

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, 16 NOVEMBER 2017 at 7.00pm.

DATED this 10th day of November 2017.

Andy Jeffery
Acting Clerk to the Town Council

The meeting will be preceded by prayer with the Mr Andy Poulosom, Vice Chair of Churches Together of Godalming & District officiating – 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 are respected.

A G E N D A

1. THE TOWN MAYOR to sign as a correct record the Minutes of the Extraordinary Meeting of the Council held on the 9 November 2017.
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

External Auditor's Report

Members to note that a letter from the External Auditor stating that there is no report as no matters came to their attention during the audit.

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

Asset Control

Audit Committee reviewed the new Fixed Asset Policy for onward recommendation to Full Council to approve.

Review of Internal Audit Providers

Audit Committee recommends that the Council appoint Mulberry & Co to provide internal audit services for the financial year 2018/19 and beyond.

Review of Financial Regulations

Audit Committee recommends to Full Council the proposed changes to the Financial Regulations as attached.

Policy & Management Committee

There were no recommendations

7. TO RECEIVE the minutes of the undermentioned Committees:

	Meetings Dated
Policy & Management Committee	19 October 2017
Staffing Committee	9 November 2017

8. GODALMING JOINT BURIAL COMMITTEE – REPORT

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 9 November 2017.

9. SCHEDULE OF MEETINGS 2018/19

Members are asked to consider the schedule of meetings for the Local Government year 2018/19 (copy attached for the information of Members).

10. 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.

11. DEMENTIA FRIENDLY GODALMING

Members to receive a presentation from Mrs Mary Baker from the Godalming Dementia Action Alliance on their work to date.

12. GODALMING MUSEUM

Members to receive a presentation from Mrs Alison Pattison, Curator and Mrs Angela Teralak, Volunteer Co-ordinator, both from Godalming Museum.

13. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 11 January 2018 at 7.00 pm in the Council Chamber.

14. ANNOUNCEMENTS

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

RECEIVED
09 AUG 2017

Mrs R Tong
Town Council Offices
Municipal Buildings
Bridge Street
GODALMING
Surrey
GU7 1HR

02 August 2017

our ref: 2017/H6/GODA01/FINAL

Dial: 023 8088 1737

Email: councilaudits@bdo.co.uk

Dear Mrs Tong

Godalming Town Council - Audit for the year ended 31 March 2017

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Contact details
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the smaller authority, now that our audit opinion has been given, and a minute should be made to show that the annual return including our certificate has been approved and accepted by the smaller authority. The annual return and notice of conclusion of audit must be published for at least 14 days (including on the smaller authority's website*) as soon as reasonably possible before the 30 September 2017 and must be made available for public access for a period of not less than five years.

BDO LLP are not your appointed auditor for the year ended 31 March 2018 onwards. Smaller Authorities' Audit Appointments (localaudits.co.uk) will be able to advise who your new auditor is, if you have not yet been notified. We thank you for all your assistance over the years we have worked with you and wish you a smooth transition to your new auditor.

Yours sincerely



Mrs Emma Prince
For and on behalf of BDO LLP

Enc.

*In the case of a parish meeting and where the meeting has displayed the information in a conspicuous place for at least 14 days, publication on a website does not apply.



Fixed Asset Policy

Introduction

Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year.

Scope of Asset Register

In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- Land and buildings held freehold or on long term lease in the name of the Council
- Community assets
- Assets considered to be portable, attractive or of community significance

The values indicated in the asset register will inform the 'Total Fixed Asset' section of the Annual Return.

The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

- Assets rented by or loaned to the Council
- Items held for resale, i.e. stock
- Consumable items or items with a useful life of less than a year
- Cash, short term investments and other current assets
- Intangible assets

In accordance with good practice, this Council has set a *de minimus* level of £2,000 below which expenditure will generally not be capitalised. All expenditure above the *de minimus* level will be deemed capital expenditure and added to the fixed asset register, unless there is a good reason to treat it differently.

An annual inspection of the fixed asset register should occur to ensure that all items can be physically verified. Discrepancies between the physical verification process and the register should be investigated promptly by the RFO. Any assets which cannot be located after investigation, should be removed from the asset register and recorded in the schedule of disposals. Any new assets identified should be added to the register.

