

## **PARISH OF GODALMING**

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Municipal Buildings  
Bridge Street  
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Surrey GU7 1HT

Sir/Madam

I HEREBY SUMMON YOU to attend an EXTRAORDINARY Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 15 MARCH 2012 at 8.00pm or at the conclusion of the Extraordinary Policy & Management Committee, whichever is later.

DATED this 9<sup>th</sup> day of March 2012.

Louise P Goodfellow  
Clerk to the Town Council

**PLEASE NOTE THAT THE ATTACHMENTS FOR THE PRECEDING EXTRAORDINARY POLICY & MANAGEMENT COMMITTEE MEETING WILL ALSO BE REQUIRED FOR THIS EXTRAORDINARY FULL COUNCIL MEETING**

### **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 19 January 2012.
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 80.

4. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

TO RECEIVE from Members, in relation to any items included on the agenda for this meeting, disclosure of any interests which are required to be disclosed by the Local Authorities (Model Code of Conduct) Order 2007 No.1159.

Members are requested to disclose, in accordance with the Code of Conduct, both the existence and nature of any "Personal" or "Prejudicial" interests that they may have in relation to matters for consideration on this agenda.

#### Personal Interests

- (1) Subject to sub-paragraphs (2) to (5) below, where a Member has a personal interest in any business of the Town Council and attends a meeting of the Council at which

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

the business is considered, the Member must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

- (2) Where the Member has a personal interest in any business of the Town Council which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa) of the Code of Conduct, the Member needs only disclose to the meeting the existence and nature of that interest when s/he addresses the meeting on that business.
- (3) Where the Member has a personal interest in any business of the Town Council of the type mentioned in paragraph 8(1)(a)(viii) of the Code of Conduct, the Member need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where the Member is aware or ought reasonably to be aware of the existence of the personal interest.
- (5) Where a Member has a personal interest but, by virtue of paragraph 14 of the Code of Conduct, sensitive information relating to it is not registered in the Town Council's register of members' interests, the Member must indicate to the meeting that s/he has a personal interest, but need not disclose the sensitive information to the meeting

#### Prejudicial Interests

Where a Member has a personal interest in any business of the Town Council that Member also has a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice that Member's judgement of the public interest. Where a Member has a prejudicial interest that Member must withdraw from the room or chamber where a meeting considering the business is being held.

#### 5. REPORT OF THE POLICY & MANAGEMENT COMMITTEE

TO RECEIVE the oral report of the Policy & Management Committee.

The Policy & Management Committee will meet at 7.15pm immediately before this Council meeting and consider the review of the effectiveness of the systems of internal control for Godalming Town Council. The Chairman of the Policy & Management Committee will report on the deliberations of that Committee which will inform the Council's debate under Agenda Item 7 below.

#### 6. REVIEW OF THE EFFECTIVENESS OF THE SYSTEMS OF INTERNAL CONTROL FOR GODALMING TOWN COUNCIL

In accordance with the Accounts and Audit (England) Regulations 2011 all bodies are required to undertake a review of the effectiveness of systems of internal control annually by 31 March each year.

The five areas that must be covered are:

- Scope of Internal Audit  
Has the scope of the internal audit been discussed with the Internal Auditor to ensure that all the relevant risks are covered?
- Independence  
Is the Internal Auditor sufficiently independent, objective and unbiased?

- Competence  
Does the Internal Auditor have sufficient knowledge to be able to carry out the audit?
- Relationships  
Are the relevant responsibilities of Members, Clerk and RFO clearly defined?
- Planning & Reporting  
Is the body aware of a timetable of when the internal and external audits will take place and when the reports from these will be expected?

Members are also invited to consider the following questions;

#### Internal Audit Process

- Is the work of the Internal Audit reviewed regularly?
- Are the reports on the work of the Internal Auditor presented to the committee?
- Are the reviews and risk assessments undertaken from the Work Programme by the Audit Sub Committee on behalf of the Joint Burial Committee reported to the committee?
- Are the Annual reports from the Internal Auditor presented to the Policy & Management Committee?

#### External Audit Process

- Are the Annual reports from the External Auditor presented to the Policy & Management Committee?
- Does the Policy & Management Committee ensure that recommendations from the External Auditor are implemented?

7. 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.

#### 8. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 3 May 2012 at 6.30 pm in the Council Chamber.

#### 9. ANNOUNCEMENTS

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

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S.81 Local Government Act 2000 and the adopted Godalming Town Council Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest]<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

**Please use the form below to state in which agenda items you have an interest. If you have a prejudicial interest in an item, please indicate whether you wish to speak (refer to Godalming Town Council's Code of Conduct paragraph 12(2)).**

Agenda No.	Subject	Personal	Prejudicial	Reason	Speak?	
					Yes	No

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

<sup>2</sup> A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

<sup>3</sup> A prejudicial interest is a personal interest so significant that it is likely to prejudice the member's judgment of the public interest.

<sup>4</sup> State item under consideration.