

PARISH OF GODALMING

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Municipal Buildings
Bridge Street
Godalming
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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, 21 MARCH 2013 at 6.30pm.

DATED this 15th day of March 2013.

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 31 January 2013.
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 80.

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:

Planning & Environment Committee

There were no recommendations to Full Council.

Policy & Management Committee

The Policy & Management Committee made the following recommendations to Full Council:

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

i. **Review of the Effectiveness of Internal Audit for Godalming Town Council**

The Policy & Management Committee conducted a review of the effectiveness of audit arrangements for Godalming Town Council and recommended a series of responses to the questions posed by the review. Those questions and the recommended answers are attached for the information of Members.

ii. **Draft Standing Orders**

The Policy & Management Committee recommended new Standing Orders to Full Council for adoption (Standing Orders attached for the information of Members).

iii. **Annual Review of Financial Regulations**

The Policy & Management Committee reviewed Financial Regulations and recommended amended regulations to Full Council for adoption (Financial Regulations attached for the information of Members).

iv. **Grievance Procedure**

The Policy & Management Committee considered the report of the Staffing Sub-Committee and agreed to recommend the amended Grievance Procedure to Full Council for adoption (Grievance Procedure attached for the information of Members).

7. TO RECEIVE the minutes of the undermentioned Committees:

	Meetings Dated
Planning & Environment Committee	21 February 2013 14 March 2013
Policy & Management Committee	21 February 2013 14 March 2013

8. **GODALMING JOINT BURIAL COMMITTEE – REPORT**

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 21 March 2013.

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. **DATE OF NEXT MEETING**

The date of the next Full Council meeting is scheduled to be held on Thursday, 25 April 2013 at 6.30 pm in the Council Chamber.

11. **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.