

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON 21 JANUARY 2021**

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

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

317. MINUTES

The Minutes of the Meeting held on 10 September 2020 were signed by the Chair as a correct record.

318. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

319. 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.

320. 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.

321. QUESTIONS BY MEMBERS

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

322. WORK PROGRAMME

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

323. 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.

324. CREDIT CONTROL POLICY

Members reviewed the Council's Credit Policy and resolved to approve the following:

- Reclassify the document as a procedure rather than a policy
- Accept all changes proposed on the document
- Amend the third letter

325. INTERNAL AUDITOR'S REPORT

Members considered the report from the Council's Internal Auditor, Mulberry & Co, on an interim internal audit conducted on 22 September 2020 for the 2020/21 financial year and noted the following responses to concerns raised:

| Audit Point | Audit Findings | Council Response |
|----------------------|---|--|
| Transparency | Misdirected link on Grants | Link has now been corrected |
| GDPR | May want to consider redacting personal signatures on the register of interest (on public view) in future | Agreed – will put in place for future. |
| Bank Reconciliations | Chair MUST attend site and sign reconciliations and face bank statements | Chair has now signed all bank reconciliations. |

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

326. REVIEW OF RISK ASSESSMENT – SAFEGUARDING

Members considered the risk assessment on Safeguarding and agreed the proposed changes.

327. REVIEW OF INSURANCE

Members noted the changes made to insurance policies as a result of recent reviews.

Members recommended that the Management Agreement between the Godalming Museum Trust and Godalming Town Council be reviewed and updated to align with current practices regarding insurance provision.

328. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 29 April 2021 at 7.00pm at a venue to be notified.

329. ANNOUNCEMENTS

There were no announcements.