

PARISH OF GODALMING

MINUTES OF A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD IN THE GODALMING CHAMBER

ON THURSDAY 19 JULY 2018 AT 7.00 PM

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

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

102. MINUTES

The Minutes of the meeting of the Council held on 10 May 2018 were signed by the Mayor as a correct record.

103. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

104. 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.

105. 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.

106. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

107. PRESENTATION FROM GODALMING CYCLE CAMPAIGN

Members received an informative presentation from Mr Martyn Sandford about the proposed Guildford to Godalming Greenway. The presentation was given at the invitation of Members as part of their decision of Minute 497-17. As part of the same decision, Officers will engage with the Godalming Cycle Forum to bring forward proposals for consideration by Members in regards to the adoption of the Guildford to Godalming Greenway as a Community Infrastructure Levy project.

108. COMMITTEE REPORTS

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

Policy & Management Committee

GDPR – Policies

Upon the recommendation of the Policy & Management Committee, Members resolved to ADOPT the following policies in support of the General Data Protection Regulations:

- i. Document Retention Policy
- ii. Information Data Protection Policy
- iii. Removable Media Policy

Business Plan Working Group – Supporting Our Community Information Brochure

Upon the recommendation of the Policy & Management Committee, Members resolved to ADOPT the 'Supporting Our Community Information Brochure' produced by the Business Plan Working Group, which will be made available to the community via the Council's website and in hardcopy at the Council Offices and Museum.

Treasury and Investment Policy

Upon the recommendation of the Policy & Management Committee, Members resolved to ADOPT the Treasury and Investment Policy.

Standing Orders

Upon the recommendation of the Policy & Management Committee, Members resolved to ADOPT Standing Order.

Staffing Committee

Policy Reviews – Leave Policy

Upon recommendation of the Staffing Committee, Members resolved to ADOPT the Leave Policy.

Policy Reviews – Absence & Sick Pay Policy

Upon recommendation of the Staffing Committee, Members resolved to ADOPT the Absence & Sick Pay Policy.

Policy Reviews – Training Statement of Intent

Upon recommendation of the Staffing Committee, Members resolved to ADOPT the Training Statement of Intent.

Policy Reviews – Discipline Policy

Upon recommendation of the Staffing Committee, Members resolved to ADOPT the Discipline Policy.

Policy Reviews – Grievance Policy

Upon recommendation of the Staffing Committee, Members resolved to ADOPT the Grievance Policy.

Pay Awards

Upon recommendation of the Staffing Committee, Members resolved to APPROVE the implementation in full of the 2018/2019 staff pay award as recommended by the National Association of Local Councils. Additionally, Members resolved to APPROVE the alignment of the recently TUPE'd staff's salaries to the closest NJC scale.

109. REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROLS FOR GODALMING TOWN COUNCIL AND GODALMING JOINT BURIAL COMMITTEE

Following a review of the effectiveness of internal controls for Godalming Town Council and the Godalming Joint Burial Committee, the Audit Committee recommended to Full Council the responses to the questions posed by the review. Members resolved to APPROVE the recommended answers.

110. TO RECEIVE MINUTES OF COMMITTEE MEETINGS

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

| | Meetings Dated |
|-------------------------------|-----------------------------|
| Mayoralty Committee | 24 May 2018 |
| Policy & Management Committee | 24 May 2018 12 July 2018 |
| Staffing Committee | 3 May 2018 21 June 2018 |

111. GODALMING JOINT BURIAL COMMITTEE

The report of the meeting of the Joint Burial Committee held on 21 June 2018 was NOTED.

112. CHRISTMAS FESTIVAL

Members resolved to APPROVE the budget for the 2018 Christmas Festival and Lights Switch on, noting that the identity of the 'celebrity guest' is currently under embargo.

113. NEIGHBOURHOOD PLAN – OUTCOMES OF REGULATION 14 CONSULTATION AND PREPERATIONS FOR REGULATION 15

As the Qualifying Body for the Godalming and Farncombe Neighbourhood Plan, Members considered the following reports relating to the Godalming and Francombe Neighbourhood Plan.

- a. NEIGHBOURHOOD PLAN – Actions required following Regulation 14 Consultation
- b. Neighbourhood Plan version 3.3 – Regulation 14 Consultation Representations, Response and Suggested Actions
- c. Draft Neighbourhood Plan (version 3.3.3)

The Town Clerk informed Members that just prior to the meeting further representations were received from Waverley Borough Council (WBC) in relation to the Godalming and Farncombe Neighbourhood Plan Policy GOD15 – Air Quality. As such the Town Clerk requested that Members consider all other aspects of the reports with the exception of those relating to the Air Quality Policy which will be brought back to Council in September once Officers have had the opportunity to consider WBC's representations, seek advice from the Town Council's planning consultants and form a recommendation on this matter for Members to consider.

Members agreed to this approach and:

1. Resolved to APPROVE, with the exception of those relating to Policy GOD15, the actions contained in the 'suggested actions' column of the *Neighbourhood Plan version 3.3 – Regulation 14 Consultation Representations, Response and Suggested Actions* document
2. Resolved to AUTHORISE the Town Clerk to prepare the Godalming and Farncombe Neighbourhood Plan version 4 in readiness for submission to Waverley Borough Council for consideration under Regulation 15 of Neighbourhood Planning (General) Regulations 2012, incorporating the actions approved by Council at recommendation 1.
3. Resolved to AUTHORISE the Town Clerk to prepare the basic conditions statement and consultation statement required for submission of the plan to Waverley Borough Council.

114. 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.

115. DATE OF NEXT MEETING

The next meeting of the Full Council is scheduled to be held on Thursday, 13 September 2018 at 7.00 pm in the Council Chamber.

116. ANNOUNCEMENTS

The Town Clerk informed Members that they would be most welcome at Staycation Events and particularly in support of Dogalming on 11 August at the Aarons Hill Recreation Ground.