

**MINUTES AND REPORT OF THE AUDIT COMMITTEE  
HELD ON THE 6 FEBRUARY 2020**

*	Councillor Boyle
0	Councillor Crooks – Vice-Chair
*	Councillor Heagin – Chair
*	Councillor Steel
L	Councillor Welland

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

378. MINUTES

The Minutes of the Meeting held on 19 September 2019 were signed by the Chair as a correct record.

379. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

380. 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.

381. 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.

382. QUESTIONS BY MEMBERS

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

383. WORK PROGRAMME

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

384. BANK RECONCILIATION

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

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

385. INTERNAL AUDITOR'S REPORT

Members considered the report from the Council's Internal Auditor, Mulberry & Co, on an interim internal audit conducted on 25 November 2019 for the 2019/20 financial year and noted the following responses to concerns raised:

<b>Matter Arising</b>	<b>Recommendation</b>	<b>Council Response</b>
The Councillors need to sign acceptance to receive information by electronic means.	Consent be obtained.	Email was sent to all Councillors with a form regarding consent to receive information by electronic means on 25 November 2019.
Several Transparency Code links need to be updated.	Update links.	All links have now been updated.
With the addition of a motor vehicle, there is a need to ensure drivers meet insurance requirements on an annual basis.	That the Council introduce a checklist of driver details to comply with the insurance requirements on an annual basis.	Noted. Audit Committee to recommend to the Staffing Committee that a suitable existing policy be amended, or a new policy drafted to cover this requirement.

The Internal Auditor's report and the Audit Committee's recommended responses to matters arising to be onward recommended to Full Council.

386. REVIEW OF RISK ASSESSMENT – ENVIRONMENT

Members considered the risk assessment on Environment. Further work is required. Risk assessment is to be brought back to this Committee's next meeting.

387. REVIEW OF RISK ASSESSMENT – HEALTH & SAFETY

Members considered the risk assessment on Health & Safety. Further work is required. Risk assessment is to be brought back to this Committee's next meeting.

388. REVIEW OF RISK ASSESSMENT – LEGAL

Members considered the risk assessment on Legal. Further work is required. Risk assessment is to be brought back to this Committee's next meeting.

389. REVIEW OF RISK ASSESSMENT – PHYSICAL & INFORMATION SECURITY

Members considered the risk assessment on Physical & Information Security. Further work is required. Risk assessment is to be brought back to this Committee's next meeting.

390. REVIEW OF RISK ASSESSMENT – REPUTATION

Members considered the risk assessment on Reputation. Further work is required. Risk assessment is to be brought back to this Committee's next meeting.

391. REVIEW OF RISK ASSESSMENT – FINANCIAL

Members considered the risk assessment on Financial. Further work is required. Risk assessment is to be brought back to this Committee's next meeting.

392. REVIEW OF RISK ASSESSMENT – SAFEGUARDING

Members considered the risk assessment on Safeguarding. Further work is required. Risk assessment is to be brought back to this Committee's next meeting.

393. REVIEW OF RISK ASSESSMENT – EVENTS

Members considered the risk assessment on Events. Further work is required. Risk assessment is to be brought back to this Committee's next meeting.

394. REVIEW OF BUSINESS CONTINUITY PLAN

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

The amended Business Continuity Plan to be onward recommended to Full Council.

395. REVIEW OF INSURANCE

Members noted changes made to the existing policy since last year and agreed further amendments required regarding business continuity.

396. RISK MANAGEMENT STRATEGY

Members made suggested revisions to the Risk Management Strategy and requested the Strategy be circulated once revised and be brought back to this Committee at its next meeting.

397. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Monday, 20 April 2020 at 7.00pm in the Council Chamber.

398. ANNOUNCEMENTS

Members were reminded of the Pancake Races to be held on 25 February 2020.