

## **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 JUNE 2014 at 6.30pm.

DATED this 20<sup>th</sup> day of June 2014.

Louise P Goodfellow  
Clerk to the Town Council

### **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 8 May 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**

The Audit Committee makes two recommendation to Full Council, that:

- Full Council RECEIVE and AGREE the report of the internal audit conducted on 2 June 2014 (that both the internal audit report and the work programme are attached for the information of Members).
- In completing the Annual Governance Statement for the financial year Council should consider the Committee's recommended a series of answers to those questions posed

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

by the for Godalming Town Council. Those answers are reproduced at Agenda Item 8 below

**Planning & Environment Committee**

Planning & Environment Committee makes no recommendations to Full Council

**Policy & Management Committee**

Policy & Management Committee makes the following recommendations to Full Council, that:

- the practice of saying [Christian] prayers immediately preceding all meetings of Full Council should be resumed; and
- the wording of each Full Council agenda should make it clear that prayers would be said immediately prior to the meeting and that all present were welcome to stay and to participate (or not) in the prayers and that an individual's decision to leave or remain outside the Chamber for prayers was respected.
- Full Council should receive and adopt the Annual Accounts for Godalming Town Council (incorporating Broadwater Centre Community Centre, Wilfrid Noyce Community Centre and the Pepperpot) for the year ended 31 March 2014 (accounts attached for the information of Members).

A further set of recommendations relating to the refurbishment of the Wilfrid Noyce Centre are to be considered in confidential session.

7. TO RECEIVE the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	12 June 2014
Planning & Environment Committee	3 April 2014 24 April 2014 15 May 2014 5 June 2014 19 June 2014
Policy & Management Committee	24 April 2014 15 May 2014 19 June 2014

8. **GODALMING JOINT BURIAL COMMITTEE – REPORT**

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 26 June 2014.

9. 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.

10. ANNUAL RETURN (INCLUDING ANNUAL GOVERNANCE STATEMENT) FOR THE YEAR ENDING 31 MARCH 2014

Members are asked to consider and approve the Annual Return for Godalming Town Council, Section 1 - Statement of Accounts, Section 2 Annual Governance Statement, and Section 4 – Annual Internal Auditor’s report.

Upon approving Section 1, Members are asked to authorise the Town Mayor to sign Section 1 - Statement of Accounts for Godalming Town Council.

Members are further asked to complete and approve Section 2 - Annual Governance Statement, so that the Annual Return may be forwarded to the External Auditor, BDO Stoy Hayward, to enable the external audit to proceed.

When satisfied with the answers required by the Annual Governance Statement Members are asked to authorise the Town Mayor to complete the statement and sign it.

	Question <i>Godalming Town Council</i>	Recommended Answer	Evidence
1	We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices	YES	Assurances from the Internal Auditor and officers (the Town Clerk & the Responsible Finance Officer)
2	We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	Detailed evidence from the work programme of the Audit Committee as recorded in the minutes to Full Council on 27 <sup>th</sup> March 2014 Minutes 414-13 refer).Also assurances in the Internal Audit Reports
3	We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice, which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	The specific risk analysis – considered by Audit Committee on 27 <sup>th</sup> March 2014 (Minutes 414-13,415-13 ,417-13, 418-13 refer)
4	We have provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	Relevant notices displayed as per the Accounts and Audit Regulations.
5	We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	Risk Assessments all available for inspection in the Council’s offices and on-going programme of risk analysis as part of the Audit Committee’s work

			programme on 27 <sup>th</sup> March 2014 (Minute 381-13 refers)
6	We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.	YES	Review of the effectiveness of internal audit undertaken by the Audit Committee on 27 <sup>th</sup> March 2014 (Minute 418-13 refers). Also assurances in the Internal Audit Reports
7	<b>We have taken appropriate action on all matters raised in reports from internal and external audit.</b>	YES	Minute Full Council 96-13 & 245-13 and Audit 202-13 refers
8	We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES	Annual provision made in reserves for election expenses; against a potential liability in respect of The Square. See annual statement of accounts.
9	Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	This Council manages no trust funds.

11. APPOINTMENT OF A REPRESENTATIVE TO THE WAVERLEY CYCLE FORUM

Councillor Thomson is nominated as the Town Council's representative to the Waverley Cycle Forum. Members are invited to agree the appointment

12. RETIREMENT OF MRS JANET CROSSMAN – FINANCE OFFICER

The Mayor to make a presentation to Mrs Crossman to mark the occasion of her retirement after 44 years in local government, 15 of them with Godalming Town Council.

13. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 18 September 2014 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 COMMITTEE 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 SENSITIVE MATTERS.

15. WILFRID NOYCE COMMUNITY CENTRE IMPROVEMENT PROJECT

Members to consider confidential recommendations from the Policy & Management 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.