

PARISH OF GODALMING

MINUTES OF AN EXTRAORDINARY MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD IN THE GODALMING CHAMBER

ON THURSDAY, 7 MARCH 2019 AT 7.30 PM

*	The Town Mayor (Councillor Williams)		
*	The Deputy Town Mayor (Councillor Pinches)		
0	Councillor P Martin	*	Councillor RA Gordon-Smith
*	Councillor Poulter	*	Councillor Cosser
0	Councillor Wheatley	*	Councillor T Martin
*	Councillor A Bott	*	Councillor Hunter
*	Councillor Reynolds	0	Councillor S Bott
*	Councillor Noyce	*	Councillor Welland
*	Councillor Bolton	*	Councillor Gray
*	Councillor Walden	#	Councillor Purkiss
*	Councillor Wainwright	*	Councillor Follows

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

390. MINUTES

The Minutes of the meeting of the Council held on 10 January 2019 were signed by the Mayor as a correct record.

391. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

392. 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.

393. 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.

394. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

Members were informed that for personal reasons, Cllr Pinches has resigned from the position of Deputy Mayor.

395. COMMITTEE REPORTS

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

Audit Committee

Risk Management Strategy

Members considered the recommendations of the Audit Committee relating to the Risk Management Strategy and resolved to agree to adopt the Risk Management Strategy.

Mayoralty Committee

The Chairman of the Mayoralty Committee informed Members that Mayoralty Committee recommendations would be dealt with during the confidential session of the meeting.

Policy & Management Committee

Policy Documents for Review

Members considered the recommendations of the Policy & Management Committee relating to the policy documents listed below:

Town Council Action Plan 2019/20

Members resolved to agree to adopt the Town Council Action Plan 2019/20.

Scheme of Delegation

Members resolved to agree to adopt the Scheme of Delegation.

New Councillor & Staff Member Induction & Training Policy

Members resolved to agree to adopt the New Councillor & Staff Member Induction & Training Policy.

Community Engagement Strategy

Members resolved to agree to adopt the Members' Community Engagement Strategy.

Staffing Committee

Pay Awards

Members considered the recommendation of the Staffing Committee in relation to the 2019/2020 staff pay award as agreed by the National Joint Committee (NJC) and recommended by the National Association of Local Councils, noting this was the second year of a two-year agreement. Members resolved to agree the 2019/2020 pay settlement.

Absence of The Proper Officer (Town Clerk) – Delegation of Functions, Duties and Responsibilities to an Alternate Nominated Officer – Interim Arrangements

Members considered the recommendation of the Staffing Committee in relation to the interim arrangements for the management of council business in the absence of The Proper Officer. Members resolved to agree to revoke the interim arrangements for the management of council business in the absence of The Proper Officer (Town Clerk) agreed on 13 September 2018 (Min No 164-18 refers).

396. **COMPLAINTS & COMPLIMENTS LOG**

The Chairman of the Staffing Committee reported to Members that he had inspected the complaints and compliments log and informed Members that during 2018 the Council had received one complaint regarding delivery of council services. The Chairman of the Staffing Committee informed Members that he was satisfied that this complaint was addressed in accordance with the Town Council's Complaints Procedure.

The Chairman of the Staffing Committee also wished to inform Members that, at the request of the Staffing Committee, a record had also been kept of unsolicited letters/emails of support or thanks regarding the delivery of council services during the same period and that he was delighted to report that 47 such letters/emails were received and that, having read them, they cover all areas of council service delivery and that it is often the small acts of kindness that mean most to residents.

At the Chairman of Staffing Committee's request, the Town Mayor asked Members to resolve to agree that their thanks for the work that the Officers carry out on behalf of the Council be formally recorded. Members unanimously agreed the resolution.

397. 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	24 January 2019
Mayoralty Committee	28 February 2019
Staffing Committee	24 January 2019

398. GODALMING JOINT BURIAL COMMITTEE

The report of the meeting of the Joint Burial Committee held on 28 February 2019 was noted.

