

GODALMING TOWN COUNCIL

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107-109 High Street
Godalming
Surrey
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19 May 2023

I HEREBY SUMMON YOU to attend the **AUDIT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 25 MAY 2023 at 7.20pm or at the completion of the preceding Policy & Management Committee, whichever is earlier.

Andy Jeffery

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

Committee Members: Councillor Crooks
Councillor Holliday
Councillor Steel
Councillor Taylor
Councillor Thomson

AGENDA

1. ELECTION OF COMMITTEE CHAIR

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

2. ELECTION OF COMMITTEE 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 17 April 2023, 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 consider the Committee's Work Programme and to note progress on the items therein (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, 6 July 2023 at 6.30pm.

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	17 April 2023	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	Cllr Heagin/RFO	17 April 2023	Citation appointed	Report of tasks and issues to be submitted at each meeting of the Audit Committee	
Internal Control – Meeting 1					
Income Controls	Cllr Crooks	7 July 2022	Conducted 4 July 2022 – no issues identified	Annual review to be completed by July 2023	
Payment Controls	Cllr Crooks	7 July 2022	Conducted 4 July 2022 – no issues identified	Annual review to be completed by July 2023	
Payroll Controls	Cllr Crooks	7 July 2022	Conducted 4 July 2022 – query over NI calculation for one employee	Annual review to be completed by July 2023	
Proper Book-keeping	Cllr Crooks	7 July 2022	Conducted 4 July 2022 – no issues identified	Annual review to be completed by July 2023	
VAT Controls	Cllr Crooks	7 July 2022	Conducted 2 July 2022 – no issues identified	Annual review to be completed by July 2023	
Miscellaneous – Meeting 2					
External Auditor's Report	RFO	Taken straight to Full Council on 29 September 2022	To be reviewed when next report received	Annual review to be completed by September 2023	

SUBJECT	NAME OF PERSON UNDERTAKING REVIEW	PREVIOUS COMPLETION DATE	ACTIONS BROUGHT FORWARD	STATUS	ACTIONS CARRIED FORWARD
Asset Control	Cllr Boyle/RFO	3 November 2022	Onward recommendation to Full Council on 23 September 2021 of new Fixed Asset Disposal Policy	Annual review to be completed by September 2023	Revaluation of buildings to be organised within next two years – recommendation that this be closer to Year 2 to allow inflation to settle
Review of Suppliers	RFO /Facilities Supervisor /TC	Ongoing	To perform a competitive quote exercise for IT Services.	Ongoing task	To perform a competitive quote exercise for IT Services.
Financial Regulations	RFO	3 November 2022	Review of Financial Regulations completed by this Committee 3 November 2022. Onward recommendation to Full Council on 15 December 2022	Annual review to be completed by September 2023	
Procedures	Cllr Welland	Ongoing	Creating a Standard Operating Procedures File for each position	Ongoing task	
Budgetary Controls	Cllr Welland	3 November 2022	Conducted 3 November 2022 – to be reviewed in 12 months	Annual review to be completed by September 2023	
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 November 2022	To be reviewed at least every three years	Next review to be completed by 31 March 2025	
Risk Assessment – Legal	Cllr Boyle/RFO	7 July 2022	To be reviewed at least every three years	Next review to be completed by 31 March 2025	Develop a procedure for actions to be taken if Councillor/Officer acts unlawfully
Risk Assessment – Physical & Information Security	Cllr Welland/RFO	2 February 2023	To be reviewed at least every three years	Next review to be completed by 31 March 2026	
Risk Assessment – Reputation	Cllr Stubbs /RFO	2 February 2023	To be reviewed at least every three years	Next review to be completed by 31 March 2026	

SUBJECT	NAME OF PERSON UNDERTAKING REVIEW	PREVIOUS COMPLETION DATE	ACTIONS BROUGHT FORWARD	STATUS	ACTIONS CARRIED FORWARD
Risk Assessment – Health & Safety	Cllr Stubbs /RFO	3 November 2022	To be reviewed at least every three years	Next review to be completed by 31 March 2025	
Risk Assessment – Financial	Cllr Crooks /RFO	2 February 2023	To be reviewed at least every three years	Next review to be completed by 31 March 2026	
Insurance	Town Clerk/RFO/ Cllr Heagin	29 April 2021	To be reviewed in detail at each contract renewal	Next review to be completed by 31 March 2025	
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	
Year End – Meeting 4					
Internal Auditor's Reports	RFO	17 April 2023	To be reviewed at next interim audit	Ongoing	
Management of Debt (particularly Bad Debt)	RFO	17 April 2023	To be reviewed annually	Next review to be completed by April 2024	
Review of Effectiveness of Internal Control	Cllr Heagin /RFO	17 April 2023	To be reviewed annually	Next review to be completed by April 2024	
Annual Governance Statement	Cllr Heagin /RFO	17 April 2023	To be reviewed annually	Next review to be completed by April 2024	
Annual Accounting Statements	Cllr Heagin /RFO	17 April 2023	To be reviewed annually	Next review to be completed by April 2024	
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.