

# PARISH OF GODALMING

## AT THE ANNUAL MEETING OF THE TOWN COUNCIL

### OF THE PARISH OF GODALMING HELD IN THE GODALMING CHAMBER

ON THURSDAY, 11 MAY 2017 AT 7.00 PM

- \* The Town Mayor (Councillor Hunter)
- \* The Deputy Town Mayor (Councillor Thornton)

* Councillor P Martin	* Councillor RA Gordon-Smith
* Councillor Poulter	* Councillor Cosser
* Councillor Wheatley	* Councillor T Martin
* Councillor A Bott	* Councillor Reynolds
* Councillor S Bott	* Councillor Noyce
* Councillor Welland	* Councillor Williams
* Councillor Pinches	* Councillor Bolton
* Councillor Gray	* Councillor Walden
* Councillor Purkiss	* Councillor Wainwright

\* Present                      # Absent without apology                      0 Apology for Absence                      L Late

1. ELECTION OF TOWN MAYOR

On the proposition of Councillor Reynolds, seconded by Councillor Cosser, it was resolved unanimously that Councillor Thornton be elected Town Mayor for the local government year 2017/2018.

2. THE NEW TOWN MAYOR

After a short retirement to robe, the new Town Mayor, Councillor Thornton returned to the Council Chamber and took the Chair.

3. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor made the Statutory Declaration of Acceptance of Office and returned thanks.

4. THE CONSORT

Mrs Hazel Thornton was invested by the new Town Mayor with her Chain and Badge of Office as Mayoress.

5. VOTE OF THANKS TO RETIRING TOWN MAYOR

A vote of thanks to the retiring Town Mayor, Councillor Hunter, was moved by Councillor Wheatley and seconded by Councillor Gray.

6. PRESENTATION OF PAST MAYOR'S BADGE

Councillor Hunter was presented with his Past Mayor's Badge.

7. ELECTION OF DEPUTY MAYOR

On the proposition of Councillor Welland, seconded by Councillor Bolton, it was resolved unanimously that Councillor Williams be appointed Deputy Town Mayor for the local government year 2017/2018. Councillor Williams, having accepted the nomination, was invested by the Town Mayor with his Chain and Badge of Office and made the Statutory Declaration of Acceptance of Office.

8. CONSORT TO THE DEPUTY MAYOR

Mrs Jeanne Williams was invested by the Town Mayor, with her Chain and Badge of Office, as Consort to the Deputy Mayor.

9. MINUTES

The TOWN MAYOR signed as a correct record the Minutes of the Meeting of the Council held on 27 April 2017.

10. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

11. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public present wished to ask the Council questions, or make a statement or present a petition in accordance with Standing Order No 80.

12. DISCLOSURE OF PERSONAL AND PREJUDICIAL 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.

13. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

No Official Announcements, letters etc were received.

14. SEALING OF DOCUMENTS, ETC.

The following resolution was passed nem con.

THAT THE TOWN CLERK BE AUTHORISED TO SIGN OR WHERE APPROPRIATE, TO HAVE SEALED ON BEHALF OF THE TOWN COUNCIL ANY ORDERS, DEEDS OR DOCUMENTS NECESSARY TO GIVE EFFECT TO ANY OF THE MATTERS CONTAINED IN THE REPORTS RECEIVED AT THIS MEETING OR IN ANY RESOLUTION PASSED BY THE TOWN COUNCIL.

15. MEMBERSHIP OF THE POLICY & MANAGEMENT COMMITTEE

Members noted that, in accordance with SO 105, nineteen of their number will serve as Members of the Policy & Management Committee. The Committee Members are as follows:

Councillor P Martin  
Councillor Gordon-Smith  
Councillor Poulter  
Councillor Cosser  
Councillor Wheatley  
Councillor T Martin  
Councillor A Bott  
Councillor Hunter  
Councillor Reynolds  
Councillor S Bott  
Councillor Noyce  
Councillor Welland  
Councillor Williams  
Councillor Pinches  
Councillor Bolton  
Councillor Gray  
Councillor Walden  
Councillor Purkiss  
Councillor Wainwright

16. ELECTION OF MEMBERS TO THE MAYORALTY COMMITTEE

Members elected, in accordance with SO 108, six of their number as Members of the Mayoralty Committee of which at least three have served as Town Mayor.

The Committee members are as follows:

Councillor Gordon-Smith  
Councillor Cosser  
Councillor Wheatley  
Councillor A Bott  
Councillor Hunter  
Councillor Noyce

17. ELECTION OF MEMBERS TO THE AUDIT COMMITTEE

Members elected, in accordance with SO 110, five of their number as Members of the Audit Sub-Committee.

The Committee members are as follows:

Councillor Noyce  
Councillor Williams  
Councillor Pinches  
Councillor Bolton  
Councillor Purkiss

18. ELECTION OF MEMBERS TO THE STAFFING COMMITTEE

Members elected, in accordance with SO 106, six of their number as Members of the Staffing Committee, one of which is the Chairman of the Policy & Management Committee.

The Committee members are as follows:

Councillor Poulter  
Councillor A Bott  
Councillor Williams

Councillor Gray  
Councillor Walden  
Chairman of Policy & Management Committee (*ex officio*)

19. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

Members elected Town Council representatives to outside bodies as per the schedule (copy attached to record minutes).

20. BANK MANDATE

In accordance with Financial Regulation 5.1 Members RESOLVED that the Council's bankers shall be authorised to honour all cheques drawn on the Council's accounts or instructions for direct debits or standing orders provided the order for payment or instruction is signed by any two of the holders, for the time being, of the following offices:

- The Town Mayor
- The Deputy Town Mayor
- The Chairman of the Policy & Management Committee
- The Vice-Chairman of the Policy & Management Committee
- The Chairman of the Planning & Environment Committee
- The Vice-Chairman of the Planning & Environment Committee

Provided that they shall be different persons.

The Town Clerk & Responsible Finance Officer to complete a bank mandate to effect the resolution above.

21. REPORT OF THE INTERNAL AUDITOR

Members considered the report of the internal audit conducted on 26 April 2017 by the Council's Internal Auditor Mulberry & Co (copy of the report is attached to the record minutes) and noted the comments of the Audit Committee thereon.

22. ANNUAL GOVERNANCE STATEMENT

Members considered the questions posed by the Annual Governance Statement and the Audit Committee's recommended answers. Members considered the evidence relating to the Annual Governance Statement and AGREED the recommended answers.

Council RESOLVED to complete the Annual Governance Statement as follows (a copy of the completed statement is attached to the record minutes):

	<b>Question</b> <b><i>Godalming Town Council</i></b>	<b>Answer</b>
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	YES
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES

3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	YES
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES
5	We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES
7	We took appropriate action on all matters raised in reports from internal and external audit.	YES
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	YES
9	(For local council only) Trust funds (including charitable) In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A

23. ACCOUNTING STATEMENTS 2016/17

Members considered and AGREED the Town Council's Accounting Statements for the Financial Year Ended 31 March 2017 (copy of Section 2 of the Annual Return is attached to the record minutes).

24. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 20 July 2017 at 7.00pm in the Council Chamber.

25. ANNOUNCEMENTS

The Town Clerk announced that the Town Mayor warmly invited all present to join him for a glass of wine in the Waverley Offices Reception Area immediately after the meeting.