

**MINUTES AND REPORT OF THE AUDIT COMMITTEE  
HELD ON 14 SEPTEMBER 2023**

- \* Councillor Crooks – Chair
- \* Councillor Holliday
- \* Councillor Steel
- \* Councillor Taylor
- \* Councillor Thomson – Vice Chair

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

233. MINUTES

The Minutes of the Meeting held on 6 July 2023 were signed by the Chair as a correct record.

234. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

235. 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.

236. 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.

237. QUESTIONS BY MEMBERS

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

238. WORK PROGRAMME

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

239. 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.

240. EXTERNAL AUDITOR'S REPORT

Members noted the Report from the External Auditor stating that there were no issues that came to their attention during the audit.

241. BUDGETARY CONTROLS

Members considered a report on budgetary controls and requested that the statutory deadline for the setting of budgets be added (amended report attached to record minutes).

#### 242. ASSET CONTROL

Members considered the Town Council's Asset Register and noted that in accordance with Min No 420-23, the assets from the dissolved Godalming Joint Burial Committee were transferred to Godalming Town Council as of 1 April 2023 and are now included within the Council's Register. The book value of the assets transferred was £971,629.

The transfers of ownership applications have been lodged with the Land Registry and we are awaiting confirmation from them that their processes have been completed. The change in ownership of the vehicles has been completed and registration papers received.

The Youth Service has purchased two vehicles as part of the UK Shared Prosperity Fund project to deliver an expanded mobile youth service.

There have been no fixed assets disposals to date.

#### 243. FINANCIAL REGULATIONS

Members noted that NALC has not updated its model Financial Regulations since the detailed review done in 2019, so the Council's current Financial Regulations do not require any updating on this ground.

The Responsible Finance Officer has no recommendations for amending the current Financial Regulations. However, the RFO is aware that the National Association of Local Councils is currently reviewing the model Financial Regulations and notes that this review may result in changes that this Council will need to consider at a future point in time.

#### 244. RISK MANAGEMENT

Members considered a report on risk management and noted that the Risk Management Strategy adopted by this Council in May 2022 identified that one objective of the Council was to embed risk management through the ownership and management of risk as part of all decision-making processes.

Members noted that the Council had made decisions in the following areas where consideration of risk was not immediately apparent.

- Heat Source Pumps and Solar Panels
- Staycation Live
- Crown Court Toilet Renovation
- Re-Use of Land within Nightingale Cemetery
- Electric vehicles

Members agreed to assess the risk of each of these areas and report back to this committee on their findings.

Members requested that this committee recommend to Full Council that all new initiatives considered by this council in any of its committees have a section included on risk management which include the identification of key risks and any proposed mitigations for that risk.

#### 245. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in the Council Chamber on Thursday, 1 February 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

246. ANNOUNCEMENTS

There were no announcements.