

## **PARISH OF GODALMING**

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

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, 15 JANUARY 2015 at 6.30pm.

DATED this 9<sup>th</sup> day January of 2015.

Louise P Goodfellow  
Clerk to the Town Council

The meeting will be preceded by prayer with the Revd Marcus Dickinson officiating – all who wish to participate in prayers are most welcome to do so; however, anyone not wishing to participate may leave the chamber or sit quietly for the short duration of the prayers. All individuals' decisions in this matter are respected.

### **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 27 November 2014.
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**

##### Review of Financial Regulations

The Audit Committee RECOMMENDS to Full Council two amendments to the draft regulations:

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

- At para 6.10 – the first sentence should be amended to read “Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council’s records on that computer, a note shall be made of the PIN and Passwords and shall be kept securely in the Council’s strongroom in a sealed dated & timed envelope signed by two Councillors across the seal.”
- At para 10.1 the text that is struck through should be removed.

#### Internal Audit

The Audit Committee asks that Full Council RECEIVE the report of the interim Internal Audit, conducted by Mark Mulberry of Mulberry & Co, which took place on 19 November 2014.

The Audit Committee draws Council’s attention to the fact that the report identified three areas for action by the Council:

- It was noted that three cheque numbers, 201943, 201944 & 201945 were missing from one schedule of payments for approval to the next. The Internal Auditor had accepted that this omission arose because the schedule of payments considered by Policy & Management Committee on 11 September 2014 had been prepared at the end of August and the schedule considered on 23 October 2014 covered payments from 11 September so that the three payments made between 31 August and 10 September 2014 were not included. The Internal Auditor’s recommendation was that Council was to review the schedule of payments list for the 2014-15 council year to date to ensure that there are no cut off errors between the meetings. Any cheques seen as missing were to be listed and retrospectively approved. [The Town Clerk reports that this was actioned at the meeting of the Policy & Management Committee on 8 January 2015.]
- The Council should review LTN40 in respect of document retention (LTN40 attached as a confidential annexe for the information of Members)
- The Council is reminded that the provisions of the Local Government Transparency Code which came into force in October 2014 and the Audit Committee notes that the draft new Financial Regulations address this point.

#### Mayoralty Committee

The Mayoralty Committee made four recommendations to Full Council. The first is deferred until more supporting information is available.

Secondly the Mayoralty Committee recommended (in accordance with Standing Order 103 iv) a modest increase of 2% (£115) to the Mayoral Allowance increasing the sum from £5,750 to £5,865. The effect of this recommendation is already included in the 2015/16 Budget to be considered below.

The two remaining recommendations to Full Council are to be detailed by oral report of the Chairman of the Mayoralty Committee in confidential session. (See Agenda Item 12 below.)

#### Planning & Environment Committee

There were no recommendations to Full Council.

#### Policy & Management Committee

##### Recording of Council Meetings

At its meeting of 23 October 2014 Policy & Management Committee recommended to Full Council that meetings of the Council and its Committees normally open to members of the

public should be audio recorded for the purpose of clarification of any perceived misinterpretation or published misinformation concerning the conduct or decisions of the Council, its Committees and Sub-Committees subject to the data capture, storage and use being compliant with the relevant Data Protection regulations. Officers have now completed the work necessary for the implementation of this recommendation at no additional on-going cost to the Council although one-off expenditure on a digital recorder will be necessary (to be contained within existing equipment budgets).

#### Revised Estimates 2014/15 and Budget 2015/16

The Policy & Management Committee recommends the revised estimates for 2014/15 and the 2015/16 budget (attached for the information of Members) to Full Council and recommends that for the financial year 2015/16 a precept of £457,022 be set.

#### Wilfrid Noyce Community Centre Refurbishment Project

Details of the full costs of the WNCC Refurbishment Project and how they are to be funded have been included in series of confidential reports considered by Policy & Management Committee, the most recent on 8 January 2015 – that last report is attached to this agenda for the information of Members but the costing detail is commercially confidential and may be prejudicial to a subsequent tendering exercise and is not reproduced here in a public document.

On 26 June 2014 the Full Council of Godalming Town Council agreed that an application for borrowing of up to £800,000 be made for financing the Wilfrid Noyce Community Centre improvement project.

Subsequent to the decision of Full Council to proceed with the project the design consultants were instructed to produce detailed designs and costs. Having examined the design and cost report received on 26 November 2014 and ensured that the design achieves the Council's requirements, the project costs are some £85,461 over the initial cost estimate.

As such the Policy & Management Committee recommends to Full Council that it agrees that the funds to be borrowed for the WNCC refurbishment project be increased to £841,000 and that the Town Clerk is authorised to apply for a borrowing approval in that sum.

#### Review of Standing Orders

The Policy & Management Committee recommends amended Standing Orders to Full Council for adoption (amended Standing Orders attached for the information of Members).

#### Review of Financial Regulations

The Policy & Management Committee recommends new Financial Regulations (as amended by the Audit Committee) to Full Council for adoption (new Financial Regulations incorporating the Audit Committee's amendments are attached for the information of Members).

#### 7. TO RECEIVE the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	6 January 2015
Mayoralty Committee	11 December 2014
Planning & Environment Committee	4 December 2014 8 January 2015
Policy & Management Committee	4 December 2014 8 January 2015

8. 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.

9. INTERNET BANKING

On the assumption that new Financial Regulations will be adopted at this meeting then under Financial Regulation 6.9 Council is asked to confirm that it thinks it appropriate that staff salaries and expenses claims and payments to suppliers should be made by internet banking transfer.

Authority should be delegated to the Policy & Management Committee (in consultation with the Audit Committee) to agree the detail as to how internet banking will work for Godalming Town Council subject of course to those arrangements being within Financial Regulations. The bank mandate is to be agreed by Full Council (though this may be at an extraordinary meeting).

10. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 26 March 2015 at 6.30 pm in the Council Chamber.

11. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

THE COUNCIL MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING MATTERS.

12. REPORT OF THE MAYORALTY COMMITTEE

Members to receive a confidential oral report from the Chairman of the Mayoralty Committee.

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.