

# PARISH OF GODALMING

## MINUTES OF A MEETING OF THE TOWN COUNCIL

### OF THE PARISH OF GODALMING HELD

ON THURSDAY, 27 APRIL 2023

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

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

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

#### 609. MINUTES

The Minutes of the meeting of the Council held on 16 February 2023 were signed by the Mayor as a correct record.

#### 610. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

#### 611. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Adam declared an other registerable interest in Agenda Item 16 (Broadwater School CIL application) on the grounds that his wife is involved with the project team and he has children attending the school. Councillor Adam remained in the Chamber when that agenda item was debated.

#### 612. 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.

#### 613. QUESTIONS BY MEMBERS

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

#### 614. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

## 615. COMMITTEE REPORTS

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

### **Audit Committee**

The Audit Committee made several recommendations to Full Council regarding:

- the Internal Auditors report at year end.
- the Annual Governance Statement.
- the Accounting Statements for the year ended 31 March 2023.

These items were considered at Min Nos. 620-622 below.

### **Environment & Planning Committee**

#### CIL Application – Farncombe Community Garden

On the recommendation from the Environment & Planning Committee, Full Council agreed the recommendation and made an award of £10,000 from Neighbourhood CIL with the additional recommendation that the 12-month reapplication period be waived.

### **Policy & Management Committee**

#### Policy Document Review

Members resolved to adopt the following documents:

- Safeguarding Policy – Youth
- Whistleblowing Policy

#### Management & Scrutiny Arrangements for Bereavement & Cemetery Service

Following the dissolution of the Joint Burial Committee, the Policy & Management Committee recommended that Full Council approve a change to the committee structure to establish management and scrutiny arrangements for the Bereavement and Cemetery Service.

As with other services provided by the Town Council, such as the Museum and Youth Service, the scrutiny and management functions of the Bereavement and Cemetery Service is to be vested as appropriate within existing Council committees as indicated below:

- i. Review the schedule of Cemetery Fees & Charges on an annual basis – **P&M**
- ii. Review Cemetery Rules & Regulations on a regular basis – **P&M**
- iii. To consider the effectiveness of the risk management arrangements within the bereavement and cemetery service area – **Audit**
- iv. To ensure appropriate arboricultural testing is undertaken on an 18-month cycle and the implementation of any recommendations arising from the testing – **P&M work programme**
- v. To develop proposals for the environmental improvement of the cemeteries – **E&P**
- vi. To develop and review long term strategic management including site visits – **E&P**

Members agreed the above recommendations.

616. 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	17 April 2023
Environment & Planning	23 February 2023 23 March 2023 20 April 2023
Policy & Management Committee	23 March 2023 20 April 2023
Staffing Committee	16 February 2023

617. GODALMING JOINT BURIAL COMMITTEE

In accordance with the Local Government (Parish and Parish Councils) (England) Regulations 2008, SI 625, Pt 3, Reg 13, (1c) & (2a), the minutes of the last meeting of the Joint Burial Committee were circulated to the Chair and every other Member present at that meeting. After taking into consideration representations made by any such Member within seven days of the date on which those minutes were circulated, the Chair has duly signed the minutes.

The report of the meeting of the Joint Burial Committee held on 23 February 2023 was noted.

618. JOINT BURIAL COMMITTEE FINANCIAL YEAR END 31 MARCH 2023

To complete the financial reporting requirements of the Joint Burial Committee for the year ended 31 March 2023, Members noted:

- accounts paid since the last Joint Burial Committee meeting & schedule of payments between 24 February and 31 March 2023;
- the Final Accounts for the year ended 31 March 2023; and
- the Internal Auditors report for the year ended 31 March 2023.

Documents listed above attached to record minutes.

Members agreed that the Chair should sign the schedule of accounts paid.

619. ALLOCATION OF FORMER JOINT BURIAL COMMITTEE FUNDS

Members resolved to approve the allocation of funds transferred from the former Joint Burial Committee accounts as noted below:

- £25,000 to be transferred to Busbridge Parish Council as agreed by Full Council on 15 December 2022 (Min No 420-22 refers);
- £200,000 to be allocated to GTC general reserves; and
- the remaining balance of £50,867 to be allocated to the GTC Land and Other earmarked reserve

620. REPORT OF THE INTERNAL AUDITOR

Members considered the report of an internal audit conducted on 17 April 2023 by the Council's Internal Auditor Mulberry & Co and noted the comments of the Audit Committee thereon.

