

## **PARISH OF GODALMING**

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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, 26 MARCH 2015 at 6.30pm.

DATED this 20<sup>th</sup> day of March 2015.

Louise P Goodfellow  
Clerk to the Town Council

The meeting will be preceded by prayer – 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 is 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 15 January 2015.
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**

The Audit Committee considered and updated its work programme and that work programme is attached for the information of Members.

The Audit Commission considered a series of questions posed as part of its review of the effectiveness of internal control and recommended a series of answers to Full Council that are given in a report elsewhere on this agenda.

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

The Audit Committee specifically recommended to Full Council that Mark Mulberry of Mulberry & Co be asked to undertake one further year (2015/16 Financial year) as the Council's Internal Auditor but that, in accordance with good practice, a new internal auditor should be sought for the financial year 2016/17.

The Audit Committee resolved to bring the following to the attention of Full Council. That the Audit Commission closes on 31 March 2015; that Godalming Town Council will keep the external auditor appointed by the Audit Commission until completion of the 2016/17 audits; and that for the financial year starting on 1 April 2017 Godalming Town Council will be responsible for appointing its own external auditor.

### **Planning & Environment Committee**

There were no recommendations to Full Council

### **Policy & Management Committee**

The Policy & Management Committee recommended to Full Council that with effect from 1 April 2015 the Town Clerk's post be graded at the lower range of LC4 (SCP 52 – 55) and the Deputy Town Clerk's post be graded at the middle of LC3 (SCP 43 – 47).

### **Mayoralty Committee**

On 11 December 2014 the Mayoralty Committee considered the following motion from Councillor T Martin:

“To acknowledge past Mayoresses and Consorts in the same way as past Mayors (i.e. with engraved badges). This acknowledges the phenomenal hard work, often unseen, that Mayoresses and Consorts make to the office of Mayor which should be rewarded.”

The Mayoralty recommended to Full Council that engraved badges should be awarded to former Mayoresses and Consorts but agreed that the detail of this recommendation should be framed by the Town Clerk, in consultation with the Chairman of the Mayoralty Committee, once design and costs had been explored.

It is recommended that sufficient Past Mayoress and Consort badges for all such individuals still living be ordered from the current supplier of the Past Mayor badges (that supplier having given the lower of two quotes obtained by the Town Clerk) at a cost of £3,500 (including the cost of engraving each badge); and that the cost be met from the New Initiatives Fund. This would provide enough badges for the next 3-6 years (depending on the gender distribution of future Mayoresses/Consorts) and future re-orders of 10 badges at a time (at current prices £700) would be met in the relevant year from the Civic Regalia budget.

The artwork for the badges is attached for the information of Members who are asked to note that the badges are slightly smaller than the Past Mayor badge.

7. TO RECEIVE the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	19 March 2015
Planning & Environment Committee	29 January 2015 19 February 2015 12 March 2015

8. GODALMING JOINT BURIAL COMMITTEE – REPORT

TO NOTE FOR INFORMATION the oral report of the Godalming Joint Burial Committee of its proceedings on the 26 March 2015.

9. SCHEDULE OF MEETINGS 2015/16

Members to AGREE and ADOPT a schedule of meetings for the Civic Year 2015/16 (schedule attached for the information of Members).

10. REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

Members to consider a report from the Town Clerk (report attached for the information of Members).

11. RICHARD WYATT'S TRUST

Members to consider the contents of a letter received from the Clerk to the Carpenters' Company (letter attached for the information of Members).

12. 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.

13. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 30 April 2015 at 6.30 pm in the Council Chamber.

14. 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. COMMERCIALY CONFIDENTIAL MATTERS.

15. GODALMING – FLOOD ALLEVIATION

Members to consider a confidential report from the Town Clerk (Report attached for the information of Members).

## 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 2012/1464 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.