

PARISH OF GODALMING

MINUTES OF A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD IN THE GODALMING CHAMBER

ON THURSDAY 30 MARCH 2017 AT 7.00 PM

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

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

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

595. MINUTES

The Minutes of the meeting of the Council held on 23 February 2017 were signed by the Mayor as a correct record.

596. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

597. 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 4.

598. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Bolton declared a non-pecuniary interest in Agenda Item 14 on the grounds that he is a member of Waverley Borough Council's Executive, he remained in the Chamber when that agenda item was debated.

Councillor T Martin declared a non-pecuniary interest in Agenda Item 14 on the grounds that he is a member of Waverley Borough Council's Executive, he remained in the Chamber when that agenda item was debated.

599. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

600. COMMITTEE REPORTS

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

Audit Committee

Review of the Effectiveness of Internal Controls for Godalming Town Council and Godalming Joint Burial Committee

Upon recommendation of the Audit Committee, Full Council resolved to accept the responses to the questions posed by the review of the effectiveness of internal controls for Godalming Town Council and the Godalming Joint Burial Committee (copy attached to the record minutes).

Receive External Auditors Report

Full Council resolved to accept the recommendation of the Audit Committee and agreed to the External Auditor' recommendation that, in future, when compiling the External Audit to complete the box on Trust Funds.

Review of Financial Regulations

Full Council resolved to agree the recommendation of the Audit Committee for Financial Regulations 10.1; to be amended so that the word 'shall' is changed to 'may' and further resolved to adopt Financial Regulations as amended (copy attached to the record minutes).

Planning & Environment Committee

There were no recommendations to Full Council.

Policy & Management Committee

Annual Review of Financial Regulations

Having agreed the proposed amendments to Financial Regulations, the Policy & Management Committee recommended the amended Financial Regulations to Full Council for adoption. The Policy & Management Committee also noted that the Audit Committee would also be asked to consider the proposed amendments. Full Council resolved to adopt Financial Regulations as amended.

Engagement of Internal Auditor

Full Council noted that the Policy & Management Committee agreed the appointment of Mulberry & Co as Internal Auditors for the financial year 2017/18 on the condition that a different person from his firm undertake the actual audit. It further noted that the Policy & Management Committee has requested that officers test the market for the 2018/19 financial year.

601. 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	16 March 2017
Planning & Environment Committee	2 February 2017 23 February 2017 16 March 2017
Policy & Management Committee	2 February 2017 23 February 2017

602. GODALMING JOINT BURIAL COMMITTEE

The report of the meeting of the Joint Burial Committee held on 23 March 2017 was noted.

603. INSURANCE RENEWAL

Having considered the report regarding the offer from WPS Insurance Brokers, Members resolved not to accept the offer at this time and for officers to conduct a test of the market to establish best value.

604. AMENDMENT TO RECORDED MINUTE REFERENCE

Members of the Full Council resolved to amend record Minute No 352-16 by substituting the word agreed for resolved so as to meet the requirements of the Department of Communities and Local Government. The original decision was not re-debated nor was the original resolution altered. The Mayor signed the amended minutes as a correct record for inclusion within the minute book.

605. 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.

606. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 27 April 2017 at 7.30pm in the Council Chamber, or at the conclusion of the preceding Planning & Environment Committee, whichever is later.

607. ANNOUNCEMENTS

There were no announcements.

THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING & COMMERCIALY SENSITIVE MATTERS.

608. DEVOLUTION OF SERVICES – TRANSFER OF GODALMING MUSEUM

Members considered the proposed Principal Heads of Terms and subject to Waverley Borough Council's acceptance of the same Principal Heads of Terms, resolved to;

- accept the Principal Heads of Terms;
- authorise officers to conduct detailed negotiations based on the Principal Heads of Terms, to include:
 - TUPE consultation;
 - transfer of the buildings Freehold;
 - drawing-up of the Lease between Godalming Museum Trust and Godalming Town Council and the Management Agreement between Godalming Town Council and Godalming Museum Trust.

Members agreed that Officers should report further detail to the Policy & Management Committee for appointment of professional services in support of negotiations.

609. ACTING RESPONSIBLE FINANCE OFFICER (SECTION 151 OFFICER) APPOINTMENT

In order to enable the Council the ability to appoint an officer other than the Proper Officer (Town Clerk) to the role of Responsible Finance Officer, Full Council resolved to amend Standing Order 31 from:

“The Proper Officer shall be the Responsible Finance Officer”

to:

“The Council shall appoint an appropriate officer to be the Responsible Finance Officer”.

Full Council further resolved:

- to appoint the **Finance Administrator** , Mrs R Tong, as Acting Responsible Finance Officer (Section 151 Officer);
- for that appointment to be a temporary appointment for a period of three months (from 1 April 2017) and for the appointment to cease at the end of the three month period or by the future appointment by the council of a permanent RFO, whichever is the later;
- authorise the Policy & Management Committee to extend the appointment, prior to the expiry of the three month, for a period of up to a further two months;
- authorise the Policy & Management Committee to agree appropriate remuneration arrangements for the Acting Town Clerk and the Acting Responsible Finance Officer at its meeting on the 6 April 2017.