

# PARISH OF GODALMING

## AT A MEETING OF THE TOWN COUNCIL

### OF THE PARISH OF GODALMING HELD IN THE GODALMING CHAMBER

ON THURSDAY, 19 NOVEMBER 2015 AT 7.00 PM

- \* The Town Mayor (Councillor A Bott)
- \* The Deputy Town Mayor (Councillor Hunter)

* Councillor P Martin	* Councillor RA Gordon-Smith
0 Councillor Poulter	* Councillor Cosser
* Councillor Wheatley	0 Councillor T Martin
* Councillor Reynolds	* Councillor S Bott
* Councillor Noyce	* Councillor Thornton
# Councillor Welland	* Councillor Williams
* Councillor Pinches	* Councillor Bolton
* Councillor Gray	* Councillor Walden
* Councillor Young	

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

The meeting was preceded by prayer with the Revd Paul Hulme officiating.

#### 266. MINUTES

The Minutes of the meeting of the Council held on 17 September 2015 were signed by the Mayor as a correct record.

#### 267. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

#### 268. 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.

#### 269. 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.

#### 270. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

## 271. COMMITTEE REPORTS

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

### Audit Committee

#### **Credit Control Policy**

Upon the recommendation of the Audit Committee the Council ADOPTED a new credit control policy (attached to the record minutes).

#### **Conclusion of External Audit & Approval of Annual Return**

The Audit Committee reported on the completed Annual Return for the financial year ending 31 March 2015 and the accompanying report from the External Auditor for Godalming Town Council (both documents are attached to the record minutes).

The Audit Committee reported that the external audit for the year ending 31 March 2015 was completed on 28 August 2015 and received on 7 September 2015, and that there were no matters which came to the auditor's attention which gave the auditor cause for concern that relevant legislation and regulatory requirements had not been met. The Notice of Conclusion of Audit was displayed on the Town Council's Notice Board for at least 14 days as required by the Accounts and Audit Regulations 2011.

One issue is drawn to the Council's attention by the auditor – and the Council is recommended to take action upon it to ensure that the Council acts within its statutory and regulatory framework. The issue is stated as being "Although a precept was set by the due date, and the council did prepare a budget to support this, the budget did not appear to take into consideration the level of reserves held by the Council when calculating the precept figure." The auditor's report attached expands upon why this issue is important.

The Audit Committee reported that the Town Clerk as RFO was unable to explain with any certainty why the issue was raised at all (and since it was raised as a minor issue and did not impact upon the audit opinion she had not gone to the expense of seeking clarification from the external auditor). It is unclear which financial year the comment relates to. In considering the budget and precept for each of the financial years 2014/15 and 2015/16 Members considered a projection of reserves in each year and this is evidenced by the agenda papers and record minutes for the relevant Policy & Management Committee and Full Council meetings in each of January 2014 and January 2015. It is possible that the Town Clerk neglected to supply the necessary evidence to the external auditor – if so the external auditor did not query the absence of any such evidence or test the assertion before issuing the report.

The Audit Committee concurred with the Town Clerk's view that no further action is required as a result of the audit report.

Full Council APPROVED the Annual Return for the financial year ending 31 March 2015 and RESOLVED that no further action should be taken in response to the external auditor's report.

### Planning & Environment Committee

The Planning & Environment Committee made no recommendations to Full Council

### Policy & Management Committee

Upon the recommendation of the Policy & Management Committee and in order to facilitate the creation of ad hoc advisory committees as per Standing Order 94 Council AGREED the

following: an amendment to Standing Order 131; the insertion of new Standing Orders 132–135 inclusive and the renumbering of all Standing Orders from the old SO 132. Council ADOPTED the amended Standing Orders.

272. The reports of the following committees setting out decisions taken pursuant to delegated powers were RECEIVED:

	Meetings Dated
Audit Committee	8 October 2015
Planning & Environment Committee	24 September 2015 15 October 2015 5 November 2015
Policy & Management Committee	15 October 2015

273. GODALMING JOINT BURIAL COMMITTEE – REPORT

The report of the meeting of the Joint Burial Committee held on 12 November 2015 was noted.

274. 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.

275. RESIGNATION OF TOWN COUNCILLOR

Council NOTED that on 5 November 2015 the Mayor received the resignation, with immediate effect, of Mrs Joy Woodham the Town Councillor for Godalming Central & Ockford Ward.

The Town Clerk reported that a Notice of Vacancy, prepared by the Returning Officer, had been displayed from 16 November 2015 and that if sufficient requests for a by-election (from ten registered electors in the Central & Ockford Ward) were received within ten working days of that date then there would be a by-election; if not she would advertise a casual vacancy to be filled by co-option.

Councillor Gray was APPOINTED to replace Mrs Woodham as representative to Farncombe Day Centre for the remainder of the civic year and the Mayor indicated that since she was ex officio a representative of the Council on the Godalming/Joigny Friendship Association that no further replacement would be required for that role.

276. RESCISSION OF PREVIOUS RESOLUTIONS

Members to consider a report from the Town Clerk and RESOLVED that the status quo should prevail and that there should be no rescission of previous resolutions unless significant new information was received. Council further RESOLVED that the words “This Standing Order and Standing Order 84 shall apply mutatis mutandis to the proceedings of Committees.” should be added to Standing Order 85 and the that amendment be included in the amended Standing Orders adopted at Minute 271-15 above.

277. CREDIT CONTROL POLICY

Having adopted the Credit Control Policy as recommended by the Audit Committee (above) at Minute 271-15 above. Council AGREED that the Town Clerk should test the policy by registering the Town Council with HM Courts & Tribunals Service's Money Claim On-Line service (MCOL) and attempt to reclaim the sum owed by one particular debtor (details of the particular debtor were NOTED by Council as a confidential item).

278. LAND OFF FRANKLYN ROAD GODALMING

Members considered correspondence received from Crownhall Estates Ltd acting as agent for FA Secrett Ltd. Members further considered a draft response prepared by the Town Clerk and tabled at the meeting. Members AGREED the response (attached to the record minutes).

279. WILFRID NOYCE REFURBISHMENT PROJECT – PROGRESS REPORT

Members RECEIVED an oral update on progress to date on the Wilfrid Noyce refurbishment project and RECEIVED the budget monitoring statement (attached to the record minutes) NOTING that although completion is delayed the project is projected to be completed within the current budget.

280. DATE OF NEXT MEETING

The next meeting of the Full Council is scheduled to be held on Thursday, 14 January 2016 at 7.00 pm in the Council Chamber.

281. ANNOUNCEMENTS

There were no announcements.