<b>• Audit Point</b>	<b>• Audit Findings</b>	<b>• Council Response</b>
Web site link	The council has a dedicated transparency page – although the link was difficult to locate.	There have been a few teething issues with the new website and this is one of them. We will add a link to the Financial Information icon on the front page.

Members agreed the Council response to the Auditor's finding.

621. ANNUAL GOVERNANCE STATEMENT

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

Members agreed the responses and approved that the Chair sign the Annual Governance Statement for 2022/23.

622. ACCOUNTING STATEMENTS 2022/23

Members considered and agreed the Town Council's Accounting Statements for the Financial Year Ended 31 March 2023.

623. REVISED BUDGET 2023/24

Members considered and approved a revised budget for 2023/24 which incorporates the new Bereavement & Cemetery Service (attached to record minutes).

624. INCREASED NEIGHBOURHOOD CIL FUNDING FOR BROADWATER SCHOOL IMPROVEMENT PROJECT

Full Council considered the report below concerning a request to increase the existing Neighbourhood Community Infrastructure Levy award to Broadwater School relating to provision of a Canopy Garden and Arena Area.

On 16 February, Full Council resolved to award up to £79,400 of Neighbourhood CIL funds to Broadwater School to enable the creation of a Canopy Garden that, as the school role expands, would help support pupils' health and well-being (Min No 503-22 refers). In making the original application the Friends of Broadwater School had hoped to be able to fund the other parts of the overall project, which included an Arena Area and a Pollinator Pathway between the school gate and main entrance, via an award of Strategic CIL funds from Waverley Borough Council.

As reported to the Environment & Planning Committee on 23 March 2023, unfortunately the project team was unsuccessful in their bid for a Strategic CIL award and as such have had to re-evaluate the project.

The Town Council received a request on 13 April from the Friends of Broadwater School highlighting the challenges faced by the project team and setting out how the project has been re-evaluated to seek a way to best meet the needs of the Broadwater students. Having undertaken some modification to the designs and build materials, they have identified financial savings that can be made to enable the Canopy Garden and Arena Area of the project to be effectively developed. However, despite the re-evaluation and identified cost savings, a financial shortfall of £29,490 remains. In presenting the revised plans, The Friends of Broadwater School very much hope that Godalming Town Council can support the adapted plan and would consider a special request for additional funding of £29,490 from Godalming Town Council Neighbourhood CIL to enable the project to proceed during July/August 2023.

Full Council resolved to approve an award of Neighbourhood Community Infrastructure Levy Funding to Broadwater School for the Garden Canopy and Arena Area project of £108,890.

625. REVIEW OF STANDING ORDERS

After agreeing a minor amendment to SO 101. Members resolved to approve to adopt the amended Standing Orders

626. REVIEW OF FINANCIAL REGULATIONS

Members resolved to approve to adopt the amended Financial Regulations.

627. REVIEW OF SCHEME OF DELEGATION

After minor amendments to section 2, Members resolved to approve to adopt the amended Scheme of Delegation

628. COMMUNITY INFRASTRUCTURE LEVY MONITORING REPORT

Members received the annual Community Infrastructure Levy Monitoring Report to 31 March 2023.

629. COUNCILLOR CO-OPTION POLICY

Members resolved to approve the adoption of the Councillor Co-option Policy.

Members noted that the policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of Members to Godalming Town Council (GTC). The co-option procedure is entirely managed by GTC and the policy will ensure that, if required, a fair and equitable process is carried out.

630. 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.

631. DATE OF NEXT MEETING

The date of the next Full Council meeting is the Annual Council and is scheduled to be held in the Council Chamber on Thursday, 18 May 2023 at 7.00pm.

632. ANNOUNCEMENTS

Members were thanked for their service with a retiring certificate presented to:

- Cllr Stubbs
- Cllr Neill
- Cllr Hullah
- Cllr Welland
- Cllr Ashworth
- Cllr Faraday
- Cllr Boyle

Coronation Concert 6 May 2023

Councillor Induction 11 May 2023.