The asset register and schedule of disposals should be reviewed annually by the Audit Committee and then approved by Full Council.

Valuation of Assets for the Fixed Asset Register

Once recorded on the fixed asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustment are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioners Guide (England) 2014, para 3.69).

Assets must be valued by one of the following means based on available information:

- Actual purchase price (including VAT)
- Where this is not known or not applicable, the insurance valuation should be applied.

- As a last resort, a nominal value of £1 may be applied. This should also be used for assets gifted or transferred to the Council.

Valuation of Assets for Insurance Purposes

The fixed asset register will be used to inform the insurers of Council assets.

For the purposes of insurance, the value to be used is the replacement value of the item and not the purchase price or market value.

The Council should ensure assets are valued accurately for insurance purposes to avoid under (or over) insuring. Assets should therefore be valued every five to seven years to ensure the appropriate level of insurance is held.

Review of Financial Regulations

GTC Financial Regulation	NALC Financial Regulation	Comments
1.6 A breach of these regulations by an employee is gross misconduct.	Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.	Recommend we change to NALC wording.
1.8 The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.	The Responsible Finance Officer (RFO) holds a statutory office to be appointed by the Council.	Recommend we change to NALC wording as this enables the RFO role to either be a separate officer from the Town Clerk, or an additional role to the Town Clerk.
2.2 On a regular basis, at least once in each quarter, and at each financial year end, an officer other than the RFO shall be required to produce bank reconciliations (for all accounts). The RFO shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including exceptions, to and noted by the Audit Committee, evidenced by the signature of the Committee Chairman upon reconciliations.	On a regular basis, at least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including exceptions, to and noted by the Audit Committee.	Recommend we change to NALC wording as that is what our actual practice is.
5.2 The RFO shall cause to be prepared a schedule of payments requiring authorisation made and, together with the relevant invoices, present the schedule to the Policy & Management Committee.		For readability, recommend wording be changed to: The RFO shall prepare a schedule of payments requiring authorisation and, together with the relevant invoices, present the schedule to the Policy & Management Committee.

5.5 [currently do not have this in the GTC Financial Regulations]	The Clerk and RFO shall have delegated authority to authorise Fund transfers within the councils banking arrangements up to the sum of £250,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Management Committee.	Recommend we add as currently transfers are made between deposit and main bank account by Acting RFO without seeking approval by any Member. These transfers are reported on the Schedule of Payments and Receipts.
5.8 [currently do not have this in the GTC Financial Regulations]	In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.	Recommend we add this clause.
5.9 [currently do not have this in the GTC Financial Regulations]	Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.	Recommend we add this clause.
5.10 [currently do not have this in the GTC Financial Regulations]	The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.	Recommend we add this clause.
5.11 [currently do not have this in the GTC Financial Regulations]	Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.	Recommend we add this clause but change Member to Town Clerk.

<p>9.2 When raising an invoice an officer will deliver the top copy to the debtor, send one of the copies to the RFO and retain the second copy in their own records. If an invoice is voided all three copies should be kept in the officer's own records.</p>		<p>This no longer reflects current practice for GTC since the introduction of the Booking System. However, it is still relevant to JBC, therefore recommend wording be changed to:</p> <p>When raising an invoice for the Joint Burial Committee an officer will deliver the top copy to the debtor, send one of the copies to the RFO and retain the second copy in their own records. If an invoice is voided, all three copies should be kept in the officer's own records.</p>
<p>11.1.b Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk shall invite tenders from at least three firms from the appropriate approved list.</p>	<p>Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations</p>	<p>Recommend we change to NALC wording as this is a legal requirement.</p>
<p>[currently do not have this in the GTC Financial Regulations]</p>	<p>The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)</p>	<p>Recommend we add this clause as this is a legal requirement.</p>

GODALMING TOWN COUNCIL

SCHEDULE OF MEETINGS 2018/19

MAY 2018

3	Staffing	7.00PM	Council Chamber
8	Audit (Annual Accounts)	7.00PM	Council Chamber
10	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/Bor Hall
23	Policy & Management Mayoralty Committee	7.00PM 8.00PM**	Council Chamber

