

**MINUTES AND REPORT OF THE AUDIT COMMITTEE  
HELD ON 10 JULY 2025**

\* Councillor C Downey – Vice Chair  
\* Councillor Martin  
\* Councillor Steel  
\* Councillor Thomson – Chair  
\* Councillor Williams

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

101. MINUTES

The Minutes of the Meeting held on 22 May 2025 were signed by the Chair as a correct record.

102. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

103. 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.

104. 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.

105. QUESTIONS BY MEMBERS

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

106. WORK PROGRAMME

Members considered the Committee's Work Programme, noted progress on the items therein and agreed amendments to some completion dates (copy attached to record minutes).

107. 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.

In approving the reconciliation of the Council's CCLA account, Members were informed that the CEO received on 10 July, the same day as the committee meeting, notification that, subject to regulatory approval, CCLA is being acquired by Jupiter Investments Management Group Limited (Jupiter) a leading European investment manager. CCLA will become part of Jupiter, retaining the CCLA branding, investment and client service approach.

108. INCOME CONTROLS

Members received the report on the review of income controls and noted there were no issues raised.

109. PAYMENT CONTROLS

Members received the report on the review of income controls and noted there were no issues raised.

110. PAYROLL CONTROLS

Members received the report on the review of payroll controls and noted there were no issues raised. However, Members also noted that, in order to mitigate a single point of failure and for GTC to meet its obligations to staff, as of July 2025, the payroll system is being outsourced to an external provider, therefore controls should be reviewed and brought to the next Audit Committee meeting.

111. PROPER BOOKKEEPING

Members received the report on the review of proper bookkeeping controls and noted there were no issues raised.

112. VAT CONTROLS

Members received the report on the review of VAT controls and noted there were no issues raised.

113. 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, Godalming on Thursday, 11 September 2025 at 6.30pm.

114. ANNOUNCEMENTS

There were no announcements.