

PARISH OF GODALMING

MINUTES OF A VIRTUAL MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD VIA ZOOM

ON THURSDAY, 30 APRIL 2020 AT 7.00 PM

	*	Town Mayor (Cllr PMA Rivers)	
	*	Deputy Town Mayor (Cllr Steel)	
* Councillor P Martin			* Councillor Stubbs
* Councillor PS Rivers			* Councillor Cosser
* Councillor Welland			* Councillor Follows
* Councillor Adam			* Councillor Ashworth
* Councillor Boyle			* Councillor Crooks
* Councillor Duce			* Councillor Heagin
L Councillor Hullah			0 Councillor Neill
0 Councillor Purvis			* Councillor Rosoman
* Councillor Wardell			* Councillor Williams

* Present # Absent & No Apology Received 0 Apology for Absence L Late

467. CORONAVIRUS ACT 2020 – LOCAL COUNCIL MEETINGS & PROCEEDINGS

Members received and noted a report setting out the legislative position and practical implications as they relate to Godalming Town Council regarding the holding of 'virtual' council meetings, and procedural amendments created by the Act.

468. PROCEDURAL UPDATE

A. Members resolved to agree to suspend Standing Order 14 and 79 when meetings of the Council or its Committees are conducted other than in a physical form.

SO14. *Unless Standing Orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.*

SO79. *Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.*

B. Members resolved to agree that when meetings of the Council or its Committees are conducted in a 'virtual' format utilising the Zoom meeting platform:

- i. Voting on any question shall be conducted by Members utilising either the vote Yes or vote No button. The Town Clerk will record the indicated vote against a register of Members in attendance. Any Member not having indicated a vote by means of the voting buttons will be asked if they are abstaining.
- ii. At the request of a Member, the voting on any question shall be recorded so as to show whether each Member present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- iii. Minutes, including any amendment to correct their accuracy, shall be confirmed by

resolution requiring Members to agree to their accuracy via the 'Yes' voting button to indicate that the Chair of the meeting should accept them as an accurate record of the meeting to which the minutes relate.

- iv. Minutes so agreed will be entered as the official record and published on the Council's website as approved minutes. The Chair of the meeting will be required to sign the physical document as soon as reasonably practicable on the resumption of physical council meetings.

469. MINUTES

The Minutes of the meeting of the Council held on 23 January 2020 were accepted by the Mayor as a correct record and will be signed in accordance with Minute 468(iv).

470. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

471. 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.

472. 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.

473. QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

474. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

475. COMMITTEE REPORTS

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

Audit Committee

Recommendation – Members resolved to adopt the Business Continuity Plan after two minor amendments were made.

Environment & Planning Committee

Recommendation – Members resolved to approve Godalming Town Council's support for the Plastic Free Godalming Campaign and appoint a representative to the campaign steering group. Additionally, Members also resolved to agree that:

- Godalming Town Council does not procure any single use plastic items for use at its meetings or in its offices where practicable;
- where possible Godalming Town Council will use non-plastic products;

- if no suitable, practicable alternative product is available, will use Polyethylene Terephthalate (**PET**) recyclable plastics;
- wherever possible, promote awareness of plastic free options both internally and externally, through the Council's website, communications, publications, public notices, signs, display areas and events;
- Godalming Town Council will use its influence to urge local retailers to provide plastic free options for residents; and
- where practicable and appropriate, provide water refill stations to help reduce the use of single use water bottles.

Councillor Follows proposed that Councillor Duce be the Town Council representative and Councillor Williams be the substitute for the Plastic Free Godalming Campaign. The motion was seconded by Councillor Heagin and agreed by the Council unanimously.

Policy & Management Committee

Recommendation – Members resolved to adopt the Community Events Support Policy.

Staffing Committee

Recommendation – Members resolved to agree to adopt the Employee Code of Conduct.

476. **TO RECEIVE MINUTES OF COMMITTEE MEETINGS**

Members received the reports of the following committees setting out decisions taken pursuant to delegated powers:

	Meetings Dated
Audit Committee	6 February 2020
Environment & Planning	13 February 2020 5 March 2020
Policy & Management Committee	5 March 2020
Staffing Committee	13 February 2020

477. **GODALMING JOINT BURIAL COMMITTEE**

Members noted the report of the meeting of the Joint Burial Committee held on 6 February 2020.

