

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON 3 FEBRUARY 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

443. MINUTES

The Minutes of the Meeting held on 16 September 2021 were signed by the Chair as a correct record.

444. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

445. 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.

446. 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.

447. QUESTIONS BY MEMBERS

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

448. WORK PROGRAMME

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

449. 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.

450. INTERNAL AUDITOR'S REPORT

Members considered the report from the Council's Internal Auditor, Mulberry & Co, on an interim internal audit conducted on 7 September 2021 for the 2021/22 financial year and responded to the matter raised as follows:

Audit Point	Audit Findings	Council Response
Quotes and Estimates	In reviewing the minutes of JBC and GTC we agreed with the Clerk and RFO that where there are instances of council reviewing and accepting quotes and/or tenders for work, there should be processes in place to ensure the minutes show a 'resolution to accept or approve' so it is clear beyond reasonable doubt that the council is making the necessary decisions based on the evidence presented.	Noted – will ensure future minutes contain suggested wording.

Members noted the Internal Auditor's comment that General Reserves will fall below the recommended levels and requested the RFO follow up the progress of the Budget Strategy Task & Finish Group whose remit includes identifying savings which will in turn improve the general reserve balance.

451. REVIEW OF RISK ASSESSMENT – ENVIRONMENT

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

Members requested an Asbestos Report for Broadwater Community Park Community Centre be commissioned. Members further requested that the Facilities Supervisor contact Waverley Borough Council to request the Asbestos Reports for the Public Conveniences transferred to us from them.

452. REVIEW OF RISK ASSESSMENT – HEALTH & SAFETY

Members considered the risk assessment on Health & Safety and agreed the proposed changes.

Members requested that RFO follow up with the Facilities Supervisor regarding measures in place to prevent slips and trips in the Broadwater Park Community Centre car park, particularly in winter. They also identified the need to ensure Risk Assessments are being completed for ad hoc projects and day to day activities.

Members noted that there was a need to ensure there was evidence that control measures identified in all Risk Assessments were being performed (this includes Environment and Legal). Members to report back to this Committee at its next meeting on their findings on their audit of control measures.

453. REVIEW OF RISK ASSESSMENT – LEGAL

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

454. REVIEW OF BUSINESS CONTINUITY PLAN

Members considered the Business Continuity Plan and agreed the proposed changes.

Members requested that the RFO contact the Waverley Borough Council officer in charge of emergency response to determine what support Godalming Town Council could give should an emergency arise.

455. WORKPLACE ASSESSMENTS

Members considered the quotes received for Workplace Assessments and resolved to approve the quote of Supplier B, subsequently identified as Ergo at Work Limited.

456. FINANCIAL REGULATIONS

At the Full Council meeting on 23 September 2021 when the recommendations from this Committee regarding Financial Regulations were considered, Members requested the Audit Committee consider a timeframe for reviewing suppliers used under 11.1a (Min No 302-21 refers).

Members considered Full Council's request and determined that suppliers were reviewed within the specifics of the environment in which they operated. Those suppliers who did not have time-bound contracts and represented a significant spend would be reviewed at least once every four years.

457. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in The Pepperpot on Monday, 25 April 2022 at 7.00pm.

458. ANNOUNCEMENTS

There were no announcements.