

PARISH OF GODALMING

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Municipal Buildings
Bridge Street
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Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 27 MARCH 2014 at 6.30pm.

DATED this 21st day of March 2014.

Louise P Goodfellow
Clerk to the Town Council

A G E N D A

1. THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 16 January 2014.
2. TO RECEIVE apologies for absence.
3. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

THE TOWN MAYOR to allow members of the public to ask the Council questions, or make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

5. TO RECEIVE official announcements, letters, etc.
6. TO RECEIVE Chairmen's reports of the Committees as under:

Audit Committee

The Audit Committee has reviewed its work programme and updated it accordingly. The main items on the work programme included business continuity, environment, legal, reputation, stationery suppliers, major risk finance, insurance, assets, schedule of financial responsibilities, payroll, superannuation administration scheme, health and safety, financial regulations and festivals administrative procedure (copy of the work programme attached for the information of Members).

The following recommendations were made to Full Council:

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

- Replace the carpet for general office as soon as possible.
- Establish whether the thermostat can be adjusted on the radiator in the general office to control the heating.
- Establish whether anything could be done to alleviate the cramped working conditions within the office.
- Request that the Communications working group as part of their remit consider the process of updating the website.
- Progress the electronic payments as soon as the guidelines are received from NALC with a view to updating the financial regulations to reflect changes and bank mandates where appropriate.

The Audit Committee also agreed to ask Sagepay to provide a service to enable receipts to be taken by telephone or virtual terminal. However, it was decided that it should first be established, whether there would be a penalty for leaving the system early. The RFO agreed to report back to the Chairman of the Audit Committee whether this was likely to be a problem. If this should be the case, councillors agreed that the Council would approach Card Saver to supply this service.

The Audit Committee made a number of other recommendations to Full Council about the appointment of the Internal Auditor and as part of its review of the effectiveness of audit arrangements – those recommendations are dealt with in Agenda Items 10 & 11 below.

The Chairman of the Audit Committee has written his own report to Full Council and that is attached for the information of Members.

Planning & Environment Committee

There were no recommendations to Full Council.

Policy & Management Committee

The Policy & Management Committee made two recommendations to Full Council:

On 20 February 2014 a revised Equality and Diversity Statement (attached for the information of Members) was recommended for adoption; and

On 13 March 2014 Policy & Management Committee recommended that no changes to the Council's Financial Regulations were required until the National Association of Local Councils (NALC) issued new model regulations (provided such model regulations were issued in the next three months).

7. TO RECEIVE the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	6 March 2014
Planning & Environment Committee	30 January 2014 20 February 2014 13 March 2014
Policy & Management Committee	20 February 2014 13 March 2014

8. GODALMING JOINT BURIAL COMMITTEE – REPORT

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 27 March 2014.

9. TO AUTHORISE the Clerk 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 Council.

10. INTERNAL AUDIT REVIEW, AUDIT WORKPLAN AND LETTER OF ENGAGEMENT

The interim Internal Audit, was conducted on 25 November 2013, by Mark Mulberry (copy attached for the information of Members). In addition to this, the Internal Audit Work-plan for the year 2014/15 was submitted by the Internal Auditor for approval for the financial year 2014/15 (copy attached for the information of Members).

Members to RECEIVE, CONSIDER and APPROVE the Interim Audit report, Audit Work-plan and agree that the Chairman sign the Letter of Engagement from Mulberry and Co to continue as the Internal Auditor for Godalming Town Council and Godalming Joint Burial Committee for the ensuing year 2014-15 (copy letter attached for the information of Members).

11. REVIEW OF THE EFFECTIVENESS OF AUDIT FOR GODALMING TOWN COUNCIL

In accordance with the Accounts and Audit (England) Regulations 2011 all bodies are required to undertake a review of the effectiveness of the internal audit annually by 31 March each year.

The five areas that must be covered are:

- *Scope of Audit*

Has the scope of the internal audit been discussed with the Internal Auditor to ensure that all the relevant risks are covered?

- *Independence*

Is the Internal Auditor sufficiently independent, objective and unbiased?

- *Competence*

Does the Internal Auditor have sufficient knowledge to be able to carry out the audit?

- *Relationships*

Are the relevant responsibilities of Members, Clerk and RFO clearly defined?

- *Audit Planning & Reporting*

Is the body aware of a timetable of when the internal and external audits will take place and when the reports from these will be expected?

The following questions should also be addressed by the review:

Internal Audit Process

- Is the work of the Internal Audit reviewed regularly?
- Are the reports on the work of the Internal Auditor presented to the committee?
- Are the reviews and risk assessments undertaken from the Work Programme by the Godalming Town Council's Audit Committee on behalf of the Joint Burial Committee reported to the committee?

- Are the annual reports from the Internal Auditor presented to the committee?

External Audit Process

- Are the annual reports from the External Auditor presented to the committee?
- Does the committee ensure that recommendations from the External Auditor are implemented?
- Does the Godalming Town Council's Audit Committee provide regular reports relating to its recommendations and the agreed Work Programme to the Joint Burial Committee?

Characteristics of the Review

- Can it be Seen as a Catalyst for Change?
- Does it Add Value?
- Is it Forward Looking?
- Is it Challenging?
- Are the right resources available for Internal audit to complete its work?

In order to assist with this process the Audit Committee has addressed each of the questions above and its recommended answers are attached for the information of Members. Members are asked to CONSIDER the questions posed above, the recommended answers from the Audit Committee and to AGREE its own answers to the questions.

12. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 8 May 2014 at 6.30 pm in the Council Chamber.

13. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2013/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.