

PARISH OF GODALMING

AT THE ANNUAL MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD IN THE GODALMING CHAMBER

ON THURSDAY, 12 MAY 2016 AT 7.00 PM

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

* Councillor P Martin
* Councillor Poulter
* Councillor Wheatley
* Councillor Reynolds
* Councillor Noyce
* Councillor Welland
* Councillor Pinches
* Councillor Gray
* Councillor Young

* Councillor RA Gordon-Smith
* Councillor Cosser
* Councillor T Martin
* Councillor S Bott
* Councillor Thornton
* Councillor Williams
* Councillor Bolton
* Councillor Walden
* Councillor Purkiss

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

1. ELECTION OF TOWN MAYOR

On the proposition of Councillor Wheatley, seconded by Councillor Gray, it was resolved unanimously that Councillor Hunter be elected Town Mayor for the local government year 2016/2017.

2. THE NEW TOWN MAYOR

After a short retirement to robe, the new Town Mayor, Councillor Hunter returned to the Council Chamber and took the Chair.

3. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor made the Statutory Declaration of Acceptance of Office and returned thanks.

4. THE CONSORT

Mr Jason Hunter was invested by the new Town Mayor with his Chain and Badge of Office as Consort.

5. VOTE OF THANKS TO RETIRING TOWN MAYOR

A vote of thanks to the retiring Town Mayor, Councillor A Bott, was moved by Councillor T Martin and seconded by Councillor Noyce.

6. PRESENTATION OF PAST MAYOR'S BADGE

Councillor A Bott was presented with her Past Mayor's Badge.

7. ELECTION OF DEPUTY MAYOR

On the proposition of Councillor Reynolds, seconded by Councillor Cosser, it was resolved unanimously that Councillor Thornton be appointed Deputy Town Mayor for the local government year 2016/2017. Councillor Thornton, having accepted the nomination, was invested by the Town Mayor with his Chain and Badge of Office and made the Statutory Declaration of Acceptance of Office.

8. CONSORT TO THE DEPUTY MAYOR

Miss Hazel Biggs was invested by the Town Mayor, with her Chain and Badge of Office, as Consort to the Deputy Mayor.

9. MINUTES

The TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on 28 April 2016.

10. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

11. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public present wished to ask the Council questions, or make a statement or present a petition in accordance with Standing Order No 80.

12. DISCLOSURE OF PERSONAL AND PREJUDICIAL 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.

13. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

No Official Announcements, letters etc were received.

14. 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.

15. MEMBERSHIP OF THE POLICY & MANAGEMENT COMMITTEE

It was NOTED that, in accordance with SO 107, nineteen Councillors will serve as Members of the Policy & Management Committee. The Committee Members are as follows:

Councillor P Martin

Councillor Gordon-Smith
Councillor Poulter
Councillor Cosser
Councillor Wheatley
Councillor T Martin
Councillor A Bott
Councillor Reynolds
Councillor S Bott
Councillor Noyce
Councillor Thornton
Councillor Welland
Councillor Williams
Councillor Pinches
Councillor Bolton
Councillor Gray
Councillor Walden
Councillor Young
Councillor Purkiss

16. MEMBERSHIP OF THE PLANNING & ENVIRONMENT COMMITTEE

It was NOTED that, in accordance with SO 110, nineteen Councillors will serve as Members of the Policy & Management Committee. The Committee Members are as follows:

Councillor P Martin
Councillor Gordon-Smith
Councillor Poulter
Councillor Cosser
Councillor Wheatley
Councillor T Martin
Councillor A Bott
Councillor Reynolds
Councillor S Bott
Councillor Noyce
Councillor Thornton
Councillor Welland
Councillor Williams
Councillor Pinches
Councillor Bolton
Councillor Gray
Councillor Walden
Councillor Young
Councillor Purkiss