JUNE 2018

TBC	CIVIC SERVICE	3.00PM	
21	Joint Burial – Cemetery Inspection Joint Burial (Approval of Internal Audit) Staffing	5.00PM 6.00PM 7.00PM**	Nightingale Cemetery Council Chamber

JULY 2018

12	Policy & Management (Grants)	7.00PM	Council Chamber
19	Full Council	7.00PM	Council Chamber
26	Audit (Internal Controls)	7.00PM	Council Chamber

AUGUST 2018 – No Meetings

SEPTEMBER 2018

6	Joint Burial – Cemetery Inspection Joint Burial Policy & Management	5.00PM 6.00PM 7.00PM**	Eashing Cemetery Council Chamber
13	Full Council	7.00PM	Council Chamber
20	Staffing	7.00PM	Council Chamber

OCTOBER 2018

18	Policy & Management (Grants)	7.00PM	Council Chamber
25	Audit (Financial Regulations)	7.00PM	Council Chamber

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

NOVEMBER 2018

8	Joint Burial (Budget) Staffing	5.30PM 7.00PM	Council Chamber
11	REMEMBRANCE SUNDAY	10.15AM	
15	Full Council	7.00PM	Council Chamber
29	Policy & Management (Revised Estimates)	7.00PM	Council Chamber

DECEMBER 2018

6	Mayoralty	7.00PM	Town Clerk's Office
20	Policy & Management (Budget)	7.00PM	Council Chamber

JANUARY 2019

10	Full Council (Precept)	7.00PM	Council Chamber
17	Policy & Management (Grants)	7.00PM	Council Chamber
24	Audit (Risk Management) Staffing	7.00PM 7.30PM**	Council Chamber

FEBRUARY 2019

7	Staffing	7.00PM	Council Chamber
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MARCH 2019

7	Policy & Management	7.00PM	Council Chamber
22	Full Council	7.00PM	Council Chamber
28	Staffing	7.00PM	Council Chamber

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

APRIL 2019

4	Joint Burial	6.00PM	Council Chamber
11	Policy & Management (Grants)	7.00PM	Council Chamber
18	ANNUAL TOWN MEETING	8.00PM	Council Chamber
22	Audit (Review System of Internal Control & Annual Accounts)	7.00PM	Council Chamber
25	Full Council	7.00PM	Council Chamber
26	MAYORALTY RECEPTION & DINNER	7.15PM	Wilfrid Noyce Centre

MAY 2019

6	ROGATION SUNDAY (BEATING THE BOUNDS)	3.30PM	St Marks (TBC)
9	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/Bor Hall
23	Policy & Management	7.00PM	Council Chamber

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

FESTIVALS:

Spring Festival (1st Saturday in April)
 Summer Festival (1st Saturday in July)
 Staycation (1st complete week in August)
 Christmas Festival (Last Saturday in November)

Event	Date
Farmers' Market	Saturday, 31 March 2018
Spring Festival	Saturday, 7 April 2018
Farmers' Market	Saturday, 28 April 2018
St John's Spring Fair	Saturday, 28 April 2018 (TBC)
Annual Council/Mayor Making	Thursday, 10 May 2018
Godalming Run	Sunday, 13 May 2018
Farmers' Market	Saturday, 26 May 2018
Town Show	Saturday, 2 June 2018
Farmers' Market	Saturday, 30 June 2018
Summer Food Festival	Saturday, 7 July 2018
Farmers' Market	Saturday, 28 July 2018
Staycation	Saturday, 4–Sunday, 12 August 2018
Farmers' Market	Saturday, 25 August 2018
Farmers' Market	Saturday, 29 September 2018
Farmers' Market	Saturday, 27 October 2018
Fireworks	Friday, 2 November 2018
Remembrance Sunday	Sunday, 11 November 2018
Christmas Festival & Light Switch-On	Saturday, 24 November 2018
Blessing of Crib & Carol Service (Godalming Town Day)	Saturday, 8 December 2018
Pancake Races	Tuesday, 5 March 2019
Farmers' Market	Saturday, 30 March 2019
Spring Festival – Spring into Godalming	Saturday, 6 April 2019

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** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a non-pecuniary interest]³ 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 _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² 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

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.