399. REPORT OF THE INTERNAL AUDITOR

Members noted the report and comments of the Audit Committee of an internal audit conducted on 9 November 2018 by the Council's Internal Auditor Mulberry & Co and agreed the Council's response to issues raised.

Matter Arising	Recommendation	Council Response
The external audit opinion should be reported to the next available Full Council meeting.	It has only be reported to committee at present.	Noted – External Auditors Opinion was reported to Full Council on 10 January 2019, Min 313-18
I have one observation, money cover is too low at £250k, Godalming TC cash at bank is higher than this.	The insurer should be contacted and money cover reviewed.	Insurers do not provide cover for bank balances. The Money Cover in our policy covers cheques, and the £250k is the maximum amount they will insure for a single incident.
There is no money cover in the Museum insurance policy at present.	Cash and money cover on the Museum insurance policy should be reviewed.	Have contacted the Museum insurers. They have provided £1,000 cash cover for a cost of £84. They cannot provide any higher cover unless the Museum have a safe on their premises.

400. RISK ASSESSMENTS

Following the Audit Committee’s review and amending of the Council’s Risk Assessments in the areas indicated below Members of the Full Council resolved to adopt the updated risk assessment:

- Environment
- Health & Safety
- Legal
- Physical & Information Security
- Reputation
- Financial

401. THE LOCAL COUNCIL AWARD SCHEME

Members received an oral report from the Town Clerk regarding The Local Council Award Scheme. Members acknowledged that the scheme recognises the successes of the very best of local councils and that it provides an opportunity for Godalming Town Council to demonstrate that it is at the forefront of best practice and excellence in governance, community leadership and council development.

Members were informed that Officers believe that the evidence provided clearly demonstrates that Godalming Town Council has met the criteria for the Foundation and Quality Level of the award scheme, which if awarded would result in Godalming Town Council being the first accredited Quality Award Level Local Council in Surrey.

Following discussion, Members agreed the following:

- Members resolved to authorise the Town Clerk to submit the criteria evidence to the accreditation panel for assessment against the Foundation and the Quality Award Level.
- Members resolved to agree that the Council has achieved items 1-15 for the Foundation Level of the Local Council Award Scheme and that the items are as indicated below and that each one appears on the Council’s website.

Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders and financial regulations	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2018/12/Standing-Orders-19-July-2018.pdf https://godalming-tc.gov.uk/wp-content/uploads/2018/11/Financial-Regulations-November-2018.pdf
2 Its Code of Conduct and a link to councillors’ registers of interests	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2018/03/Code-of-Conduct-22-March-2018.pdf https://godalming-tc.gov.uk/councillors/ The link to a Member’s declaration of register of interests is found on the profile page of each individual councillor.

3	Its publication scheme	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2018/11/Freedom-of-Information-Publication-Scheme-15-November-2018.pdf
4	Its last annual return	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2018/06/1.-Godalming-Town-Council-Annual-Governance-and-Accountability-Return-2017-18.pdf
5	Transparent information about council payments	Yes	https://godalming-tc.gov.uk/financial-information/
6	A calendar of all meetings including the annual meeting of electors	Yes	https://godalming-tc.gov.uk/events/category/council-meetings/2019-04/?tribe_events_cat=council-meetings&tribe-bar-date=2019-04
7	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	https://godalming-tc.gov.uk/agendas-and-minutes-2019/agendas-and-minutes-2018/
8	Current agendas	Yes	https://godalming-tc.gov.uk/agendas-and-minutes-2019/#January2018
9	The budget and precept information for the current or next financial year	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2018/06/GTC-Precept-for-Website-2018-19.pdf
10	Its complaints procedure	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2018/11/Custom-Complaints-Procedure-How-To-Make-A-15-November-2018.pdf
11	Council contact details and councillor information in line with the Transparency Code	Yes	https://godalming-tc.gov.uk/councillors/
12	Its action plan for the current year	Yes	https://godalming-tc.gov.uk/supporting-our-community/ https://godalming-tc.gov.uk/wp-content/uploads/2019/03/Action-Plan-2019-2020-7-March-2019.pdf
13	Evidence of consulting the community	Yes	https://godalming-tc.gov.uk/council-newsletters/
14	Publicity advertising council activities	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2018/06/Staycation-2018-Programme.pdf
15	Evidence of participating in town and country planning	Yes	https://godalming-tc.gov.uk/neighbourhoodplan/

