

PARISH OF GODALMING

AT A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD IN THE GODALMING CHAMBER

ON THURSDAY, 15 JANUARY 2015 AT 6.30 PM

* The Town Mayor (Councillor Wilson)
* The Deputy Town Mayor (Councillor A Bott)

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

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

326. MINUTES

The Minutes of the meeting of the Council held on 27 November 2014 were signed by the Mayor as a correct record.

327. 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.

328. 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.

329. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

330. COMMITTEE REPORTS

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

Audit Committee

Review of Financial Regulations

Full Council AGREED the Audit Committee's two recommended amendments to the draft Financial Regulations and noted that these had already been incorporated into the draft to be considered upon the recommendation of the Policy & Management Committee.

Internal Audit

Full Council RECEIVED the report of the interim Internal Audit, conducted by Mark Mulberry of Mulberry & Co, which took place on 19 November 2014 and noted the three areas for action by the Council identified in the report. Full Council RESOLVED to deal with each action point as shown:

- 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. Full Council ACCEPTED the Town Clerk's report 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. Council RESOLVED to refer this matter back to the Policy & Management Committee for detailed consideration and further recommendation to Full Council
- The Council is reminded that the provisions of the Local Government Transparency Code which came into force in October 2014 and Full Council NOTED that the draft new Financial Regulations address this point.

Mayoralty Committee

Full Council NOTED that the Mayoralty Committee had made four recommendations to Full Council and that the first was deferred until more supporting information is available and the third and fourth were to be considered in confidential session.

Full Council AGREED the recommendation of the Mayoralty Committee (in accordance with Standing Order 103 iv) that there should be a modest increase of 2% (£115) to the Mayoral Allowance increasing the sum from £5,750 to £5,865. Council NOTED that the effect of this recommendation is already included in the 2015/16 Budget to be considered upon the recommendation of the Policy & Management Committee.

Planning & Environment Committee

There were no recommendations to Full Council.

Policy & Management Committee

Recording of Council Meetings

Upon the recommendation of the Policy & Management Committee Full Council AGREED 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.

Revised Estimates 2014/15 and Budget 2015/16

Full Council accepted the recommendation of the Policy & Management Committee and AGREED the revised estimates for 2014/15 and the 2015/16 budget (attached to the record minutes). Full Council RESOLVED that for the financial year 2015/16 a precept of £457,022 be set.

Wilfrid Noyce Community Centre Refurbishment Project

Full Council AGREED the recommendation of the Policy & Management Committee that the funds to be borrowed for the WNCC refurbishment project be increased to £841,000 and AUTHORISED the Town Clerk to apply for a borrowing approval in that sum.

Review of Standing Orders

Upon the recommendation of the Policy & Management Committee Full Council ADOPTED amended Standing Orders (amended Standing Orders attached to the record minutes).

Review of Financial Regulations

Upon the recommendation of the Policy & Management Committee Full Council ADOPTED new Financial Regulations (as amended by the recommendations of the Audit Committee) (new Financial Regulations attached to the record minutes).

331. **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	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

332. **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.

333. INTERNET BANKING

Having adopted new Financial Regulations Council RESOLVED (under Financial Regulation 6.9) that it is appropriate that staff salaries and expenses claims and payments to suppliers should be made by internet banking transfer.

Council DELEGATED authority 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 to those arrangement being within Financial Regulations.

Full Council NOTED that it would need to agree any consequent changes to the bank mandate.

334. 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.

335. ANNOUNCEMENTS

There were no announcements.

THE COMMITTEE RESOLVED 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.

336. REPORT OF THE MAYORALTY COMMITTEE

Members RECEIVED a confidential oral report from the Chairman of the Mayoralty Committee. The Mayoralty Committee made two recommendations to Full Council. Firstly that Councillor A Bott be nominated as Mayor Elect for the civic year 2014/15 and that Councillor Hunter be nominated as Deputy Mayor Elect for the same year. Council was pleased to AGREE both nominations.