

## **PARISH OF GODALMING**

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

Sir/Madam

I HEREBY SUMMON YOU to attend the Annual Meeting of the Godalming Town Council to be held (pursuant to Public Notice) in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 19 MAY 2011 at 6.30pm.

DATED this 13<sup>th</sup> day of May 2011.

Louise P Goodfellow  
Clerk to the Town Council

The Meeting will be preceded by Prayer; The Reverend Marcus Dickinson of Godalming Baptist Church to officiate.

### **A G E N D A**

1. To ELECT a Town Mayor for the ensuing year:  

Proposer: Councillor T Martin  
Seconder: Councillor C Gordon-Smith
2. The newly elected Town Mayor and Councillor Thomson will retire from the Council Chamber in order that the new Mayor can be robed.
3. The newly elected Town Mayor (accompanied by Councillor Thomson) will return to the Council Chamber, make the Declaration of Acceptance of Office and return thanks.
4. The Mayor's Consort to receive her Chain and Badge of Office.
5. TO PASS a vote of thanks to the retiring Town Mayor:  

Proposer: Councillor P Martin  
Seconder: Councillor Reynolds
6. To ELECT a Deputy Town Mayor for the ensuing year  

Proposer: Councillor R Gordon-Smith  
Seconder: Councillor Wilson
7. The Deputy Town Mayor to receive her Chain and Badge of Office and make the Declaration of Acceptance of Office.
8. The Consort to the Deputy Town Mayor to receive his Chain and Badge of Office.
9. The TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on 28 April 2011.

10. TO RECEIVE APOLOGIES FOR ABSENCE

11. 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.

12. 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 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.

13. TO RECEIVE official announcements, letters etc.

14. 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.

15. ELECTION OF CHAIRMAN & VICE-CHAIRMAN TO POLICY & MANAGEMENT COMMITTEE

Members to note that, in accordance with SO 51a), nineteen of their number will serve as Members of the Policy & Management Committee.

Those Committee Members to elect, in accordance with SO 58, one of their number as Chairman and one as Vice-Chairman of the Committee.

16. ELECTION OF CHAIRMAN & VICE-CHAIRMAN TO PLANNING & ENVIRONMENT COMMITTEE

Members to note that, in accordance with SO 51d), nineteen of their number will serve as Members of the Planning & Environment Committee.

Those Committee Members to elect, in accordance with SO 58, one of their number as Chairman and one as Vice-Chairman of the Committee.

17. ELECTION OF MEMBERS TO THE MAYORALTY COMMITTEE

Members to elect, in accordance with SO 51e), six of their number as Members of the Mayoralty Committee of which at least 3 shall have served as Town Mayor, together with the three most recently elected Members.

The nominees for the Committee are as follows:

Councillor RA Gordon-Smith  
Councillor Poulter  
Councillor Thomson  
Councillor Noyce  
Councillor Robinson  
Councillor Thornton

Those Committee Members to elect, in accordance with Standing Order 58 one of their number as Chairman and one as Vice-Chairman of the Committee.

18. ELECTION OF MEMBERS TO THE STAFFING SUB-COMMITTEE

Members to elect, in accordance with SO 51b), five of their number as Members of the Staffing Sub-Committee, one of which to be the Chairman of the Policy & Management Committee.

The nominees for the Sub-Committee are as follows:

Councillor Poulter  
Councillor C Gordon-Smith  
Councillor Robinson  
Councillor Williams  
Chairman of Policy & Management Committee (*ex officio*)

Those Committee Members to elect, in accordance with Standing Order 58, one of their number as Chairman and one as Vice-Chairman of the Committee.

19. ELECTION OF MEMBERS TO THE AUDIT SUB-COMMITTEE

Members to elect, in accordance with SO 51c), five of their number as Members of the Audit Sub-Committee.

The nominees for the Sub-Committee are as follows:

Councillor Wheatley  
Councillor A Bott  
Councillor S Bott  
Councillor Hunter  
Councillor Welland

Those Committee Members to elect, in accordance with Standing Order 58, one of their number as Chairman and one as Vice-Chairman of the Committee.

20. ELECTION OF MEMBERS TO THE GODALMING JOINT BURIAL COMMITTEE

Members to elect, in accordance with SO 65, six of their number as the Council's representatives on the Godalming Joint Burial Committee.

The nominees for the Joint Burial Committee are as follows:

Councillor Thomson  
Councillor Lister  
Councillor Wheatley  
Councillor Wilson  
Councillor Bott  
Councillor Noyce

21. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

Members to elect Town Council representatives to outside bodies shown at Annexe A.

22. AGREEMENT OF THE MAYOR'S CHARITY

As required by the protocol on Mayoral Charities & Handling of Funds (adopted by this Council on 4 January 2007 – Minute 301-2006 refers) Members are asked to endorse the Mayor's choice of charity (to be announced) since at the current time the charity to be nominated is not a registered charity.

23. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 21 July 2011 at 6.30 pm in the Council Chamber.

24. ANNOUNCEMENTS

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

**ROBES WILL BE WORN**

To: The Town Mayor and Councillors of the Parish of Godalming

21. NOMINATIONS TO EXTERNAL BODIES 2011/12

<u>EXTERNAL BODY</u>	<u>REPRESENTATIVE 2010/2011</u>	<u>REPRESENTATIVE 2011/12</u>
DisCASS	Deputy Mayor (Ex Officio) Cllr Connolly	Deputy Mayor (Ex Officio) Cllr Woodham
Fairtrade Steering Group	Cllr Wheatley	Cllr Wheatley
Farncombe Day Centre	Cllr Woodham	Cllr Woodham
Friends of the Peppercot	Town Clerk (Ex Officio) Chairman P&M (Ex Officio) Cllr T Gordon Smith Cllr Lister Cllr Peacock	Town Clerk (Ex Officio) Chairman P&M (Ex Officio) Cllr Lister Cllr Noyce Cllr Thornton
Godalming & District Chamber of Commerce	Cllr Poulter	Cllr Poulter
Godalming/Joigny Friendship Association	Town Mayor (Ex Officio) Cllr Reynolds Cllr Pinches	Town Mayor (Ex Officio) Cllr Woodham
Godalming/Mayen Association	Town Mayor (Ex Officio) Cllr Wheatley	Town Mayor (Ex Officio) Cllr Wheatley
Godalming Museum Trust	Cllr C Gordon-Smith	Cllr C Gordon-Smith
Godalming Transportation Task Group (SCC)	Cllr Connolly Cllr Wilson	Cllr Hunter Cllr Robinson
Go-Godalming Association	Town Mayor (Ex Officio) Town Clerk (Ex Officio) Cllr T Gordon-Smith	Town Mayor (Ex Officio) Town Clerk (Ex Officio) Cllr T Gordon-Smith
Holloway Hill Sports Association	Cllr T Martin	Cllr T Martin
St Mark's Community Centre Management Committee	Cllr Thomson	Cllr Robinson
St Mark's Community Initiative Group	Cllr Hubble	Cllr Thomson
SCAP&TC	Cllr Cosser	Cllr T Martin
SCC – Tree Wardens	Cllr Lister	Cllr Lister
Sport Godalming	Cllr P Martin	Cllr P Martin
Surrey NHS PCT – Guildford & Waverley Co-Design Group	Cllr C Gordon-Smith Cllr Thomson	Cllr C Gordon-Smith
Godalming Together CIC	Cllr Cosser	Cllr A Bott
Waverley Citizens Advice Bureau (observer)	Cllr Wilson	Cllr Wilson
Waverley Cycle Forum	Cllr Barnes	Cllr Robinson