

# PARISH OF GODALMING

## MINUTES OF A MEETING OF THE TOWN COUNCIL

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

ON THURSDAY, 25 APRIL 2019 AT 7.00 PM

\* The Town Mayor (Councillor Williams)

* Councillor P Martin	* Councillor RA Gordon-Smith
* Councillor Poulter	* Councillor Cosser
* Councillor Wheatley	* Councillor T Martin
* Councillor A Bott	* Councillor Hunter
* Councillor Reynolds	0 Councillor S Bott
* Councillor Noyce	0 Councillor Welland
* Councillor Pinches	* Councillor Bolton
* Councillor Gray	0 Councillor Walden
* Councillor Purkiss	* Councillor Wainwright
* Councillor Follows	

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

#### 466. MINUTES

The Minutes of the meeting of the Council held on 21 March 2019 were signed by the Mayor as a correct record.

#### 467. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

#### 468. 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.

#### 469. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY 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.

#### 470. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

A letter to the Mayor from Major Graham Hodgson dated 19 April 2019, thanking the Town Council for the presentation of a gift at the Annual Town Meeting on the occasion of his stepping down as the Remembrance Day Parade Marshall, and thanking all those who have supported him in this role over the past 28 years was tabled, with a copy of the letter provided to each Member.

Letter from Waverley Borough Council dated 18 April 2019 – Granting of Planning Permission to Godalming Town Council for application WA/2019/0263, the erection of a single storey

extension and alterations together with provision of a new external staircase following demolition of existing external staircase. Godalming Museum, 109a High Street, Godalming.

Letter from Waverley Borough Council dated 18 April 2019 – Granted Listed Building Consent associated with planning permission WA/2019/0263 to Godalming Town Council.

#### 471. COMMITTEE REPORTS

The reports of the following Committees setting out decisions taken pursuant to delegated powers were RECEIVED

##### **Staffing Committee**

###### Policy on Exercise of Employer Discretions

Godalming Town Council as an employer is under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which apply to the Local Government Pension Scheme (“the LGPS”).

The Staffing Committee approved the Policy on Exercise of Employer Discretions and resolved that the policy should be recommended for adoption by Full Council.

Full Council resolved to approve the Policy on Exercise of Employer Discretions.

Members noted that in order to provide a consistent procedural approach to any request for a variation to the policy (as allowed for in the policy), Members of the Staffing Committee resolved to recommend the following addition to Standing Orders.

Standing Order Section 15/Committees/Staffing Committee/Standing Order 98 - Functions of the Staffing Committee.

- xvii. To consider any request by a claimant for variation under exceptional circumstances of the Council’s discretionary powers as set out in the Council’s Policy on the Exercise of Employer Discretions and to make recommendations thereon to the Full Council.

###### Review of Policy Documents

Appraisal Scheme – Members noted that the Staffing Committee reviewed the Staff Appraisal Scheme adopted July 2017 and with the exception of a requirement to amend all references to the ‘Staffing Sub-Committee’ to read ‘Staffing Committee’, approved the document and set the next review for 24 months’ time.

Standing Orders – Members noted that the Staffing Committee considered the proposed amendments to Standing Orders relating to staffing matters and the functions of the Staffing Committee, including SO 98 xvii, and resolved to recommend the amendments to Full Council.

##### **Policy & Management Committee**

###### Standing Orders

Having noted those amendments which relate to staffing procedures and management had been reviewed and approved by the Staffing Committee, Members of the Policy & Management Committee completed the review of Standing Orders and resolved to recommend the amended Standing Orders for adoption by Full Council.

Full Council resolved to approve the revised Standing Orders.

472. TO RECEIVE MINUTES OF COMMITTEE MEETINGS

The reports of the following committees setting out decisions taken pursuant to delegated powers were RECEIVED:

	Meetings Dated
Audit Committee	18 April 2019
Policy & Management Committee	11 April 2019
Staffing Committee	28 March 2019

473. GODALMING JOINT BURIAL COMMITTEE

The report of the meeting of the Joint Burial Committee held on 4 April 2019 was noted.

474. REPORT OF THE INTERNAL AUDITOR

Members considered the report of an internal audit conducted on 15 April 2019 by the Council's Internal Auditor, Mulberry & Co and noted there were no issues raised.

475. ANNUAL GOVERNANCE STATEMENT

Members considered the Annual Governance Statement and approved the answers to the questions posed by the Statement.

Members resolved to agree that the Mayor, acting as Chairman of the Council, and the Town Clerk, acting as Proper Officer of the Council, should sign the Annual Governance Statement.

476. ACCOUNTING STATEMENTS 2018/19

Members considered the Town Council's Accounting Statements for the Financial Year Ended 31 March 2019 and resolved to agree that the Mayor, acting as Chairman of the Council, should sign the Accounting Statement for the Financial Year Ended 31 March 2019.

477. 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.

478. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 16 May 2019 at 7.00 pm in the Council Chamber.

479. ANNOUNCEMENTS

Following the local elections to be held on 2 May, the Members Induction evening is booked for 7pm on 8 May 2019 at the Wilfrid Noyce Centre. Members were reminded that this event is for all councillors, including those who have previously served on the Council.