

# PARISH OF GODALMING

AT A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD IN THE GODALMING CHAMBER

ON THURSDAY 27 JUNE 2013 AT 6.30 PM

\* The Town Mayor (Councillor T Martin)  
\* The Deputy Town Mayor (Councillor Wilson)

*	Councillor P Martin	#	Councillor RA Gordon-Smith
0	Councillor Poulter	#	Councillor Thomson
*	Councillor Cosser	0	Councillor Wheatley
#	Councillor C Gordon-Smith	*	Councillor Lister
0	Councillor S Reynolds	*	Councillor Woodham
*	Councillor A Bott	*	Councillor S Bott
*	Councillor Hunter	*	Councillor Noyce
*	Councillor Robinson	*	Councillor Thornton
#	Councillor Welland	*	Councillor Williams

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

## 92. MINUTES

The Minutes of the meeting of the Council held on 9 May 2013 were signed by the Mayor as a correct record.

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

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 4.

## 94. 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.

## 95. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

## 96. COMMITTEE REPORTS

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

### **Audit Committee**

Upon the recommendation of the Audit Committee Full Council RECEIVED and AGREED the internal audit report for Godalming Town Council and Godalming Joint Burial Committee conducted on 20 May 2013 (Internal Audit report attached to the record minutes of the Audit Committee meeting held on 13 June 2013).

Full Council also received the Audit Committee's recommended answers to those questions posed by the Annual Governance Statement for Godalming Town Council. Those answers were considered in detail below (Minute No 98-13 refers).

### **Planning & Environment Committee**

There were no recommendations to Full Council.

### **Policy & Management Committee**

Upon the recommendation of the Policy & Management Committee Full Council ADOPTED a Management of Absence Policy for Godalming Town Council (copy of the policy attached to the record minutes).

#### 97. **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	13 June 2013
Planning & Environment Committee	16 May 2013 6 June 2013
Policy & Management Committee	6 June 2013 20 June 2013

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

Members CONSIDERED and APPROVED the Annual Return Section 1 - Statement of Accounts for Godalming Town Council.

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

Members then considered 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. Members accepted the Audit Committee's recommended answers to the questions set out in Section 2 and agreed the evidence in support of those answers. Answers set out below:

	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.

Once satisfied with the answers required by the Annual Governance Statement Members APPROVED Section 2 - Annual Governance Statement and authorised the Chairman to complete the statement and sign it.

Copy of the completed Annual Return attached to the record minutes.

99. GODALMING JOINT BURIAL COMMITTEE

The oral report of the meeting of the Joint Burial Committee held on 27 June 2013 was noted.

100. 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.

101. 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.

102. ANNOUNCEMENTS

There were no announcements.