

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, 24 NOVEMBER at 6.30pm.

DATED this 18th day of November 2011.

Louise P Goodfellow
Clerk to the Town Council

The Meeting will be preceded by Prayer; Reverend Canon Mervyn Roberts of St Peter & St Paul Church to officiate.

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 22 September 2011.
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. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

TO RECEIVE from Members, in relation to any items included on the agenda for this meeting, disclosure of any interests which are required to be disclosed by the Local Authorities (Model Code of Conduct) Order 2007 No.1159.

Members are requested to disclose, in accordance with the Code of Conduct, both the existence and nature of any "Personal" or "Prejudicial" interests that they may have in relation to matters for consideration on this agenda.

Personal Interests

- (1) Subject to sub-paragraphs (2) to (5) below, where a Member has a personal interest in any business of the Town Council and attends a meeting of the Council at which the business is considered, the Member must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

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

- (2) Where the Member has a personal interest in any business of the Town Council which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa) of the Code of Conduct, the Member needs only disclose to the meeting the existence and nature of that interest when s/he addresses the meeting on that business.
- (3) Where the Member has a personal interest in any business of the Town Council of the type mentioned in paragraph 8(1)(a)(viii) of the Code of Conduct, the Member need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where the Member is aware or ought reasonably to be aware of the existence of the personal interest.
- (5) Where a Member has a personal interest but, by virtue of paragraph 14 of the Code of Conduct, sensitive information relating to it is not registered in the Town Council's register of members' interests, the Member must indicate to the meeting that s/he has a personal interest, but need not disclose the sensitive information to the meeting

Prejudicial Interests

Where a Member has a personal interest in any business of the Town Council that Member also has a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice that Member's judgement of the public interest. Where a Member has a prejudicial interest that Member must withdraw from the room or chamber where a meeting considering the business is being held.

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:

THE ACCOUNTS & AUDIT (ENGLAND) REGULATIONS 2011

In order to fulfil its duties under The Accounts and Audit (England) Regulations 2011 Godalming Town Council should consider the Audit Sub Committee's findings from its review of the effectiveness of the systems of internal control at meetings of both the Policy & Management Committee and Full Council by 31 March each year. Specifically this will mean that extraordinary meetings of the Policy & Management Committee and of Full Council are required in March 2012. It is further recommended that these meetings be arranged for the evening of 15 March 2012 with the Policy & Management Committee meeting commencing at 7.15pm (or at the conclusion of the preceding Planning & Environment Committee meeting which ever time is later) and a Full Council meeting commencing at 8pm (or at the conclusion of the preceding Policy & Management Committee meeting which ever time is later).

GODALMING FAIRTRADE TOWN

That the Town Council should affirm that it is proud to support the Godalming's Fairtrade Town campaign and will demonstrate its support for that campaign by:

- using Fairtrade, tea, coffee and sugar in all meetings and offices;
- using other Fairtrade products where appropriate;
- promoting awareness of Fairtrade both internally and externally, wherever practically possible, through our website, communications, publications, public notices and signs;
- using our influence to urge local retailers to provide Fairtrade options for residents;
- using our influence to urge local business to offer Fairtrade options to their staff and promote the Fairtrade mark internally; and
- nominating a named council representative (currently Councillor Wheatley) to sit on the Fairtrade Town steering group and support ongoing work to promote Fairtrade.

TITLES OF DIGNITY

That the Town Council should agree and adopt the Honorary Freeman Scheme (attached for the information of Members)

HENRY SMITH CHARITY - NOMINATION OF A TRUSTEE

That Councillor Poulter be re-appointed as one of the Town Council's nominative trustees on the Henry Smith Charity.

7. TO RECEIVE the minutes of the undermentioned Committees:

	Meetings Dated
Planning & Environment Committee	6 October 2011
	27 October 2011
	17 November 2011
Policy & Management Committee	6 October 2011
	17 November 2011

8. GODALMING JOINT BURIAL COMMITTEE – REPORT

TO NOTE FOR INFORMATION the reports of the Godalming Joint Burial Committee of its proceedings on the 29 September 2011 and 27 October 2011.

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. PRESENTATIONS FROM CRUSE BEREAVEMENT CARE AND THE HARBOUR DAY CENTRE

Members to receive presentations from Cruse Bereavement Care and the Harbour Day Centre.

11. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 19 January 2012 at 6.30 pm in the Council Chamber.

12. 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 personal interest or a prejudicial interest in a matter under consideration at a meeting (S.81 Local Government Act 2000 and the adopted Godalming Town Council Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest]² [a prejudicial interest]³ in⁴ the following matter:-

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest. If you have a prejudicial interest in an item, please indicate whether you wish to speak (refer to Godalming Town Council's Code of Conduct paragraph 12(2)).

Agenda No.	Subject	Personal	Prejudicial	Reason	Speak?	
					Yes	No

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

² A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

³ A prejudicial interest is a personal interest so significant that it is likely to prejudice the member's judgment of the public interest.

⁴ State item under consideration.