- Members resolved to agree that the Council has achieved items 16-23 of the Foundation Level of the Local Council Award Scheme indicated below:

Criteria	Do you meet these criteria?	Evidence
16 A Risk Management Scheme	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2019/03/Risk-Management-Strategy-7-March-2019.pdf
17 A register of assets	Yes	Register of Fixed Assets held on GTC server W drive 'Godalming Schedule of Assets 2018-19' https://godalming-tc.gov.uk/wp-content/uploads/2018/02/Local-Authority-Land.pdf
18 Contracts for all members of staff	Yes	Staffing Committee 8 March 2018 (Minute No 448-17 refers) https://godalming-tc.gov.uk/wp-content/uploads/2018/03/1.-8-March-2018-Staffing-Committee-Minutes.pdf https://godalming-tc.gov.uk/wp-content/uploads/2018/03/1.-8-March-2018-Staffing-Committee-Minutes.pdf
19 Up-to-date insurance policies that mitigate risks to public money	Yes	Reviewed by Policy & Management Committee 22 March 2018 (Minute No. 462-17 refers) https://godalming-tc.gov.uk/wp-content/uploads/2018/03/1.-22-March-2018-PM-Minutes.pdf https://godalming-tc.gov.uk/wp-content/uploads/2018/03/1.-22-March-2018-PM-Minutes.pdf
20 Disciplinary and grievance procedures	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2018/07/Disciplinary-Procedure-19-July-2018.pdf https://godalming-tc.gov.uk/wp-content/uploads/2018/07/Grievance-Policy-19-July-2018.pdf
21 A policy for training new staff and councillors	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2019/03/New-Councillor-and-Staff-Member-Induction-and-Training-Policy-7-March-2019.pdf
22 A record of all training undertaken by staff and councillors in the last year	Yes	Training log held by Support Services Officer
23 A clerk who has achieved 12 CPD points in the last year	Yes	Godalming Town Clerk conducted the following Continuous Professional Development during the previous 12 months: NALC National Conference, SSALC Conference, NALC Spring Conference = 6 points. Training Events; Year End Finance, Regional Training Seminar, SSALC Appraisals & HR Training, SSALC New Clerks Development, = 5 points Sector Publications (4 x LCR & 6 x The Clerk) = 3 points. Publications in preparation for submission of Neighbourhood Plan = 3 points Total points = 19 points.

- Members resolved to agree that, in addition to meeting all the requirements for the Foundation Award, the Council has achieved items 1-10 for the Quality Level of the Local Council Award Scheme and that the items are as indicated below and that each one appears on the Council's website.

Criteria	Do you meet these criteria?	Where are these published online?
1 Draft minutes of all council and committee meetings within four weeks of the last meeting	Yes	https://godalming-tc.gov.uk/agendas-and-minutes-2019/
2 A Health & Safety Policy	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2018/03/Health-Safety-Policy-Statement-31-March-2016.pdf
3 Its policy on equality	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2018/11/Equality-Diversity-Statement-15-November-2018.pdf https://godalming-tc.gov.uk/wp-content/uploads/2018/11/Equality-Diversity-Policy-15-November-2018.pdf
4 Councillor profiles	Yes	https://godalming-tc.gov.uk/councillors/
5 A Community Engagement Strategy involving two-way communication between council and community	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2019/03/Community-Engagement-Strategy-7-March-2019.pdf https://godalming-tc.gov.uk/wp-content/uploads/2018/12/Communications-Policy-13-September-2018.pdf
6 A grant awarding policy	Yes	https://godalming-tc.gov.uk/grants/
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting	Yes	https://godalming-tc.gov.uk/annual-reports/ https://godalming-tc.gov.uk/mayors-volunteer-award/ The Annual Town Meeting is advertised in the Council's newsletter and by roadside banners, posters and social media activity. Residents are asked for their input and questions. Questions given in advance are researched and answers provided at the meeting; questions asked on the night are answered at the time if possible otherwise written answers are provided after the event. All questions and answers are recorded within the minutes of the Annual Town Meeting. A speaker from a local organisation or statutory body is invited to give a presentation and then to take part in a Q&A session, 2018 saw the Surrey Police & Crime Commissioner in attendance. Local organisations are also asked via the Council's website and other publications to nominate residents for the Mayor's Volunteers Awards, which are presented at the Annual Town Meeting.

