

**MINUTES AND REPORT OF THE AUDIT COMMITTEE  
HELD ON THE 19 SEPTEMBER 2019**

\* Councillor Boyle  
\* Councillor Crooks – Vice-Chair  
\* Councillor Heagin – Chair  
\* Councillor Steel  
\* Councillor Welland

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

207. MINUTES

The Minutes of the meeting held on 4 July 2019 were signed by the Chair as a correct record.

208. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

209. 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.

210. 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 5.

211. QUESTIONS BY MEMBERS

No questions from Councillors had been received in accordance with Standing Order 6.

212. WORK PROGRAMME

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

213. BANK RECONCILIATION

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

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

214. EXTERNAL AUDITOR'S REPORT

Members noted the report from the External Auditor stating that there were no issues that came to their attention during the audit. Members recommended the External Auditor's report be submitted to Full Council for consideration.

215. ASSET CONTROL

Members considered the Fixed Asset Policy and agreed no changes were required. Members also considered the Town Council's Asset Register and noted that it has been updated to reflect the purchase of a van, the High Street lease and the expiry date of all lease assets.

Members requested that the RFO verify the existence and location of all assets on the Register prior to the planned office move on 1 April 2020.

216. REVIEW OF ONGOING SUPPLIERS

The RFO gave an oral update on issues with two existing suppliers.

The RFO was instructed to write to both suppliers detailing the concerns raised. It was also agreed that the Chair write to the Town Clerk requesting that he contact an individual who used a Council credit account in an unauthorised manner.

217. REVIEW OF FINANCIAL REGULATIONS

The RFO compared the Council's current Financial Regulations against NALC's Model Financial Regulations (2019) and identified areas of difference with proposed recommendations. Other recommendations were also incorporated into the review for Members' consideration.

Members reviewed the report and agreed amendments to the Financial Regulations. Members further agreed that the amendments above be onward recommended to Full Council for adoption.

218. BUDGETARY CONTROLS

Members considered a report on budgetary controls and noted no changes required at this time but that this item would need to be reviewed and updated as appropriate after the new administration had completed its first budget.

219. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 23 January 2020 at 7.00pm in the Council Chamber.

220. ANNOUNCEMENTS

Members were reminded of the Staycation Thank You reception after Full Council on Thursday, 26 September 2019.