

## **PARISH OF GODALMING**

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

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, 25 JUNE 2015 at 6.30pm.

DATED this 19<sup>th</sup> day of June 2015.

Louise P Goodfellow  
Clerk to the Town Council

The meeting will be preceded by prayer – all who wish to participate in prayers are most welcome to do so; however, anyone not wishing to participate may leave the chamber or sit quietly for the short duration of the prayers. All individuals' decisions in this matter is respected.

### **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 30 April 2015.
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's report is attached for the information of Members.

#### **Planning & Environment Committee**

There were no 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.

## **Policy & Management Committee**

There were no recommendations to Full Council.

7. TO RECEIVE the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	4 June 2015
Planning & Environment Committee	28 May 2015 11 June 2015
Policy & Management Committee	11 June 2015

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

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 18 June 2015.

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. **FINAL ACCOUNTS YEAR ENDING 31 MARCH 2015**

Members to receive the final accounts for the Financial Year ending 31 March 2015 (accounts to be circulated separately and hard copy tabled at the meeting).

11. **REPORT OF THE INTERNAL AUDITOR**

Members to consider the report of Mulberry & Co attached for the information of Members.

12. **ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31 MARCH 2015**

Members to consider the Annual Return for the Financial Year Ended 31 March 2015 (copy of the Annual Return attached for the information of Members).

Members to note the Accounting Statements given at Section 1 and the Internal Auditor's report at Section 4 on each return.

Members' attention is particularly drawn to the Annual Governance Statement at Section 2 of each Annual Return and Members are required to consider the answers to the questions posed at that Section - at this point Members may wish to refer to the answers recommended by the Audit Committee in its report at Agenda Item 6 above.

13. **AMENDMENT TO STANDING ORDERS**

Members have indicated that it is their wish to change the normal start time of the Council's meetings from 18.30 to 19.00 (and where there is a second Committee on the same evening that second meeting start time to change from 19.15 to 19.30).

The Staffing Sub-Committee has considered the impact of the change upon the staff concerned and reports that it will not cause a problem; though it was suggested that there should be a commitment to a comfort break of at least five minutes between meetings on the evening where there are two meetings. Members are also asked to assist by helping clear

the plans after a meeting of the Planning & Environment Committee. There will no longer be any refreshments served between meetings.

To effect this change it is necessary to agree an amendment to Standing Orders – Members are asked to agree to change Standing Order 22 so that it reads:

**If no other time is fixed, the annual meeting of the Council shall take place at 7.00pm.**

14. DATES OF MEETINGS 2015/16

Assuming that the amendment to Standing Orders is agreed at the agenda item above then Members are asked to agree a revised schedule of meeting dates (& times) for the current Civic Year (noting that the schedule includes some meetings that have already happened). The schedule of dates is enclosed for the information of Members and pre-punched for insertion at Section 3 of the Members' Handbook.

15. TOWN TWINNING

Members to consider a report from the Town Clerk (attached for the information of Members).

16. PRESENTATION ON CRUSE BEREAVEMENT CARE

Members to receive a presentation from Dr Mary Davis from Cruse Bereavement Care – the Mayor's Charity for the current Civic Year.

17. DATE OF NEXT MEETING

On the assumption that the proposal at agenda item 13 above is approved, the date of the next Full Council meeting is scheduled to be held on Thursday, 17 September 2015 at 7.00 pm in the Council Chamber.

18. ANNOUNCEMENTS

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

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

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