478. **REPORTS OF THE INTERNAL AUDITOR**

Members considered the report from the Council's Internal Auditor, Mulberry & Co, on an interim internal audit conducted on 25 November 2019 for the 2019/20 financial year and approved the following responses to matters raised:

Matter Arising	Recommendation	Council Response
The Councillors need to sign acceptance to receive information by electronic means.	Consent be obtained.	Email was sent to all Councillors with a form regarding consent to receive information by electronic means on 25 November 2019.
Several Transparency Code links need to be updated.	Update links.	All links have now been updated.
With the addition of a motor vehicle, there is a need to ensure drivers meet insurance requirements on an annual basis.	That the Council introduce a checklist of driver details to comply with the insurance requirements on an annual basis.	Noted. Audit Committee to recommend to the Staffing Committee that a suitable existing policy be amended, or a new policy drafted to cover this requirement.

Members also considered the report of an internal audit conducted on 14 April 2020 by the Council's Internal Auditor, Mulberry & Co and noted that no recommendations were made.

479. REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

Members considered a report from the Responsible Finance Officer and noted its contents.

480. ANNUAL GOVERNANCE STATEMENT

Members considered the Annual Governance Statement and the proposed answers to the questions posed by the Statement.

Members approved that the Chair sign the Annual Governance Statement for 2019/20 with agreed responses.

481. ACCOUNTING STATEMENTS 2019/20

Members considered and approved the Town Council's Accounting Statements for the Financial Year Ended 31 March 2020.

482. GTC COVID-19 RESPONSE – UPDATE

Members received an update on GTC's COVID-19 response and actions taken under the Scheme of Delegation in consultation with the cross party Group Leaders forum (copy of report attached to record Minutes).

483. PLANNING OBSERVATIONS

Members resolved to provide delegated authority to the Chair and Vice Chair of the Environment & Planning Committee and the following Members of the Group Leaders' Forum; Cllrs Ashworth, Cosser, Follows and Williams, for the determination of observations of planning applications to be submitted to the Planning Authority on behalf of Godalming Town Council.

Members also resolved to agree that the procedures set out at points A-E below are adopted for the determination of planning application observations to be submitted to the Planning Authority on behalf of Godalming Town Council.

These arrangements of delegated authority are to be time limited to 30 June 2020.

- A. It remains each Councillor's responsibility to represent their ward residents to the best of their ability and to ensure that development is consistent with the constraints and designs expressed in the Local Plan. Information on current planning applications is provided to Councillors every week in a GTC email attachment (the "weekly planning schedule").
- B. The Chair and Vice Chair will review these planning applications – proposed frequency is weekly.
- C. The Chair of the E&P Committee will email the Town Clerk the list of applications that are to be put forward for further consideration. On receipt the Town Clerk will forward the details of those applications along with any applications 'called in' by a GTC ward councillor to the Members of the Group Leaders' Forum.
- D. The Chair and Vice Chair of the E&P Committee will be invited to join the cross-party Group Leaders' Forum's weekly virtual meeting at 10.00 each Tuesday to present the applications to be considered and the Group Leaders will make observations on those applications on behalf of Godalming Town Council. These will include applications 'called-in' to the Town Clerk by ward councillors. Observations and comments made by the ward councillors will be provided to the Group Leaders' Forum. The observations agreed by the Group Leaders' Forum will be passed to the Planning Authority and forwarded for information to all Members.
- E. Applications that are not considered by the Group Leaders shall be forwarded to the Planning Authority with a "no objection" comment.

484. GODALMING & VILLAGES COMMUNITY STORE

Members resolved to approve an allocation of up to £2,000 from the New Initiatives' Fund in support of the Godalming Community Store.

485. 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.

486. DATE OF NEXT MEETING

The next meeting of the Full Council is scheduled to be held on Thursday, 16 July 2020 at 7.00 pm. The form and location of the meeting to be confirmed in the meeting summons.

487. ANNOUNCEMENTS

The Mayor has a card that will be circulated to Members, should they wish to display it in their windows.