

# PARISH OF GODALMING

## MINUTES OF A MEETING OF THE TOWN COUNCIL

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

ON THURSDAY, 22 MARCH 2018 AT 7.00 PM

	*	The Town Mayor (Councillor A Bott)		
	0	The Deputy Town Mayor (Councillor Williams)		
0		Councillor P Martin	*	Councillor RA Gordon-Smith
*		Councillor Poulter	*	Councillor Cosser
*		Councillor Wheatley	0	Councillor T Martin
*		Councillor Hunter	*	Councillor Reynolds
*		Councillor S Bott	*	Councillor Noyce
*		Councillor Welland	*	Councillor Pinches
*		Councillor Bolton	0	Councillor Gray
*		Councillor Walden	0	Councillor Purkiss
0		Councillor Wainwright	*	Councillor Follows

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

#### 472. MINUTES

The Minutes of the meeting of the Council held on 11 January 2018 were signed by the Mayor as a correct record.

#### 473. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

#### 474. 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.

#### 475. 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.

#### 476. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

## 477. COMMITTEE REPORTS

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

### **Audit Committee**

#### Report of the Internal Auditor

Members noted the report and comments of the Audit Committee of an internal audit conducted on 21 November 2017 by the Council's Internal Auditor Mulberry & Co (report attached to the record minutes). Members wished to note that the internal audit report reflected the hard work of the Council's Officers in the proper management of the Council's affairs.

#### Risk Assessments

Members noted the Audit Committee review and updated the Councils Risk Assessments in the following areas:

- Environment
- Health & Safety
- Legal
- Physical Security
- Reputation
- Financial

Members resolved to accept the updated risk assessments.

### **Policy & Management Committee**

There were no recommendations.

### **Staffing Committee**

#### Social Media & IT Code of Conduct Policies

Members accepted the recommendations of the Staffing Committee and resolved to adopt the Social Media & IT Policies. (copies attached to record minutes).

#### Management of Town Council Staff

Members accepted the recommendations of the Staffing Committee and resolved to adopt the Statement of Management of Council Staff (copy attached to the record minutes).

#### Appointment of the Facilities Supervisor

The Chairman of the Staffing Committee informed Members that a formal offer of employment had been accepted by Mrs Karen Warner who takes up post as the Facilities Supervisor on 3 April 2018.

478. TO RECEIVE MINUTES OF COMMITTEE MEETINGS

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

	Meetings Dated
Audit Committee	25 January 2018
Policy & Management Committee	18 January 2018 1 March 2018
Staffing Committee	11 January 2018 25 January 2018 8 March 2018

479. GODALMING JOINT BURIAL COMMITTEE

The report of the meeting of the Joint Burial Committee held on 9 November 2017 was noted.

480. GODALMING AND FARNCOMBE NEIGHBOURHOOD PLAN (GoFarNP)

Members resolved, as the Qualifying Body for the Godalming & Farncombe Neighbourhood Plan area to adopt Draft 3.3 dated February 2018 of the Godalming and Farncombe Neighbourhood Plan. Members wished to acknowledge the hard work of the many volunteers who have contributed their time and expertise in the production of the draft plan.

Additionally, Members resolved to approve an Officer's report (copy attached to the record minutes) setting out the process for meeting the requirements of Regulation 14 of The Neighbourhood Planning (General) Regulations 2012 consultation.

481. MEMBERS' CODE OF CONDUCT

Members approved the revised Members' Code of Conduct (copy attached to the record minutes).

482. REVIEW OF STANDING ORDERS

Members reviewed Standing Orders, noting the amendments since the last review and resolved to adopt the amended Standing Orders (copy attached to the record minutes).

483. 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.

484. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 26 April 2018 at 7.00 pm in the Council Chamber.

485. ANNOUNCEMENTS

The Mayor informed the Council that she has spoken on BBC Surrey in connection with the proposed closure of Green Oak CofE Primary School and Nursery.

The Mayor further announced that she had dealt with a letter of complaint from a resident and found the complaint to be unsubstantiated.