

PARISH OF GODALMING

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

Sir/Madam

I HEREBY SUMMON YOU to attend the Annual Meeting of the Godalming Town Council to be held (pursuant to Public Notice) in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 10 MAY 2018 at 7.00pm.

DATED this 4th day of May 2018.

Andy Jeffery
Clerk to the Town Council

A G E N D A

1. **ELECTION OF TOWN MAYOR**

To ELECT a Town Mayor for the ensuing year:

Proposer: Councillor Welland
Secunder: Councillor Bolton

[The newly elected Town Mayor and Councillor A Bott will retire from the Council Chamber in order that the new Mayor can be robed.]

2. **THE NEW TOWN MAYOR**

The newly elected Town Mayor (accompanied by Councillor A Bott) will return to the Council Chamber and will take the chair.

3. **DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor will make the Declaration of Acceptance of Office and return thanks.

4. **THE CONSORT**

The Mayoress to receive her Chain and Badge of Office.

5. **VOTE OF THANKS TO RETIRING TOWN MAYOR**

TO PASS a vote of thanks to the retiring Town Mayor:

Proposer: Councillor P Martin
Secunder: Councillor Cosser

6. ELECTION OF DEPUTY MAYOR

To ELECT a Deputy Town Mayor for the ensuing year

Proposer: Councillor Poulter
Seconder: Councillor Reynolds

[The Deputy Town Mayor to receive his Chain and Badge of Office and make the Declaration of Acceptance of Office.]

7. CONSORT TO THE DEPUTY MAYOR

The Mayoress to the Deputy Town Mayor to receive her Chain and Badge of Office.

8. MINUTES

The TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on 26 April 2018.

9. TO RECEIVE APOLOGIES FOR ABSENCE

To receive apologies for absence.

10. 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.

11. 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.

12. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

TO RECEIVE official announcements, letters etc.

13. SEALING OF DOCUMENTS, ETC

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.

14. MEMBERSHIP OF THE POLICY & MANAGEMENT COMMITTEE

Members to note that, in accordance with SO 105, nineteen of their number 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 Hunter
Councillor Noyce
Councillor Welland
Councillor Pinches
Councillor Bolton
Councillor Gray
Councillor Walden
Councillor Purkiss
Councillor Wainwright
Councillor Follows

15. ELECTION OF MEMBERS TO THE MAYORALTY COMMITTEE

Members to elect, in accordance with SO 108, six of their number as Members of the Mayoralty Committee of which at least three shall have served as Town Mayor (if that is possible) together with the three most recently elected Members.

The nominees for the Committee are as follows:

Councillor Gordon-Smith
Councillor Cosser
Councillor Hunter
Councillor Noyce
Councillor Purkiss
Councillor Wainwright

16. ELECTION OF MEMBERS TO THE AUDIT COMMITTEE

Members to elect, in accordance with SO 110, five of their number as Members of the Audit Committee.

The nominees for the Committee are as follows:

Councillor Noyce
Councillor Pinches
Councillor Bolton
Councillor Wainwright
Councillor Follows

17. ELECTION OF MEMBERS TO THE STAFFING COMMITTEE

Members to elect, in accordance with SO 106, five of their number as Members of the Staffing Committee, one of which to be the Chairman of the Policy & Management Committee.

The nominees for the Committee are as follows:

Councillor Poulter
Councillor Cosser
Councillor Hunter
Councillor Gray
Councillor Walden
Chairman of Policy & Management Committee (*ex officio*)

18. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

Members to elect Town Council representatives to outside bodies shown at Annexe A.

19. BANK MANDATE

In accordance with Financial Regulation 5.1 it is necessary for Full Council to agree the Council's Bank Mandate and the following resolution is recommended:

The Town Council resolves that the Council's bankers shall be authorised to honour all cheques drawn on the Council's accounts or instructions for direct debits or standing orders provided the order for payment or instruction is signed by any two of the holders, for the time being, of the following offices:

- The Town Mayor
- The Deputy Town Mayor
- The Chairman of the Policy & Management Committee
- The Vice-Chairman of the Policy & Management Committee
- The Chairman of the Staffing Committee
- The Chairman of the Mayoralty Committee

Provided that they shall be different persons.

The Town Clerk & Responsible Finance Officer should be instructed to complete a bank mandate to effect the resolution above.

20. PAY AWARD

Members to receive the recommendation of the Staffing Committee on the pay award for 2018/19.

21. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 19 July 2018 at 7.00pm in the Council Chamber.

22. ANNOUNCEMENTS

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

ROBES WILL BE WORN

To: The Town Mayor and Councillors of the Parish of Godalming

18. NOMINATIONS TO EXTERNAL BODIES 2018/19

<u>EXTERNAL BODY</u>	<u>REPRESENTATIVES 2017/18</u>	<u>REPRESENTATIVES 2018/19</u>
District Scout Council	Cllr Wheatley	Cllr Wheatley
Fairtrade Steering Group	Cllr Wheatley	Cllr Wheatley
Farncombe Day Centre	Cllr Gray	Cllr Gray
Godalming & District Chamber of Commerce	Cllr Poulter	Cllr Wainwright
Godalming/Joigny Friendship Association	Town Mayor (Ex Officio)	Town Mayor (Ex Officio)
Godalming/Mayen Association	Town Mayor (Ex Officio)	Town Mayor (Ex Officio)
Godalming Museum Trust	Cllr Gordon-Smith Cllr S Bott	Cllr Gordon-Smith Cllr S Bott
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	Cllr Walden Cllr Bolton
Go-Godalming Association	Town Mayor (Ex Officio) Cllr Gordon-Smith	Town Mayor (Ex Officio) Cllr Gordon-Smith
Holloway Hill Sports Association	Cllr T Martin	Cllr T Martin
St Mark's Community Centre Management Committee	Cllr Pinches	Cllr Pinches
St Mark's Community Initiative Group	Cllr Bolton	Cllr Bolton
SALC (formerly SCAP&TC)	Cllr Cosser	Cllr Cosser
Sport Godalming	Cllr P Martin	Cllr P Martin
Godalming Together CIC	Cllr Purkiss	Cllr Purkiss
Waverley Citizens Advice Bureau (observer)	Cllr S Bott	Cllr S Bott
Waverley Cycle Forum	Cllr Purkiss	Cllr Purkiss

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.