

GODALMING TOWN COUNCIL

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107-109 High Street
Godalming
Surrey
GU7 1AQ

17 May 2024

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, 23 MAY 2024 at 7.20pm or at the conclusion of the preceding Policy & Management Committee, whichever is later.

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

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Committee Members: Councillor Crooks – Chair
Councillor Holliday
Councillor Steel
Councillor Taylor
Councillor Thomson – Vice Chair

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 18 April 2024, 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 Meeting Room at 107-109 High Street on Thursday, 11 July 2024 at 6.30pm.

10. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 11 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

11. FINANCIAL ADMINISTRATION & CORPORATE SERVICES

Members to receive a verbal report from the RFO regarding proposed arrangements relating to provision of financial administration and corporate services support.

AUDIT COMMITTEE WORK PROGRAMME

SUBJECT	NAME OF PERSON UNDERTAKING REVIEW	PREVIOUS COMPLETION DATE	ACTIONS BROUGHT FORWARD	STATUS	ACTIONS CARRIED FORWARD
Bank Reconciliation	Cllr Crooks/RFO	18 April 2024	Latest bank recs reviewed at each meeting of Audit Committee	Chair to review and sign at each meeting of the Audit Committee	Ongoing
Internal Control – Meeting 1					
Income Controls	Cllr Steel	6 July 2023	Conducted 15 June 2023 – no issues identified	Annual review to be completed by July 2024	
Payment Controls	Cllr Steel	6 July 2023	Conducted 15 June 2023 – one payment had not claimed VAT which was subsequently corrected	Annual review to be completed by July 2024	
Payroll Controls	Cllr Steel	6 July 2023	Conducted 15 June 2023 – no issues identified	Annual review to be completed by July 2024	
Proper Book-keeping	Cllr Steel	6 July 2023	Conducted 15 June 2023 – no issues identified	Annual review to be completed by July 2024	
VAT Controls	Cllr Steel	6 July 2023	Conducted 15 June 2023 – no issues identified	Annual review to be completed by July 2024	

SUBJECT	NAME OF PERSON UNDERTAKING REVIEW	PREVIOUS COMPLETION DATE	ACTIONS BROUGHT FORWARD	STATUS	ACTIONS CARRIED FORWARD
Miscellaneous – Meeting 2					
External Auditor's Report	RFO	14 September 2023	Reviewed by this committee 14 September 2023. Onward recommendation to Full Council on 21 September 2023	Annual review to be completed by September 2024	
Asset Control	Cllr Thompson/RFO	14 September 2023	Conducted 14 September 2023. Building revaluations required to remain compliant with Fixed Asset Policy	Annual review to be completed by September 2024	Revaluation of buildings to be budgeted in the 2024/25 financial year
Review of Suppliers	RFO /Facilities Supervisor /TC	Ongoing Insurance contract reviewed for 2024/25.	Review suppliers to ensure best value for money being achieved	Ongoing	Investigate having an IT audit as an alternative.
Financial Regulations	RFO	14 September 2023	Review of Financial Regulations completed by this committee 14 September 2023	Annual review to be completed by September 2024	
Procedures	RFO	Ongoing SOP's for Facilities function written and being updated by Operations & Compliance Officer.	Creating a Standard Operating Procedures File for each position	SOP for Communications & Community Officer to be completed.	
Budgetary Controls	Cllr C Downey	14 September 2023	Conducted 14 September 2023 – to be reviewed in 12 months	Annual review to be completed by September 2024	

SUBJECT	NAME OF PERSON UNDERTAKING REVIEW	PREVIOUS COMPLETION DATE	ACTIONS BROUGHT FORWARD	STATUS	ACTIONS CARRIED FORWARD
Risk Management – Meeting 3					
Risk Management Strategy	RFO	14 September 2023	Review of the Risk Management Strategy to be completed by this Committee	Annual review to be completed by February 2025	
Insurance	RFO	18 April 2024	To be reviewed in detail at each contract renewal	Annual review to be completed by April 2025	
Risk Assessment – Re-use of Land at Nightingale Cemetery	Cllr Steel / RFO	1 February 2024		Review to be completed by July 2024	Cllr Steel to complete assessment for next Committee meeting.
Risk	RFO	Ongoing	Identify areas to review to ensure risk is being managed appropriately within the Council	Ongoing	
Year End – Meeting 4					
Internal Auditor's Reports	RFO	18 April 2024	To be reviewed at next interim audit	Ongoing	Onward recommendation to Full Council
Management of Debt (particularly Bad Debt)	RFO	8 April 2024	To be reviewed annually	Annual review to be completed by April 2025	
Review of Effectiveness of Internal Control	Cllr Crooks /RFO	8 April 2024	To be reviewed annually	Annual review to be completed by April 2025	
Annual Governance Statement	Cllr Crooks /RFO	8 April 2024	To be reviewed annually	Annual review to be completed by April 2025	

SUBJECT	NAME OF PERSON UNDERTAKING REVIEW	PREVIOUS COMPLETION DATE	ACTIONS BROUGHT FORWARD	STATUS	ACTIONS CARRIED FORWARD
Annual Accounting Statements	Cllr Crooks /RFO	8 April 2024	To be reviewed annually	Annual review to be completed by April 2025	
Review of Credit Control Procedures	RFO	18 April 2024	To be reviewed at least every three years	Next review to be completed by April 2027	
Review of Council Banking Arrangements	Cllr Crooks /RFO	20 July 2024 Full Council Min 117-23	To be reviewed each Administration	Next review to be completed after May 2027	
Review of Treasury & Investment Policy	Cllr Crooks /RFO	8 April 2024	To be reviewed annually	Annual review to be completed by April 2025	

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.