

PARISH OF GODALMING

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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, 27 JUNE 2013 at 6.30pm.

DATED this 21st day of June 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 9 May 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 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 recommended that Full Council RECEIVE and AGREE the internal audit report for Godalming Town Council and Godalming Joint Burial Committee conducted on 20 May 2013 (Internal Audit report attached for the information of Members).

The Audit Committee recommended to Full Council a series of answers to those questions posed by the Annual Governance Statement for Godalming Town Council. Those answers are reproduced at Agenda Item 8 below.

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

Planning & Environment Committee

There were no recommendations to Full Council.

Policy & Management Committee

The Policy & Management Committee recommended a Management of Absence Policy for Godalming Town Council to Full Council for ADOPTION (copy of the policy attached for the information of Members).

7. TO RECEIVE the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	13 June 2013
Planning & Environment Committee	16 May 2013 6 June 2013
Policy & Management Committee	6 June 2013 20 June 2013

8. **ANNUAL RETURN (INCLUDING GOVERNANCE STATEMENT) FOR THE YEAR ENDING 31 MARCH 2013**

Members are asked to consider and approve the Annual Return Section 1 - Statement of Accounts for Godalming Town Council.

Upon approving Section 1, Members are asked to authorise the Town Mayor to sign Section 1 - Statement of Accounts for Godalming Town Council.

Members are further asked to complete and approve Section 2 - Annual Governance Statement, so that the Annual Return may be forwarded to the External Auditor, BDO Stoy Hayward, to enable the external audit to proceed.

When satisfied with the answers required by the Annual Governance Statement Members are asked to authorise the Town Mayor to complete the statement and sign it.

	Question <i>Godalming Town Council</i>	Recommended Answer	Evidence
1	We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices	YES	Assurances from the Internal Auditor and officers (the Town Clerk & the Responsible Finance Officer)
2	We have 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 Sub Committee as recorded in the minutes of the Sub-Committee and reported to the P&M Committee on 14 March 2013 (Minutes 398-12 refer). Also assurances in the Internal Audit Reports

3	We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice, which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	The specific risk analysis – considered by Audit Sub Committee on 7 March 2013 (Minute 379-12 & 398-12)
4	We have 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 as per the Accounts and Audit Regulations.
5	We have 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 Sub Committee's work programme. All previously reported to P&M Committee on 21 February 2013 (Minute 363-12 refers)
6	We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.	YES	Review of the effectiveness of internal audit undertaken by the P&M Committee on 14 March 2013 (Minute 398-12 refers). Also assurances in the Internal Audit Reports
7	We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	Minute 168-12& 185-12 refers
8	We have 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 annual statement of accounts.
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.

	Question <i>Godalming Joint Burial Committee</i>	Recommended Answer	Evidence
1	We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices	YES	Assurances from the Internal Auditor and officers (the Town Clerk & the Responsible Finance Officer)
2	We have 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 Sub Committee as recorded in the minutes of the Sub Committee and reported to the P&M Committee on 14 March 2013 (Minutes 398-12 refer). Also assurances in the Internal Audit Reports
3	We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice, which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	The specific risk analysis – considered by Audit Sub Committee on Committee on 07 March 2013 (Minute 379-12 & 398-12 refer).
4	We have 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 as per the Accounts and Audit Regulations.
5	We have 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 Sub Committee's work programme. All previously reported to P&M Committee on 21 February 2013 (Minute 363-12 refers) and JBC Committee (Minute 6-12
6	We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.	YES	Review of the effectiveness of internal audit undertaken by the JB Committee on 21 March 2013 (Minute 39-12 refers). Also assurances in the Internal Audit Reports

7	We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	Minute 26-12 refers
8	We have 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 liability in respect of Memorials and Memorial inspections. See annual statement of accounts.
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.

9. GODALMING JOINT BURIAL COMMITTEE – REPORT

TO RECEIVE FOR INFORMATION the oral report of the Chairman of the Godalming Joint Burial Committee of the Committee's proceedings on the 27 June 2013.

10. 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.

11. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 12 September 2013 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 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.