

PARISH OF GODALMING

MINUTES OF A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD

ON THURSDAY, 28 APRIL 2022

- * Town Mayor (Cllr Steel)
- * Deputy Town Mayor (Cllr Faraday)

* Councillor P Martin	* Councillor Stubbs
* Councillor PMA Rivers	0 Councillor Cosser
* Councillor PS Rivers	0 Councillor Welland
L Councillor Follows	0 Councillor Adam
* Councillor Ashworth	0 Councillor Boyle
* Councillor Crooks	# Councillor Duce
* Councillor Heagin	0 Councillor Hullah
0 Councillor Neill	* Councillor Williams
* Councillor Weightman	

* Present # Absent & No Apology Received 0 Apology for Absence L Late

568. MINUTES

The Minutes of the meeting of the Council held on 13 January 2022 were signed by the Mayor as a correct record.

569. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

570. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Heagin declared a non-pecuniary interest in Agenda Item 15 on the grounds she is a Trustee of Busbridge Village Hall which is adjacent to the applicant and stayed in the Chamber when that agenda item was debated.

571. 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 5.

572. QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

573. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

574. COMMITTEE REPORTS

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

Audit Committee

Full Council considered and resolved to adopt the updated Business Continuity Plan.

Environment & Planning Committee

The Environment & Planning Committee made one recommendation to Full Council regarding the awarding of Community Infrastructure Funding.

This recommendation was considered as a separate agenda item.

Policy & Management Committee

There were no recommendations

Staffing Committee

Review of Policy Documents

Full Council considered and resolved to adopt the updated First Aid Policy.

575. 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	3 February 2022 25 April 2022
Environment & Planning	10 March 2022 31 March 2022 21 April 2022
Policy & Management Committee	13 January 2022 3 February 2022 10 March 2022 21 April 2022
Staffing Committee	10 February 2022

576. GODALMING JOINT BURIAL COMMITTEE

The report of the meeting of the Joint Burial Committee held on 24 February 2022 was noted.

577. REPORT OF THE INTERNAL AUDITOR

Members considered the two reports of the internal audits conducted on 7 September 2021 and 14 April 2022 by the Council's Internal Auditor Mulberry & Co and agreed the recommendation of the Audit Committee as set out below.

Audit Point	Audit Findings	Council Response
Quotes & Estimates	In reviewing the minutes of JBC and GTC we agreed with the Clerk and RFO that where there are instances of council reviewing and accepting quotes and/or tenders for work, there should be processes in place to ensure the minutes show a 'resolution to accept or approve' so it is clear beyond reasonable doubt that the council is making the necessary decisions based on the evidence presented.	Noted – will ensure future minutes contain suggested wording.

578. RISK ASSESSMENTS

The Audit Committee reviewed and updated the Council's Risk Assessments in the following areas:

- Environment
- Health & Safety
- Legal

Members considered and resolved to adopt the updated risk assessments.

579. ANNUAL GOVERNANCE STATEMENT

Members considered the Annual Governance Statement and the proposed answers to the questions posed by the Statement.

Members approved that the Chair sign the Annual Governance Statement for 2021/22 with agreed responses.

580. ACCOUNTING STATEMENTS 2021/22

Members considered and approved the Town Council's Accounting Statements for the Financial Year Ended 31 March 2022.

581. COMMUNITY INFRASTRUCTURE LEVY MONITORING REPORT– ITEM FOR NOTE

Members received the annual Community Infrastructure Levy Monitoring Report to 31 March 2022.

582. NEIGHBOURHOOD CIL APPLICATION

Members considered the recommendation of the Environment & Planning Committee for the awarding of Godalming Neighbourhood Community Infrastructure Levy Funding.

Following a proposal by Cllr Heagin, seconded by Cllr PMA Rivers, Members resolved to agree an amendment to the proposed draft letter to insert the following words "and impact on the local community" so that the second paragraph of the letter read..."A record of use of the MUGA by external organisations, showing the total number of hours of use and income generated is to be maintained by the management of the school and an anonymised summary of use and impact on the local community is to be provided to the Council 12 months following the completion of the project and thereafter, during the lifespan of the MUGA, within 14 days upon any future request of the Council."

Having agreed the amendment to the letter of offer, Members resolved to agree to approve the following:

- a) An award of Neighbourhood CIL funding of up to £60,000 to Busbridge Junior School for the provision of a Multi-Use Games Area as detailed within their application, such award to be conditional upon acceptance of the Godalming Neighbourhood Community Infrastructure Levy Funding - Terms and Conditions and the requirements of the amended Letter of Offer.
- b) The Godalming Neighbourhood Community Infrastructure Levy Funding Terms & Conditions document (Issue 1-28 April 2022) (copy attached to record minutes).
- c) The amended Letter of Offer for Godalming Neighbourhood Community Infrastructure Funding to Busbridge Junior School (copy attached to record minutes).

583. 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.

584. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 19 May 2022 at 7.00pm.

585. ANNOUNCEMENTS

Members were informed that the Council funded Youth Centre would be opening on Tuesday, 3 May 2022 and that the Godalming & Villages Community Store was relocating to its new home in Farncombe and would re-open on Monday, 2 May 2022.