

**MINUTES AND REPORT OF THE AUDIT COMMITTEE  
HELD ON 16 SEPTEMBER 2021**

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

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

263. MINUTES

The Minutes of the Meeting held on 1 July 2021 were signed by the Chair as a correct record.

264. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

265. 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.

266. 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.

267. QUESTIONS BY MEMBERS

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

268. WORK PROGRAMME

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

Members noted issues raised regarding the Council Fire Plan for the new office and that steps were being taken to address these issues.

269. 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.

270. FIXED ASSET DISPOSAL POLICY

Members reviewed the Fixed Asset Register and noted additions since its last review.

Members reviewed the Fixed Asset Disposal Policy and agreed to recommend its adoption by Full Council.

271. FIXED ASSET POLICY

Members reviewed the Council's Fixed Asset Policy (last reviewed 20 September 2018) and agreed to recommend its re-adoption by Full Council.

272. BUDGETARY CONTROLS

Members considered the report on budgetary controls.

273. REVIEW OF FINANCIAL REGULATIONS

Members reviewed Financial Regulations and proposed the following amendment be recommended to Full Council.

Regulation 11.1i be amended to the following:

*When it is to enter into a contract of between £5,000 and £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations or estimates (price descriptions of the proposed supply). Otherwise, Regulation 10(3) above shall apply.*

274. COUNCIL BANKING ARRANGEMENTS

Members considered the report on the Council's banking arrangements and noted that Triodos and the Co-Operative Bank did not meet the Council's minimum security criteria and therefore could not be considered any further. The remaining institutions considered were ranked as follows:

<b>Bank</b>	<b>High Street Presence</b>	<b>Quality of Service</b>	<b>Ethical</b>	<b>Fee Transparency</b>	<b>Total</b>
HSBC	0	1	0	1	2
Lloyds	2	1	1	1	5
NatWest	2	1	1	1	5
Handelsbanken	0	2	2	0	4

As the Council has no limit as to the number of accounts it can operate, the Audit Committee will recommend to Full Council that accounts be opened at both Lloyds and NatWest.

275. EXTERNAL AUDITOR'S REPORT

Members noted that Godalming Town Council has an unqualified audit opinion for 2020/21.

The Chair to write to the External Auditors and Smaller Authorities' Audit Appointments organisation to express concerns over the process for responding to matters raised.

276. PETTY CASH

Members noted the outcome of the staff consultation on Petty Cash.

Members authorised the Responsible Finance Officer to disband the Petty Cash system and bank the remaining cash of £0.48.

277. AMENDMENT TO AUDIT COMMITTEE MEETING DATE – APRIL 2022

Members noted the change of date from Monday, 18 April 2022 which is Easter Monday to Monday, 25 April 2022.

278. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in the Council Chamber on Thursday, 3 February 2022 at 6.30pm.

279. ANNOUNCEMENTS

There were no announcements.