

# PARISH OF GODALMING

## MINUTES OF A MEETING OF THE TOWN COUNCIL

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

ON THURSDAY, 19 DECEMBER 2019 AT 7.00 PM

\* The Town Mayor - Councillor PMA Rivers  
\* The Deputy Town Mayor – Councillor Steel

* Councillor P Martin	* Councillor Stubbs
* Councillor PS Rivers	* Councillor Cosser
L 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

#### 314. MINUTES

The Minutes of the meeting of the Council held on 26 September 2019 were signed by the Mayor as a correct record.

#### 315. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Members noted that the Town Clerk has been informed that Councillor Welland had been held up due to a landslide on the Guildford to Godalming rail line.

#### 316. 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.

#### 317. 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.

#### 318. QUESTIONS BY MEMBERS

No questions were asked by Councillors in accordance with Standing Order 6.

#### 319. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

320. COMMITTEE REPORTS

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

**Mayoralty Committee**

Report from the Mayoralty Committee to be dealt with at agenda item 19.

**Policy & Management Committee**

Review of Documents

Members considered the recommendations of the Policy & Management Committee and resolved to adopt the documents listed below.

Customer Complaints Procedure – How to Make a Complaint

<https://godalming-tc.gov.uk/wp-content/uploads/2019/12/Customer-Complaints-Procedure-How-To-Make-A-19-December-2019.pdf>

Customer Complaints Procedure – How to Handle a Complaint

<https://godalming-tc.gov.uk/wp-content/uploads/2019/12/Customer-Complaint-Procedure-How-To-Handle-19-December-2019.pdf>

Freedom of Information – Publication Scheme

<https://godalming-tc.gov.uk/wp-content/uploads/2019/12/Freedom-of-Information-Publication-Scheme-19-December-2019.pdf>

First Aid Policy

<https://godalming-tc.gov.uk/wp-content/uploads/2019/12/First-Aid-Policy-19-December-2019.pdf>

**Staffing Committee**

Review of Documents

Members considered the recommendation of the Staffing Committee and resolved to adopt the Dignity at Work Policy.

<https://godalming-tc.gov.uk/wp-content/uploads/2019/12/Dignity-at-Work-Policy-19-December-2019.pdf>

321. 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	14 November 2019
Policy & Management Committee	17 October 2019 28 November 2019
Staffing Committee	7 November 2019

322. GODALMING JOINT BURIAL COMMITTEE

The report of the meeting of the Joint Burial Committee held on 7 November 2019 was noted.

323. FEES & CHARGES

Members considered and agreed the revised fees & charges for the hire of community buildings.

324. ALLOTMENTS

Members agreed that no increase of allotment rents be applied for the period 2020/21.

325. REVISED ESTIMATES 2019/20 AND DRAFT BUDGET 2020/21

Members considered a report (attached to record minutes) from the Responsible Finance Officer. Members agreed the revised estimates 2019/20 and draft budget 2020/21 and recommend them and a precept of £711,154 for 2020/21, which represents an increase of £6.32 (9.07%) to a Band D equivalent of £75.99 per annum.

326. AWARD OF CONTRACT FOR REFURBISHMENT OF 107-109 HIGH STREET

This agenda item was deferred until the Policy & Management Committee meeting on 23 January 2020.

327. 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.

328. PRESENTATION FROM THE MEATH EPILEPSY TRUST

Mrs Helen Jackson, Marketing Co-ordinator of The Meath Epilepsy Trust made a presentation at the invitation of the Mayor.

329. PRESENTATION OF QUALITY COUNCIL AWARD TO GODALMING TOWN COUNCIL

Mrs Susan Lochner, Deputy Lieutenant for Surrey and Mrs Anne Bott, Deputy Chief Executive of the Surrey & Sussex Association of Local Councils, presented Godalming Town Council with the Award of Quality Council.

The Local Council Award Scheme exists to recognise successes of the very best of local councils. The scheme provides an opportunity for Godalming Town Council to demonstrate that it is at the forefront of best practice and excellence in governance, community leadership and council development.

The scheme, created by the Improvement & Development Board of the National Association of Local Councils, is divided into three levels, Foundation, Quality and Quality Gold.

It is with great pleasure that Members were informed that following submissions to the award assessors, Godalming Town Council has met the criteria for the Quality Council Award and is the first accredited Quality Award Level Local Council in Surrey.

330. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 23 April 2020 at 7.00 pm in the Council Chamber.

331. ANNOUNCEMENTS

The Town Clerk advised that an Extraordinary Full Council meeting would be called on the 23 January 2020 following the Policy and Management meeting to enable decisions regarding the tender of works on 107-109 High Street to be made.

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. MAYORALTY NOMINATIONS AND FINANCIAL MATTERS

332. REPORT OF THE MAYORALTY COMMITTEE

Although a confidential item, the resultant minute is not confidential. Members received an oral report from the Chairman of the Mayoralty Committee.

Members agreed that Councillor Steel be nominated as Mayor Elect of Godalming for the 2020/21 civic year and that Councillor Wardell be nominated as Deputy Mayor Elect of Godalming for that same period. Election to be held at the Annual Council on the 6 May 2020.

333. AUTHORISATION FOR WRITE-OFF

Although a confidential item, the resultant minute is not confidential. Members authorised the write off of invoice BW4462 in the amount of £16.80 in accordance with Financial Regulation 1.13 and the Council's Credit Control Process.