

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON 25 APRIL 2022**

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

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

551. MINUTES

The Minutes of the Meeting held on 3 February 2022 were signed by the Chair as a correct record.

552. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

553. 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.

554. 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.

555. QUESTIONS BY MEMBERS

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

556. WORK PROGRAMME

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

557. 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.

558. INTERNAL AUDITOR'S REPORT

Members considered the report of an internal audit conducted on 14 April 2022 by the Council's Internal Auditor, Mulberry & Co and noted that no items had been raised requiring attention.

559. REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

Members considered a report from the Responsible Finance Officer and considered what recommendations to make to Full Council and the Godalming Joint Burial Committee. Based on this report and the Internal Auditor's report, the Committee proposed that the Annual Governance Statement item concerning Internal Control could be answered in the affirmative.

560. ANNUAL GOVERNANCE STATEMENT

Members considered the answers to the questions posed by the Annual Governance Statement and agreed recommendations to Full Council as to how it should respond to those questions.

561. ACCOUNTING STATEMENTS 2021/22

Members considered the Town Council's Accounting Statements for the Financial Year ended 31 March 2022

562. MANAGEMENT OF DEBT 2021/22

Members noted that the Responsible Finance Officer had not requested any write offs in the 2021-22 financial year.

563. REVIEW OF SUPPLIERS

Members reviewed the information provided on the review of stationery and noted that as a town council, priority was to be given to local suppliers wherever possible. Members also noted that by using a local supplier, there was an ease to returning items and resolving issues that does not exist with online providers. However, the Council still has a responsibility to obtain best value and could not completely discount the significant difference in price between the online suppliers and our current supplier. Accordingly, Members requested that our current supplier be contacted to request a review of their prices given competitor prices to determine if there was any room to move on price.

Members noted that a desktop review for IT was not possible and requested that the RFO complete a competitive quote exercise as soon as was practicable.

564. EXTERNAL AUDITOR

At its meeting on 23 September 2021, Members agreed the Chair should write to the External Auditors and Smaller Authorities' Audit Appointments organisation to express concerns over the process for responding to matters raised.

Members noted the response to this letter, and whilst disappointed in the response, concluded that no further action should be taken.

565. HEALTH & SAFETY GOVERNANCE

Members noted the request to agree a process to review the Council's health and safety governance arrangements, including the review of documentation and to make appropriate recommendations where necessary.

Members agreed that a Task & Finish Group be established to complete this work and determined the membership of this group comprise of the following:

- Cllr Heagin

- Cllr Stubbs
- RFO
- Cllr Crooks (reserve)

The Task & Finish Group are to report back to this Committee at its meeting on 7 July 2022.

566. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in the Mayor's Parlour on Thursday, 26 May 2022 at 8.00pm.

567. ANNOUNCEMENTS

There were no announcements.