onward Recommendation to Full Council on 10 January 2019 | Annual report to be received around Oct 2019. Onward Recommendation to Full Council | |
| Asset Control | Cllr Nick Pinches/RFO | 20 September 2018 | Conducted 20 September 2018 - to be reviewed in 12 months | Annual review to be completed by October 2019 | |
| Review of Ongoing Suppliers | RFO /Facilities Supervisor/TC | Ongoing | Recently reviewed: - HR Services reviewed 2016/17 -Legal Services Reviewed 2017 -Advertising contract reviewed 2017 - Internal auditors reviewed Oct 2017 - Insurance providers reviewed March 2018 | Ongoing task. | |
| Financial Regulations | RFO | 20 September 2018 | Review of Financial Regulations completed at by this Committee 20 Sept 2018 and agreed by Full Council on 15 Nov 2018 | Annual review to be completed by October 2019 | |
| Procedures | Cllr Nick Pinches | Ongoing | Financial procedures as updated agreed by this Committee on 6 October 2016 Other key processes agreed by the Committee on 16 March 2017 | List of procedures completed. | |
| Budgetary Controls | Cllr Richard Wainwright | 24 January 2019 | Conducted 24 January 2019 - to be reviewed in 12 months | Annual review to be completed by January 2020 | |

| SUBJECT | NAME OF PERSON UNDERTAKING REVIEW | PREVIOUS COMPLETION DATE | ACTIONS BROUGHT FORWARD | STATUS | ACTIONS CARRIED FORWARD |
|---------|-----------------------------------|--------------------------|-------------------------|--------|-------------------------|
|---------|-----------------------------------|--------------------------|-------------------------|--------|-------------------------|

| | | | | | |
|---|------------------------------|--|--|---|--|
| Risk Management – Meeting 3 | | | | | |
| Risk Assessment - Business Continuity | Cllr Paul Follows/RFO | 24 January 2019 | Needs a risk assessment performed and Scheme of Delegation incorporated | Outstanding | To complete a risk assessment and incorporate Scheme of Delegation - bring to next meeting on 18 April 2019 Deferred until next meeting on 18 July 2019 |
| Risk Assessment - Environmental | Cllr Paul Follows/RFO | 24 January 2019 | An Environment Sustainability Policy needs to be developed | Outstanding | An Environment Sustainability Policy needs to be developed - bring to next meeting on 18 April 2019 Deferred until next meeting on 18 July 2019 |
| Risk Assessment - Legal | Cllr Julie Noyce/RFO | 24 January 2019 | To be reviewed annually | Annual review to be completed by January 2020 | |
| Risk Assessment – Physical & Information Security | Cllr Paul Follows/RFO | 18 April 2019 | Cllr Follows & Wainwright to provide RFO with information required from IT providers | Annual review to be completed by January 2020 | |
| Risk Assessment - Reputation | Cllr Julie Noyce/RFO | 24 January 2019 | To be reviewed annually | Annual review to be completed by January 2020 | |
| Risk Assessment - Health & Safety | Cllr Paul Follows/RFO | 24 January 2019 | To be reviewed annually | Annual review to be completed by January 2020 | RFO to organise Workplace Assessments for full time staff |
| Risk Assessment - Financial | Cllr Richard Wainwright /RFO | 24 January 2019 | To be reviewed annually | Annual review to be completed by January 2020 | |
| Insurance | Town Clerk/RFO | Market test of insurers completed and reported to P&M on 22 March 2018 | To be reviewed annually | On going | |

| SUBJECT | NAME OF PERSON UNDERTAKING REVIEW | PREVIOUS COMPLETION DATE | ACTIONS BROUGHT FORWARD | STATUS | ACTIONS CARRIED FORWARD |
|---------|-----------------------------------|--------------------------|-------------------------|--------|-------------------------|
|---------|-----------------------------------|--------------------------|-------------------------|--------|-------------------------|

| | | | | | |
|---|-------------------------|---------------|--|--|--|
| Year End – Meeting 4 | | | | | |
| Internal Auditor's Reports | RFO | 18 April 2019 | Interim audit report received and responses given. To be onward recommended to next Full Council meeting | Annual review to be completed as part of Annual Governance and Accountability Return process | |
| Management of Debt (particularly Bad Debt) | RFO | 18 April 2019 | To be reviewed annually | Annual review completed by March 2020 | |
| Review of Effectiveness of Internal Control | Cllr Andrew Bolton /RFO | 18 April 2019 | To be reviewed annually | Annual review to be completed as part of Annual Governance and Accountability Return process | |
| Annual Governance Statement | Cllr Andrew Bolton /RFO | 18 April 2019 | To be reviewed annually | Annual review to be completed as part of Annual Governance and Accountability Return process | |
| Annual Accounting Statements | Cllr Andrew Bolton /RFO | 18 April 2019 | To be reviewed annually | Annual review to be completed as part of Annual Governance and Accountability Return process | |

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

| Agenda No. | Subject | Disclosable Pecuniary Interest | Non-Pecuniary Interest | Reason |
|------------|---------|--------------------------------|------------------------|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.