

# PARISH OF GODALMING

## MINUTES OF A MEETING OF THE TOWN COUNCIL

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

ON THURSDAY, 15 NOVEMBER 2018 AT 7.00 PM

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

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

#### 240. MINUTES

The Minutes of the meeting of the Council held on 13 September 2018 were signed by the Mayor as a correct record.

#### 241. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

#### 242. 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 5.

#### 243. 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.

#### 244. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

Email received from Waverley Borough Council dated 24 September 2018, acknowledging receipt of the Godalming & Farncombe Neighbourhood Plan and supporting documents from Godalming Town Council

Letter of Consultation of Amendments to Planning Application received 6 November 2018 from Waverley Borough Council regarding application WA/2018/1239 previously considered by the Policy & Management Committee on 6 September. Members did not wish to add anything to the observations already made at that meeting.

Letter received from Mr David Stewart, President of Surrey County Cricket Club thanking the Council for its congratulations to the club on winning the County Championship.

## 245. COMMITTEE REPORTS

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

### **Audit Committee**

#### Review of Financial Regulations

Members considered the recommendation of the Audit Committee and resolved to agree to adopt amendments to financial regulations detailed below:

*4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.*

*4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure, or that is not contained within the revenue budget or within the Town Clerks delegated authority of £4,500, other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (virement).*

*Any time the Town Clerk exercises a delegated financial authority, the Town Clerk will agree expenditure with the Chair or Vice Chair of the appropriate Committee and shall report the action taken and costs incurred to the same Committee as soon as practicable thereafter.*

*4.5 The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement, health and safety or other work which is of such extreme urgency that it must be done at once, whether or not there is any budget provision for the expenditure, subject to a limit of £4,500. Before doing so, the Town Clerk will agree expenditure with the Chair or Vice Chair of the appropriate Committee and shall report the action taken and costs incurred to the same Committee as soon as practicable thereafter.*

### **Policy & Management Committee**

#### Policy Documents for Review

Members considered the recommendations of the Policy & Management Committee relating to the policy documents listed below:

#### Equality & Diversity Statement

Members resolved to agree to adopt the Equality & Diversity Statement.

#### Equality & Diversity Policy

Members resolved to agree to adopt the Equality & Diversity Policy.

#### Customer Complaints Procedure

Members resolved to agree to adopt the following policies:

- Customer Complaints Procedure, 'How to Make a Complaint' and
- Customer Complaints Procedure, 'How to Handle a Complaint'.

### Freedom of Information – Publication Scheme

Members resolved to agree to adopt the Freedom of Information – Publication Scheme. Members requested that as part of its policy review program, the Policy & Management Committee considers the current schedule of charges for hard copies of documents as set out in the Freedom of Information – Publication Scheme.

### Schedule of Meetings 2019/20

Having agreed amendments to the Schedule of Meetings presented by the Policy & Management Committee, Members agreed to resolved to agree to adopt the Schedule of Meetings for the Local Government year 2019/20 (amended copy attached to the record minutes).

### **Staffing Committee**

Members considered the recommendations of the Staffing Committee relating to the policy documents listed below:

#### Employees' Code of Conduct

Members resolved to agree to adopt the Employees' Code of Conduct.

#### Dignity at Work Policy

Members resolved to agree to adopt the Dignity at Work Policy.

#### Engagement of Umbrella Service Provider for Disclosure & Barring Service Applications

Members received a report from the Chairman of the Staffing Committee regarding the requirement for Godalming Town Council to adopt policies required to be able to engage Surrey County Council as an Umbrella Organisation to conduct the required DBS checks on the Council's behalf.

Members resolved to agree to adopt the following policies:

- policy statement on the recruitment of ex-offenders;
- policy on the recruitment of ex-offenders; and
- DBS Data Handling Policy – The Secure Storage, Handling, Use, Retention, Disposal of Disclosures and Disclosure Information from the Disclosure and Barring Service and Umbrella Service Provider (Surrey County Council).

#### Health & Safety Related Policies

Members resolved to agree to adopt the following policies:

- First Aid Policy
- Fire Safety Precautions and Emergency Procedures
- Lone Working Policy

### 246. TO RECEIVE MINUTES OF COMMITTEE MEETINGS

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

	Meetings Date
Audit Committee	20 September 2018
Staffing Committee	20 September 2018

247. GODALMING JOINT BURIAL COMMITTEE

The report of the meeting of the Joint Burial Committee held on 8 November 2018 was noted.

248. 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.

249. PRESENTATION FROM CITIZENS' ADVICE WAVERLEY

Members received a presentation and update of the work of Citizens' Advice Waverley as part of the SLA process. Following the presentation, Members requested that Citizens' Advice Waverley confirm the number and type of contacts for the Godalming Office with a breakdown of the geographical location of those seeking the CAW services at the Godalming Office. Additionally, Members requested a copy of the CAW budget for 2020/21 including the details of donations received from other bodies. The Mayor thanked Citizens' Advice Waverley for its work.

250. PRESENTATION FROM HOPPA COMMUNITY TRANSPORT

Members received a presentation and update of the work of Hoppa Community Transport and specifically the Hospital Hoppa, as part of the SLA process. The Mayor thanked Hoppa Community Transport for its presentation and the work it does for the community.

251. STAYCATION 2018

Members received a presentation from the Community Services & Communications Officer relating to Staycation 2018. The Mayor thanked the Community Services & Communications Officer for the presentation and thanked all those who supported Staycation 2018 for providing a superb opportunity to the community.

252. DATE OF NEXT MEETING

The next meeting of the Full Council is scheduled to be held on Thursday, 10 January 2019 at 7.00 pm in the Council Chamber.

253. ANNOUNCEMENTS

Members were informed that the details regarding the Town Carol Service and Blessing of the Crib would be forwarded by the Support Services Executive.

Members were informed that the arrangements for the Dementia Friendly Cinema Screening of *'It's a Wonderful Life'* have been confirmed and that the film will be shown at 2pm on Saturday, 15 December.

The Mayor expressed his thanks to all those who had supported Staycation 2018 and invited those present to join him for refreshments in the Mayors Parlour.