8	An action plan and related budget responding to community engagement and setting out a timetable for action and review	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2019/03/Action-Plan-2019-2020-7-March-2019.pdf https://godalming-tc.gov.uk/financial-information/
9	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	Yes	https://godalming-tc.gov.uk/council-newsletters/ https://godalming-tc.gov.uk/press-releases/ https://godalming-tc.gov.uk/annual-reports/ https://godalming-tc.gov.uk/supporting-our-community/ https://godalming-tc.gov.uk/elections-2019/ https://godalming-tc.gov.uk/election-results/
10	Evidence of helping the community plan for its future	Yes	https://godalming-tc.gov.uk/neighbourhoodplan/ https://godalming-tc.gov.uk/farncombe-initiative/ https://godalming-tc.gov.uk/godalming-flood-alleviation-scheme/

- Members resolved to agree that the Council has achieved items 11-18 Quality Level of the Local Council Award Scheme indicated below:

Criteria	Do you meet these criteria?	Evidence
11 A scheme of delegation (where relevant)	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2019/03/Scheme-of-Delegation-7-March-2019.pdf
12 Addressed complaints received in the last year	Yes	Chairman of Staffing Committee has reviewed the complaints log and reported to Full Council that all complaints received have been addressed https://godalming-tc.gov.uk/agendas-and-minutes-2019/#March2019 See Full Council 7 March 2019 (Min No 396-18 refers)
13 At least two-thirds of its councillors who stood for election	Yes	All GTC Councillors have stood for election to the Council, results of elections can be viewed at https://godalming-tc.gov.uk/election-results/

14 A printed annual report that is distributed at locations across the community	Yes	Annual reports can be viewed at https://godalming-tc.gov.uk/annual-reports/ Reports are also printed in hard copy format and are available from Godalming Town Council Offices, Godalming Museum, The Library, The Wilfrid Noyce Centre and Broadwater Park Community Centre
15 A qualified Clerk	Yes	Godalming Town Council's Clerk has been awarded a Certificate in Local Council Administration (CiLCA) and is a qualified clerk as defined in Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012
16 A Clerk (and Deputy) employed according to nationally or locally agreed terms and conditions	Yes	The Clerk is employed under terms and conditions as set out in the national agreement of the National Joint Council for Local Government Services and the Society of Local Council Clerks
17 A formal appraisal process for all staff	Yes	Godalming Town Council Staff formal appraisal scheme, which applies to all staff members, can be viewed at: https://godalming-tc.gov.uk/wp-content/uploads/2018/03/Appraisal-Scheme-20-July-2017.pdf
18 A training policy and record for all staff and councillors	Yes	https://godalming-tc.gov.uk/wp-content/uploads/2018/07/Training-Statement-of-Intent-19-July-2018.pdf Staff and Councillor training records are held by the Support Services Officer.

402. 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.

403. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 21 March 2019 at 7.00 pm in the Council Chamber.

404. 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.

405. REPORT OF THE MAYORALTY COMMITTEE

Note that the matter herein was discussed in confidential session but the resulting minute need not be considered confidential.

Members received a confidential oral report from the Chairman of the Mayoralty Committee. The Mayoralty Committee recommended to Full Council that Councillor Andrew Bolton be nominated as Mayor Elect for the civic year 2019/20. Council was pleased to AGREE this nomination.