

# PARISH OF GODALMING

## MINUTES OF A MEETING OF THE TOWN COUNCIL

### OF THE PARISH OF GODALMING HELD

ON THURSDAY, 23 SEPTEMBER 2021

- \* Town Mayor (Cllr Steel)
- \* Deputy Town Mayor (Cllr Faraday)

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

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

The Mayor Informed Members of his engagements since the last Full Council

#### 291. MINUTES

The Minutes of the meeting of the Council held on 15 July 2021 were signed by the Mayor as a correct record.

#### 292. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

#### 293. 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.

#### 294. 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.

#### 295. QUESTIONS BY MEMBERS

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

#### 296. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

Godalming Joint Burial Committee received a South and South East in Bloom Gold Award at Eashing Cemetery in the Large Cemetery category and a Gold Award and Overall Winner in the Small Cemetery category for Nightingale Cemetery.

Members recognised the hard work of the grounds staff.

297. COMMITTEE REPORTS

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

**Audit Committee**

Fixed Asset Disposal Policy

Members resolved to accept the recommendations of the Audit Committee and adopt the Fixed Asset Disposal Policy.

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**Environment & Planning Committee**

CIL Funding

Members resolved to accept the recommendation of the Environment & Planning Committee and resolved to approve the allocation of £100,000 of neighbourhood CIL funding to the Broadwater Park Sports Changing Room project, conditional upon WBC agreeing to fund the outstanding balance.

**Staffing Committee**

Term Time Contracts

Members resolved to accept the recommendation of the Staffing Committee and adopt the Godalming Town Council Guide to Term Time Contracts.

Review of Policy Documents

Members considered the following documents as amended and resolved to accept the recommendation of the Staffing Committee and adopt the following documents:

- Appraisal Scheme
- Leave Policy
- Lone Working Policy

298. TO RECEIVE MINUTES OF COMMITTEE MEETINGS

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

	Meetings Dated
Audit Committee	16 September 2021
Environment & Planning	15 July 2021 5 August 2021 2 September 2021

Policy & Management Committee

9 September 2021

Staffing Committee

9 September 2021

Members noted that an item from the Audit Committee minutes is to be brought to this committee at its next meeting.

299. GODALMING JOINT BURIAL COMMITTEE

The report of the meeting of the Joint Burial Committee held on 2 September 2021 was noted.

300. GODALMING MUSEUM TRUSTEE

Members nominated Councillor Steel to represent the Town Council on the Godalming Museum Trust.

301. REVIEW OF THE SCHEME OF DELEGATION

Members resolved to approve and adopt the Scheme of Delegation as amended (attached to record minutes)

302. REVIEW OF FINANCIAL REGULATIONS

Members resolved to agree amendment to Financial Regulation 11.1i to read:

*When it is to enter into a contract of between £5,000 and £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations or estimates (price descriptions of the proposed supply). Otherwise, Regulation 10(3) above shall apply.*

Members requested the Audit Committee consider a time frame for reviewing suppliers used under 11.1a.

303. EXTERNAL AUDITOR'S REPORT

Members noted that Godalming Town Council has an unqualified audit for the financial year 2020/21. Members thanked the RFO for her work in providing clarity and understanding to Members of the workings of Local Government finance and accounting.

304. 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.

305. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 16 December 2021 at 7.30pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

306. ANNOUNCEMENTS

Cllr Martin informed Members of the success of the Godalming Town Show. Members expressed their appreciation to the Godalming Round Table and asked the Town Clerk to send the Council's congratulations to the Round Table for organising such a successful Town Show after such a lengthy break from town events.

Cllr Duce informed Members that after much effort and forced delay the inaugural Park Run was held at Broadwater Park on Saturday 18 September and was a great success. Members expressed their belief that the Park Run is a great addition and benefit for the community and asked the Town Clerk to send the Council's congratulations to the Park Run organising committee on its achievement.

Members were reminded of upcoming Remembrance Sunday on 14 November 2021 – and were encouraged to sign up for a Poppy Appeal shift at Sainsbury's.