

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON 7 JULY 2022**

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

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

144. MINUTES

The Minutes of the Meeting held on 26 May 2022 were signed by the Chair as a correct record.

145. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

146. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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.

147. 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.

148. QUESTIONS BY MEMBERS

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

149. WORK PROGRAMME

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

150. BANK RECONCILIATION

The Responsible Finance Officer tabled the current Bank Reconciliation for the information of Members.

Members agreed that the Chair should sign the tabled bank reconciliation.

151. REVIEW OF RISK ASSESSMENT – HEALTH & SAFETY

Members considered the report from Councillor Stubbs on the controls within the risk assessment on Health & Safety.

Councillor Stubbs noted that the three staff he met with had good evidence of Health & Safety awareness and compliance to controls. Councillor Stubbs also noted that he had yet to meet up with the Buildings Maintenance Supervisor.

152. REVIEW OF RISK ASSESSMENT – LEGAL

Members considered the report from Councillor Boyle on the controls within the risk assessment on Legal.

Members noted that there should be a procedure on what to do if an individual Councillor or Officer purporting to act for the Council acts unlawfully (added to the work programme).

153. REVIEW OF RISK ASSESSMENT – ENVIRONMENT

This item was deferred to the next Audit Committee meeting on 15 September 2022 by agreement of the Chair.

154. INCOME CONTROLS

Members received the report on the review of income controls and noted there were no issues raised.

155. PAYMENT CONTROLS

Members received the report on the review of payment controls and noted there were no issues raised.

156. PAYROLL CONTROLS

Members received the report on the review of payroll controls and noted there were no issues raised.

157. PROPER BOOKKEEPING

Members received the report on the review of proper bookkeeping controls and noted there was one issue raised with regard to how the Sage Payroll software calculated one employee's NI contribution. The RFO is to follow this up with the software provider and report back.

158. VAT CONTROLS

Members received the report on the review of VAT controls and noted there were no issues raised.

159. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in The Pepperpot on Thursday, 15 September 2022 at 7.15pm or at the conclusion of the preceding Staffing Committee, whichever is later.

160. ANNOUNCEMENTS

There were no announcements.