

GODALMING TOWN COUNCIL

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Godalming
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20 May 2022

I HEREBY SUMMON YOU to attend the **AUDIT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on MONDAY, 26 MAY 2022 at 8.00pm, or at the conclusion of the preceding Policy & Management Committee meeting, whichever is later.

Andy Jeffery
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Committee Members: Councillor Boyle
Councillor Crooks
Councillor Heagin
Councillor Stubbs
Councillor Welland

AGENDA

1. ELECTION OF CHAIR

To receive nominations for the Chair of the Committee and to elect said Chair.

2. ELECTION OF A VICE-CHAIR

To receive nominations for the Vice-Chair of the Committee and to elect said Vice-Chair.

3. MINUTES

To approve as a correct record the minutes of the meeting held on the 25 April 2022, a copy of which has been circulated previously.

4. APOLOGIES FOR ABSENCE

5. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

6. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5.

7. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

8. WORK PROGRAMME

Members to review the Committee's Work Programme and to update accordingly for the forthcoming year (copy attached for the information of Members).

9. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in The Pepperpot on Thursday, 7 July 2022 at 7.15pm or at the conclusion of the preceding Staffing Committee meeting, whichever is later.

10. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

AUDIT COMMITTEE WORK PROGRAMME

SUBJECT	NAME OF PERSON UNDERTAKING REVIEW	PREVIOUS COMPLETION DATE	ACTIONS BROUGHT FORWARD	STATUS	ACTIONS CARRIED FORWARD
Bank Reconciliation	Cllr Heagin/RFO	16 September 2021	Latest Bank recs reviewed at each meeting of Audit Committee	Chair to review and sign at each meeting of the Audit Committee	Ongoing
Health & Safety	RFO		Latest H&S issues reviewed at each meeting of the Audit Committee	On this agenda	
Internal Control – Meeting 1					
Income Controls	Cllr Heagin	1 July 2021	Conducted 1 July 2021 – no issues identified	Annual review to be completed by July 2022	
Payment Controls	Cllr Heagin	1 July 2021	Conducted 1 July 2021 – no issues identified	Annual review to be completed by July 2022	
Payroll Controls	Cllr Heagin	1 July 2021	Conducted 1 July 2021 – no issues identified	Annual review to be completed by July 2022	
Proper Book-keeping	Cllr Heagin	1 July 2021	Conducted 1 July 2021 – no issues identified	Annual review to be completed by July 2022	
VAT Controls	Cllr Heagin	1 July 2021	Conducted 1 July 2021 – no issues identified	Annual review to be completed by July 2022	

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Miscellaneous – Meeting 2					
External Auditor's Report	RFO	16 September 2021	Annual report received 16 September 2021. Onward recommendation to Full Council on 23 September 2021	Annual review to be completed by September 2022	Chair to write to SAAA and PKF Littlejohn regarding poor process.
Asset Control	Cllr Boyle/RFO	16 September 2021	Onward recommendation to Full Council on 23 September 2021 of new Fixed Asset Disposal Policy	Annual review to be completed by September 2022	
Review of Suppliers	RFO /Facilities Supervisor /TC	Ongoing	Telephone services – as part of move to new offices, quotes received from three suppliers. Decision to go with Phones for Business.	On this agenda	RFO to perform desktop review of Stationery and IT Suppliers
Financial Regulations	RFO	3 February 2022	Review of Financial Regulations completed by this Committee 16 September 2021. Onward recommendation to Full Council on 23 September 2021	Annual review to be completed by September 2022	
Procedures	Cllr Welland	Ongoing	Creating a Standard Operating Procedures File for each position	Ongoing task	
Budgetary Controls	Cllr Welland	16 September 2021	Conducted 16 September 2021 – to be reviewed in 12 months	Annual review to be completed by September 2022	

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Risk Management – Meeting 3					
Risk Assessment – Business Continuity	Cllr Heagin /RFO	3 February 2022	To be reviewed at least every three years	Next review to be completed by 31 March 2025	
Risk Assessment – Environmental	Cllr Crooks/RFO	3 February 2022	To be reviewed at least every three years	Next review to be completed by 31 March 2025	Cllr Crooks to audit control measures and report back.
Risk Assessment – Legal	Cllr Boyle/RFO	3 February 2022	To be reviewed at least every three years	Next review to be completed by 31 March 2025	Cllr Boyle to audit control measures and report back.
Risk Assessment – Physical & Information Security	Cllr Welland/RFO	10 September 2020	To be reviewed at least every three years	Next review to be completed by 31 March 2023	
Risk Assessment – Reputation	Cllr Stubbs /RFO	6 February 2020	To be reviewed at least every three years	Next review to be completed by 31 March 2023	
Risk Assessment – Health & Safety	Cllr Stubbs /RFO	3 February 2022	To be reviewed at least every three years	Next review to be completed by 31 March 2025	Cllr Stubbs to audit control measures and report back.
Risk Assessment – Financial	Cllr Crooks /RFO	10 September 2020	To be reviewed at least every three years	Next review to be completed by 31 March 2023	
Insurance	Town Clerk/RFO/ Cllr Heagin	29 April 2021	To be reviewed annually	Next review to be completed by 31 March 2022	.
Risk Assessment – Safeguarding	Cllr Boyle	21 January 2021	To be reviewed at least every three years	Next review to be completed by 31 March 2024	

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Year End – Meeting 4					
Internal Auditor's Reports	RFO	3 February 2022	Interim audit report received and responses given. Onward recommendation to next Full Council meeting	On this agenda	
Management of Debt (particularly Bad Debt)	RFO	29 April 2021	To be reviewed annually	On this agenda	
Review of Effectiveness of Internal Control	Cllr Heagin /RFO	22 April 2021 (at Full Council due to COVID-19)	To be reviewed annually	On this agenda	
Annual Governance Statement	Cllr Heagin /RFO	22 April 2021 (at Full Council due to COVID-19)	To be reviewed annually	On this agenda	
Annual Accounting Statements	Cllr Heagin /RFO	22 April 2021 (at Full Council due to COVID-19)	To be reviewed annually	On this agenda	
Review of Credit Control Procedures	RFO	21 January 2021	To be reviewed at least every three years	Next review to be completed by 31 January 2024	
Review of Council Banking Arrangements	Cllr Heagin /RFO	16 September 2021 – on the 13 January 2022 Full Council agenda	To be reviewed each Administration	Next review to be completed after May 2023	
Review of Treasury & Investment Policy		29 April 2021	To be reviewed at least every three years	Next review to be completed by April 2024	

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a registerable interest (non-pecuniary interest)]³ in the following matter:-

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.