

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON 3 NOVEMBER 2022**

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

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

342. MINUTES

The Minutes of the Meeting held on 7 July 2022 were signed by the Chair as a correct record.

343. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

344. 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.

345. 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.

346. QUESTIONS BY MEMBERS

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

347. WORK PROGRAMME

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

348. 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.

349. INTERNAL AUDITOR'S REPORT

Members considered the report from the Council's Internal Auditor, Mulberry & Co, on an interim internal audit conducted on 20 September 2022 for the 2022/23 financial year and made the following observations:

- There were no audit findings requiring attention.
- The report was well set out and easy to follow.
- The Mayoralty Committee has now been disbanded so does not meet once a year.

- For Business Continuity purposes, it needs to be documented how a replacement for the RFO will access key systems (eg. RBS, Sage Payroll and HSBC).

350. OPTION TO OPT OUT OF SAAA EXTERNAL AUDITOR APPOINTMENTS

Members considered the email from SAAA regarding the option to opt out of central external auditor appointment arrangements and agreed to remain within the SAAA appointment process.

351. BUDGETARY CONTROLS

Members considered the report on budgetary controls.

Councillor Heagin requested that a Budget Strategy Task & Finish Group meeting be held on Monday, 14 November at 10.00am.

352. REVIEW OF RISK ASSESSMENT – ENVIRONMENT

This item was deferred from the Audit Committee meeting on the 7 July 2022 by agreement of the Chair. Members considered the report from Councillor Crooks on the controls within the risk assessment on Environment and requested one minor wording amendment.

353. REVIEW OF RISK ASSESSMENT – HEALTH & SAFETY

Members considered the follow up report from Councillor Stubbs on the controls within the risk assessment on Health & Safety. The RFO noted that the following progress had been made since the report was first written:

- A new Grounds Maintenance Supervisor has been recruited and has worked with the Buildings Maintenance Supervisor previously, so the issues around lone working on high-risk jobs should be alleviated. However, lone working will always exist.
- The Facilities Supervisor has drafted Contractor Risk Assessment and checklist.
- The Town Clerk has developed Training Matrices for all maintenance staff and has prioritised Health & Safety training.
- Major capital work has been done at Eashing Chapel to improve staff welfare facilities and improve access and storage.

354. TASK AND FINISH GROUP – HEALTH & SAFETY

Members considered the report from the Task & Finish Group on Health & Safety.

Members requested that the RFO proceed with the initial consultation meeting to determine level of work required and costs involved. Once this information is obtained, the RFO is to convene another Health & Safety Task & Finish Group meeting to discuss results.

355. ASSET CONTROL

Members considered the Town Council's Asset Register and noted that there have been no additions or disposals in the current financial year.

Members also noted that our buildings are due for another revaluation to ensure they are adequately insured. The cost of this needs to be built into the Council's budget.

356. FINANCIAL REGULATIONS

Members noted that NALC has not updated its model Financial Regulations since the last review of Financial Regulations in May 2022.

Members considered whether the installation of Christmas Lights was a specialist service given the small number of firms available to provide such a service and the particular requirements of the Godalming installation. Members agreed that the installation of Christmas Lights was a specialist service and therefore falls within Financial Regulation 11.6ii.

Whilst the wording of the regulation does not need to be amended, for clarity it is recommended that it be amended to:

“for specialist services such as are provided by legal professionals acting in disputes and the installation of Christmas Lights.”

357. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in the Council Chamber on Thursday, 2 February 2023 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

358. ANNOUNCEMENTS

There were no announcements.