

PARISH OF GODALMING

AT THE ANNUAL MEETING OF THE TOWN COUNCIL
OF THE PARISH OF GODALMING HELD IN THE GODALMING CHAMBER
ON THURSDAY, 16 MAY 2019 AT 7.00 PM

* The Town Mayor (Mr Williams)

* Councillor P Martin	* Councillor Steel
* Councillor Stubbs	* Councillor PMA Rivers
* Councillor PS Rivers	* Councillor Cosser
* Councillor Welland	* Councillor Follows
* Councillor Adam	* Councillor Ashworth
* Councillor Boyle	* Councillor Crooks
* Councillor Duce	* Councillor Heagin
* Councillor Hullah	* Councillor Neill
* Councillor Purvis	* Councillor Rosoman
0 Councillor Wardell	* Councillor Williams

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

1. ELECTION OF TOWN MAYOR

On the proposition of Councillor Follows, seconded by Councillor Williams, it was resolved unanimously that Councillor Penny Rivers be elected Town Mayor for the Local Government year 2019/2020.

2. THE NEW TOWN MAYOR

After a short retirement to robe, the new Town Mayor, Councillor Penny Rivers, returned to the Council Chamber and took the Chair.

3. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor made the Statutory Declaration of Acceptance of Office and returned thanks.

4. VOTE OF THANKS TO RETIRING TOWN MAYOR

A vote of thanks to the retiring Town Mayor, Mr Nick Williams, was moved by Councillor Cosser and seconded by Councillor Welland.

5. PRESENTATION OF PAST MAYOR'S BADGE

Mr Nick Williams was presented with his Past Mayor's Badge.

6. ELECTION OF DEPUTY MAYOR

On the proposition of Councillor Stubbs, seconded by Councillor Paul Rivers, it was resolved unanimously that Councillor Steel be appointed Deputy Town Mayor for the Local Government year 2019/2020. Councillor Steel, having accepted the nomination, was invested by the Town Mayor with his Chain and Badge of Office and made the Statutory Declaration of Acceptance of Office.

7. PRESENTATION OF THE CHAIN OF OFFICE TO CONSORTS.

The Town Mayor presented the chains of office to Cllr Paul Rivers as the Consort to the Mayor of Godalming and to Mrs Jane Steel as the Consort to the Deputy Mayor of Godalming.

8. MINUTES

The Town Mayor signed, as a correct record, the Minutes of the Meeting of the Council held on 25 April 2019.

9. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

10. 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.

11. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions were received from members of the public in accordance with Standing Order No 5.

12. QUESTIONS BY MEMBERS

No questions had been received from Councillors in accordance with Standing Order 6.

13. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

A Notification under Regulation 17 and 26 of the Town & Country Planning (Local Planning) (England) Regulation 2012 Planning & Compulsory Purchase Act 2004 was received on 3 May 2019 notifying that Guildford Borough Council formally adopted the Guildford Borough Local Plan: Strategy and Sites on 25 April 2019.

A letter was received from Surrey Fire and Rescue Service – Safe Drive Stay Alive Campaign thanking the Town Council for supporting this campaign.

14. 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.

15. GENERAL POWER OF COMPETENCE

The following resolution was passed.

The Town Council resolves from 16 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

16. COMMITTEES OF THE COUNCIL

Members resolved to agree the Council's existing committee structure as detailed in Standing Orders Chapter Fifteen.

- Policy & Management Committee
- Staffing Committee
- Audit Committee
- Mayoralty Committee

17. MEMBERSHIP OF THE POLICY & MANAGEMENT COMMITTEE

Members noted that, in accordance with SO 105, all Councillors, with the exception of the Mayor, will serve as Members of the Policy & Management Committee.

18. ELECTION OF MEMBERS TO THE STAFFING COMMITTEE

In accordance with SO 106, Members elected five of their number as Members of the Staffing Committee, and noted that the sixth Member of the Staffing Committee will be the Chair of the Policy & Management Committee once elected by that committee.

Members elected to the Staffing Committee are as follows:

Councillor Ashworth
Councillor Cosser
Councillor Duce
Councillor Hullah
Councillor Williams
Chair of Policy & Management Committee (*ex officio*)

19. ELECTION OF MEMBERS TO THE MAYORALTY COMMITTEE

In accordance with SO 108, Members elected six of their number as Members of the Mayoralty Committee.

Members elected to the Mayoralty Committee are as follows:

Councillor Cosser
Councillor Purvis
Councillor PS Rivers
Councillor Rosoman
Councillor Stubbs
Councillor Wardell

20. ELECTION OF MEMBERS TO THE AUDIT COMMITTEE

In accordance with SO 109, Members elected five of their number as Members of the Audit Committee.

Members elected to the Audit Committee are as follows:

Councillor Boyle
Councillor Crooks
Councillor Heagin
Councillor Steel
Councillor Welland

21. ELECTION OF MEMBERS TO THE GODALMING JOINT BURIAL COMMITTEE

In accordance with SO 123, Members elected six of their number as the Council's representatives on the Godalming Joint Burial Committee.

