

**MINUTES AND REPORT OF THE AUDIT COMMITTEE  
HELD ON THE 10 SEPTEMBER 2020**

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

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

121. MINUTES

The Minutes of the Meeting held on 8 February 2020 having previously been circulated were signed by the Chair as a correct record.

122. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

123. 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.

124. 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.

125. QUESTIONS BY MEMBERS

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

126. WORK PROGRAMME

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

127. BANK RECONCILIATION

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

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

128. 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.

129. REVIEW OF FINANCIAL REGULATIONS

Members reviewed the Financial Regulations and agreed no changes were required.

Members noted that in accordance with Financial Regulation 16.2, the Risk Assessment for the Community Store should be brought to the next Policy & Management Committee for consideration.

130. BUDGETARY CONTROLS

Members considered the report on budgetary controls and noted the amendments made.

131. PAYMENT CONTROLS

Members noted that during the COVID-19 lockdown the payment of suppliers was adapted as follows:

- invoices appropriately signed off in regards to goods/services received and amount within budget (as normal);
- email schedule of payments sent to signatories for electronic sign off (they didn't see the invoices, just totals to be paid with a brief explanation of what the payment was for);
- make payment via Godalming Town Council BACS which can be done by the Responsible Finance Officer in presence of Town Clerk.

Members further noted Councillor Steel did a sample test of BACS Payments Runs made during lockdown to ensure amount signed off on schedule matched actual invoices and that the payment schedule had been signed off by the Town Clerk. Members requested that Councillor Steel repeat this testing within the next six months to provide continued assurance that payments being made match invoices.

Members received the report on the review of payment controls.

132. PAYROLL CONTROLS

Members received the report on the review of payroll controls.

133. PROPER BOOKKEEPING

Members received the report on the review of bookkeeping.

134. VAT CONTROLS

Members received the report on the review of VAT controls.

135. RISK MANAGEMENT STRATEGY

Members reviewed the Risk Management Strategy and made recommendations for amendments (report attached to record minutes).

136. REVIEW OF RISK ASSESSMENT – PHYSICAL & INFORMATION SECURITY

Members considered the updated risk assessment on Physical & Information Security (copy attached to record minutes).

137. REVIEW OF RISK ASSESSMENT – FINANCIAL

Members considered the updated risk assessment on Financial.

138. GENERAL RESERVES

Members agreed that Councillors Boyle, Steel and Crooks should meet with the RFO to discuss and develop options to rebuild General Reserves to be included in the annual budget for 2021/22 and five year budget.

139. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 21 January 2021 at 7.00pm, location to be confirmed.

140. ANNOUNCEMENTS

There were no announcements.