

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON 17 APRIL 2023**

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

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

568. MINUTES

The Minutes of the Meeting held on 2 February 2023 were signed by the Chair as a correct record.

569. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

570. 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.

571. 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.

572. QUESTIONS BY MEMBERS

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

573. WORK PROGRAMME

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

574. 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.

575. INTERNAL AUDITOR'S REPORT

Members considered the report of an internal audit conducted on 17 April 2023 by the Council's Internal Auditor, Mulberry & Co. Members' response to the item raised is as follows:

| Audit Point | Audit Findings | Council Response |
|--------------------|--|---|
| Web site link | The council has a dedicated transparency page – although the link was difficult to locate. | There have been a few teething issues with the new website and this is one of them. We will add a link to the Financial Information icon on the front page. |

576. 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. 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.

577. 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.

578. ACCOUNTING STATEMENTS 2022/23

Members considered the Town Council's Accounting Statements for the Financial Year Ended 31 March 2023.

579. MANAGEMENT OF DEBT 2022/23

Members noted that the Responsible Finance Officer has requested £132.00 worth of write offs in the 2022-23 financial year, although only £112.00 was written off as one debtor made payment after authorisation to write off.

580. REPORTS FROM CITATION

Members considered the confidential reports from each site visit and noted there were no issues of concern raised. Members further noted that the issues identified in the report were being systematically addressed.

Members formally thanked the Facilities Supervisor for her work on Health & Safety processes and procedures which resulted in such a high level of compliance.

581. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in the Mayor's Parlour on Thursday, 25 May 2023 at 8.00pm.

582. ANNOUNCEMENTS

There were no announcements.