Members elected to the Godalming Joint Burial Committee are as follows:

Councillor Martin
Councillor Neill
Councillor Purvis
Councillor PS Rivers
Councillor Steel
Councillor Stubbs

22. APPOINTMENT OF THE LEADER/SPOKESPERSON OF THE COUNCIL

On the proposition of Councillor Hullah, seconded by Councillor Williams, it was resolved unanimously that Councillor Follows be appointed Leader of the Council for the Local Government year 2019/2020.

23. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

Following agreement of a proposed amendment by Cllr Duce to add the Godalming Park Run Group to the schedule of outside bodies, Members elected Town Council representatives to outside bodies as per the schedule (copy attached to record minutes).

24. BANK MANDATE

The Town Council resolved 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, as nominated below:

Councillor Penny Rivers
Councillor Hullah
Councillor Stubbs
Councillor Steel
Councillor Rosoman
Councillor Purvis

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

25. SCHEDULE OF MEETINGS

Following notice of a change of date for the Audit Committee from 18 July to 6pm on 4 July 2019, Members approved the Schedule of Meetings of the Council and its Committees. (amended copy attached to record minutes).

26. POLICY ADOPTION

In considering the adoption of Standing Orders, Cllr Williams proposed Standing Orders be amended to delete all reference to the term Chairman and that it be replaced with the term Chair. Following debate Cllr Williams agreed to amend his proposal for the terms of Chairman of the Council and Vice-Chairman of the Council to be replaced with Town Mayor and Deputy Town Mayor where appropriate, with the term Chair being used to replace the term Chairman when referring to the Member presiding at a Committee of the Council. Cllr

Cosser requested the matter be voted upon. The proposal was passed with all Members present voting in favour of the proposal with the exception of Cllrs Cosser, Cllr Martin and Cllr Welland who voted against the proposal.

With the incorporation of the above amendment, Members resolved to agree to adopt the following documents:

Document Title	Review Date/Version	Web address
Standing Orders	25 April 2019	https://godalming-tc.gov.uk/wp-content/uploads/2019/05/Standing-Orders-25-April-2019-Amended-16-May-2019.pdf
Scheme of Delegation	7 March 2019	https://godalming-tc.gov.uk/wp-content/uploads/2019/03/Scheme-of-Delegation-7-March-2019.pdf
Financial Regulations	15 November 2018	https://godalming-tc.gov.uk/wp-content/uploads/2018/11/Financial-Regulations-November-2018.pdf
Treasury & Investment Policy	19 July 2018	https://godalming-tc.gov.uk/wp-content/uploads/2018/07/Treasury-and-Investment-Policy-Adopted-19-July-2018.pdf
Equality & Diversity Policy	15 November 2018	https://godalming-tc.gov.uk/wp-content/uploads/2018/11/Equality-Diversity-Policy-15-November-2018.pdf
Health & Safety Policy	10 January 2019	https://godalming-tc.gov.uk/wp-content/uploads/2019/01/Health-Safety-Policy-10-January-2019.pdf

Documents are available for viewing at the indicated web address.

27. **SAFETY POLICY STATEMENT**

Members authorised the Town Mayor to sign Godalming Town Council's Safety Policy Statement.

28. **DATE OF NEXT MEETING**

The date of the next Full Council meeting is scheduled to be held on Thursday, 25 July 2019 at 7.00pm in the Council Chamber.

29. **ANNOUNCEMENTS**

The Town Clerk announced that the Town Mayor warmly invited all present to join her for refreshments in the Waverley Offices Reception Area immediately after the meeting.

THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. COMMERCIAL-IN-CONFIDENCE.

30. PROPERTY ACQUISITION

Members considered a confidential report regarding an option to acquire the reversionary lease of a Town Centre property of which Godalming Town Council is the Freeholder. Members considered the recommendations contained within the report and with the addition of 2 iv, resolved to agree those recommendations. The recommendations contained within the confidential report are shown below, amended to remove commercially sensitive information.

1. Members resolved to agree that the Town Clerk and Responsible Finance Officer submit an application to the Department for Communities & Local Government (DCLG) via the Surrey Association of Local Councils for approval to borrow up to £430,000, over a 50-year period based on an annuity loan from the Public Works Loan Board, in order to purchase the lease of the property and carry out necessary alterations of the property to enable DDA compliant access.
2. Subject to the conditions stated below, Members resolved to agree that, in accordance with the Council's Scheme of Delegated Authority, the Town Clerk is to take all necessary steps to conclude the purchase of the property:
 - i. the negotiated purchase price being no more than stated in the confidential report;
 - ii. borrowing approval is granted by the DCLG;
 - iii. the Town Council's Solicitor and/or Surveyor raise no material concerns regarding the proposed acquisition property; and
 - iv. The Local Planning Authority raises no adverse issues regarding Change of Use.
3. Subject to the criteria set out in recommendation 2 above being met, Members resolved to authorise the Responsible Finance Officer to borrow the funds required to purchase the lease of the property and carryout necessary alterations of the property to enable DDA compliant access, up to the sum of £430,000. The funds to be borrowed from the Public Works Loan Board, over a 50-year period based on an annuity loan.