

# PARISH OF GODALMING

AT A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD IN THE GODALMING CHAMBER

ON THURSDAY 25 JUNE 2015 AT 6.30 PM

\* The Town Mayor (Councillor A Bott)  
\* The Deputy Town Mayor (Councillor Hunter)

0	Councillor P Martin	*	Councillor RA Gordon-Smith
*	Councillor Poulter	*	Councillor Cosser
0	Councillor Wheatley	0	Councillor T Martin
*	Councillor Reynolds	*	Councillor Woodham
*	Councillor S Bott	0	Councillor Noyce
*	Councillor Thornton	L	Councillor Welland
*	Councillor Williams	0	Councillor Pinches
0	Councillor Bolton	0	Councillor Gray
*	Councillor Walden	*	Councillor Young

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

## 85. MINUTES

The Minutes of the meeting of the Annual Council held on 21 May 2015 were signed by the Mayor as a correct record.

## 86. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

## 87. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

Mr Adrian Muir of Holloway Hill had asked to make a statement relating to Agenda Item 15 (Town Twinning) in accordance with Standing Order No 4. The Mayor determined to take that statement at Agenda Item 15 and to move that agenda item forward and hear it before Agenda Item 6.

## 88. 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.

## 89. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

90. COMMITTEE REPORTS

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

**Audit Committee**

Members received the written report of the Audit Committee and accepted the recommendations therein.

**Planning & Environment Committee**

There were no recommendations to Full Council.

**Policy & Management Committee**

There were no recommendations to Full Council.

91. 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	4 June 2015
Planning & Environment Committee	28 May 2015 11 June 2015
Policy & Management Committee	11 June 2015

92. GODALMING JOINT BURIAL COMMITTEE

The report of the meeting of the Joint Burial Committee held on 18 June 2015 was noted.

93. 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.

94. FINAL ACCOUNTS YEAR ENDING 31 MARCH 2015

Members received and approved the final accounts for the Financial Year ending 31 March 2015 (accounts attached to the record minutes).

95. REPORT OF THE INTERNAL AUDITOR

Members considered the report of Mulberry & Co dated 15 May 2015 and noted the action points therein.

96. ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31 MARCH 2015

Members considered the Annual Return for the Financial Year Ended 31 March 2015

Members noted and approved the Accounting Statements given at Section 1 and noted the Internal Auditor's report at Section 4 on the return.

Members' gave particular attention to the Annual Governance Statement at Section 2 of the Annual Return and considered their answers to the questions posed at that Section - at this point Members referred to the answers recommended by the Audit Committee in its report received at Minute No 90 above. Members agreed their answers and supporting evidence to the questions posed as indicated below:

	<b>Question</b>	<b>Recommended Answer</b>	<b>Evidence</b>
1	We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices	YES	Assurances from the Internal Auditor and the Town Clerk & Responsible Finance Officer.
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	Detailed evidence from the work programme of the Audit Committee as recorded in the minutes. And the specific review to Full Council on 26 <sup>th</sup> March 2015 Minute 423-14 refers).Also assurances in the Internal Audit Reports
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices, which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	We employ competent staff and maintain an adequate budget for external professional advice augmented as required for specific additional advice (eg additional expenditure on legal advice pertaining to The Square in 2014)
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	Relevant notices displayed outside the Town Council offices as per the Accounts and Audit Regulations. And, ad hoc queries during the year (and at the Annual Town Meeting) addressed fully.

5	We carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	Risk Assessments all available for inspection in the Council's offices and on-going programme of risk analysis as part of the Audit Committee's work programme. An additional specific example was identifying a shortfall in insurance provision regarding personal accident cover for staff and effecting that additional insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	YES	The effectiveness of internal audit reviewed as part of internal controls on 26 <sup>th</sup> March 2014 (Minute 423-14 refers). Also assurances in the Internal Audit Reports
7	We took appropriate action on all matters raised in reports from internal and external audit.	YES	Minutes Full Council 81-14 & 330-14
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES	Annual provision made in reserves for election expenses; against a potential liability in respect of The Square. See ear marked reserves.
9	Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	This Council manages no trust funds.

(Copy of the Annual Return attached to the record Minutes).

97. AMENDMENT TO STANDING ORDERS

Members RESOLVED 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).

To effect this change MEMBERS agreed an amendment to 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.**

98. DATES OF MEETINGS 2015/16

Members AGREED a revised schedule of meeting dates (& times) for the current Civic Year (noting that the schedule includes some meetings that have already happened).

99. TOWN TWINNING

Mr Muir of Holloway Hill gave his statement to Council at this point. Mr Muir indicated that he was speaking as Chairman of the Godalming Joigny Friendship Association. After Mr Muir had spoken the Mayor gave Members the opportunity to question Mr Muir on what he had said.

The Mayor thanked Mr Muir for his statement and reiterated his description of a successful weekend visit by a delegation from Joigny to celebrate the 30<sup>th</sup> Anniversary of the signing of the twinning deed between Godalming and Joigny. The Mayor emphasised how pleased she was to welcome French visitors to her Civic Service on the 13 June 2015.

Councillors proceeded to consider a report from the Town Clerk recording their thanks to her and Lynne Purnell (the Town Clerk's PA) for all the work involved in producing the report and AGREED the following in order to clarify the status quo in relation to twinning:

- Godalming Town Council intends to mark each decade anniversary of both its twinning relationships (so the next celebrations will be in 2022 with Mayen and 2025 with Joigny) the extent, and venue of those celebrations to be decided no less than six months ahead, in conjunction with the administration of the town concerned, by resolution of this Council or relevant standing Committee;
- No civic invitation to Joigny or Mayen shall be issued except by resolution of this Council or relevant standing Committee, which resolution shall also specify the budget available;
- No civic invitation from Joigny or Mayen shall be accepted except by resolution of this Council or relevant standing Committee, which resolution shall also specify the budget available;
- The twinning associations will be reminded of the need for direct correspondence between the respective Town Council Offices on matters relating to "civic" elements of twinning;
- When the Council resolves to host a civic twinning event it will meet the costs of providing food & drink to all guests from the twin town; it will also invite local members of the relevant twinning association but will continue to expect those individuals (or the association) to contribute towards the cost of their food & drink;
- The Council will provide no financial support to twinning associations although the associations remain eligible to make grant applications to the Council under the Council's published grants scheme;
- The Town Clerk will explore with her counterparts in Joigny and Mayen the possibility of a tripartite event (perhaps in France) in 2018 to commemorate the 100<sup>th</sup> anniversary of the end of WW1 and report back to Council;

- Any Councillor participating in any twinning activity shall do so at their own expense except the Mayor & Consort where the expenses may be met from the twinning budget;
- If an Officer of the Council is required to participate in twinning activity, their expenses shall be met from the Twinning budget (they may participate voluntarily but at their own expense); and
- The Town Clerk will take a report on the Council's expectations of the role of each of its representatives on external organisations to the next meeting of the Policy & Management Committee.

In addition, Members authorised the transfer of £600 from the earmarked reserve for Twinning to the revenue account to fund expenditure on the recent visit by a delegation from Joigny to celebrate the 30<sup>th</sup> Anniversary of the signing of the twinning deed between Godalming and Joigny.

100. PRESENTATION ON CRUSE BEREAVEMENT CARE

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

101. DATE OF NEXT MEETING

The next meeting of the Full Council is scheduled to be held on Thursday, 17 September 2015 at 7.00 pm in the Council Chamber.

102. ANNOUNCEMENTS

There were no announcements.