

PARISH OF GODALMING

MINUTES OF A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD IN THE GODALMING CHAMBER

ON THURSDAY, 26 APRIL 2018 AT 7.00 PM

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

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

520. MINUTES

The Minutes of the meeting of the Council held on the 22 March 2018 were signed by the Mayor as a correct record.

521. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

522. 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.

523. 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.

524. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

525. COMMITTEE REPORTS

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

Policy & Management Committee

GDPR – Policies

Members considered the policies detailed below required for Godalming Town Council to comply with the General Data Protection Regulations. Members resolved to adopt the policies.

- General Privacy Notice
- Councillors, Staff and Role Holders Privacy Notice
- Subject Access Policy, Procedures and Template Response Letters

526. **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	23 April 2018
Policy & Management Committee	12 April 2018

527. **GODALMING JOINT BURIAL COMMITTEE**

The report of the meeting of the Joint Burial Committee held on 22 March 2018 was noted.

528. **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.

529. **REPORT OF THE INTERNAL AUDITOR**

Members considered the report of an internal audit conducted on 16 April 2018 by the Council's Internal Auditor, Mulberry & Co and noted the comments of the Audit Committee thereon.

530. **ANNUAL GOVERNANCE STATEMENT**

Members considered the questions posed by the Annual Governance Statement and the Audit Committee's recommended answers. Members considered the evidence relating to the Annual Governance Statement and AGREED the recommended answers.

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

531. ACCOUNTING STATEMENTS 2017/18

Members considered and AGREED the Town Council's Accounting Statements for the Financial Year Ended 31 March 2018 (copy of Section 2 of the Annual Return is attached to the record minutes).

532. DATE OF NEXT MEETING

The next meeting of the Full Council is scheduled to be held on Thursday, 10 May 2018 at 7.00 pm in the Council Chamber.

533. ANNOUNCEMENTS

The Mayor asked Cllr Peter Martin to pass on Members condolences to Cllr Tom Martin and his family following the recent family bereavement.