17. ELECTION OF MEMBERS TO THE MAYORALTY COMMITTEE

In accordance with SO 111 six Councillors were elected as Members of the Mayoralty Committee. The Committee Members are as follows:

Councillor Gordon-Smith
Councillor Cosser
Councillor Wheatley
Councillor Noyce
Councillor Gray
Councillor Young

18. ELECTION OF MEMBERS TO THE AUDIT COMMITTEE

In accordance with SO 113 six Councillors were elected as Members of the Audit Committee. The Committee Members are as follows:

Councillor Thornton
Councillor Noyce
Councillor Williams
Councillor Pinches
Councillor Purkiss

19. ELECTION OF MEMBERS TO THE STAFFING SUB-COMMITTEE

In accordance with SO 111 six Councillors were elected as Members of the Staffing Sub-Committee. The Committee Members are as follows:

Councillor Poulter
Councillor A Bott
Councillor Williams
Councillor Walden
Chairman of Policy & Management Committee (*ex officio*)

20. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

This item was deferred and DELEGATED to the Policy & Management Committee to decide.

21. HENRY SMITH CHARITY - NOMINATION OF A TRUSTEE

Members AGREED the nomination of Councillor Poulter for a further four-year term on the Henry Smith Charity.

22. REPORT OF THE INTERNAL AUDITOR

Members considered the report of an internal audit conducted on 3 May 2016 by the Council's Internal Auditor Mulberry & Co (the report is attached to the record minutes). The outgoing Chairman of the Audit Committee reported as follows:

“There were two key findings contained in the Internal Auditor's report:

1. In respect of the payments list prepared and taken to the Policy & Management Committee the Internal Auditor found that “Minutes adequately describe the payments list being authorised, there were cut off errors between the months. Council will need to perform an exercise to identify missing payments and authorise appropriately. Council reminded that the Financial Regulation states the list should be detailed in the minutes or appended as an attachment to the minutes.” At the Audit Committee meeting the Finance Administrator produced the schedule of payments from the Policy & Management Committee meeting held on 17 December 2015 demonstrating that the missing payment were identified and authorised.
2. In respect of the transparency code the Internal Auditor found that “Information shown online does not fully meet the requirements of the transparency code. Council must bring this information up to date.” Officers confirmed that while work had been undertaken to bring the necessary information to the website this had been superseded by the current failure of the Town Council's website. All the required information would be on the new website. As an interim measure the Town Clerk has shared the required information via the Town Council's Facebook Page.

The Audit Committee agreed that the Council's Business Continuity Plan should be updated to include the website and to reflect the need to ensure compliance with the transparency code and to prioritise the continuity of those elements of the website. The Committee's work programme was to be updated to include this."

Members accepted the report and the actions taken as a result.

23. ANNUAL GOVERNANCE STATEMENT

Members considered the questions posed by the Annual Governance Statement and received the report of the Audit Committee with that Committee's recommended answers and the annual review of the systems of internal control. Members considered the annual review of the systems of internal control and the evidence relating to both the annual review and the Annual Governance Statement AGREED both. The Audit Committee's report is attached to the record minutes.

Council RESOLVED to complete the Annual Governance Statement as follows (a copy of the completed statement is attached to the record minutes):

	Question <i>Godalming Town Council</i>	Answer
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	YES
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	YES
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES
5	We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES
7	We took appropriate action on all matters raised in reports from internal and external audit.	YES
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	YES
9	(For local council only) Trust funds (including charitable) In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A

24. ACCOUNTING STATEMENTS 2015/16

Members considered and AGREED the Town Council's Accounting Statements for the Financial Year Ended 31 March 2016 (copy of Section 2 of the Annual Return is attached to the record minutes).

25. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 7 July 2016 at 7.00pm in the Council Chamber.

26. ANNOUNCEMENTS

The Town Clerk announced that the Town Mayor warmly invited all present to join him for a glass of wine in the Waverley Offices Reception Area immediately after the meeting.