

PARISH OF GODALMING

MINUTES OF A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD

ON THURSDAY, 20 JULY 2023

- * Town Mayor (Cllr Duce)
- * Deputy Town Mayor (Cllr PS Rivers)

* Councillor Adam	* Councillor Kiehl
* Councillor Clayton	* Councillor Martin
0 Councillor Crooks	* Councillor PMA Rivers
* Councillor Crowe	0 Councillor Steel
* Councillor Downey	* Councillor Taylor
* Councillor Follows	* Councillor Thomson
* Councillor Heagin	* Councillor Weightman
* Councillor Holliday	* Councillor Williams

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

168. **MINUTES**

The Minutes of the meeting of the Council held on 18 May 2023 were signed by the Mayor as a correct record.

169. **APOLOGIES FOR ABSENCE**

Apologies for absence were received and recorded as above.

170. **DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS**

Councillor Heagin declared an other registerable interest in Agenda Item 7 on the grounds that she is a volunteer for the organisation and stayed in the Chamber for that agenda item.

Councillor Follows declared an other registerable interest in Agenda Item 7 on the grounds that he is the Waverley Borough Council representative for the organisation and stayed in the Chamber for that agenda item.

171. **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.

172. **QUESTIONS BY MEMBERS**

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

173. **OFFICIAL ANNOUNCEMENTS, LETTERS, ETC**

Members noted the card from King Charles and Queen Camilla, addressed to the citizens of Godalming and Members of the Town Council, containing the following message:

“We were deeply touched by your most kind and thoughtful message following our Coronation. We are enormously grateful to everyone who took part in the celebrations, and particularly appreciate that you so generously took time to write to us on this special occasion”.

The card is displayed at the Town Council offices and will be passed to the Godalming Museum to form part of its collection.

174. PRESENTATION BY CITIZENS ADVICE WAVERLEY

Members received a presentation from Becky Jeffrey CEO of Citizens Advice South West Surrey regarding the recent merger of the Waverley, Guildford and Ash Citizens Advice Bureaus into a combined organisation now called Citizens Advice South West Surrey and the continued work of Citizens Advice in Godalming.

Members noted that 2023/24 is the final year of a four-year SLA between Godalming Town Council and Citizens Advice. The main requirement of the SLA being for Citizens Advice to maintain a 5-day a week in-person advice capability in Godalming. It is expected that Citizens Advice will request a new four-year SLA for the years 2024/25-2027/28 when Members are due to review the awarding of the next four-year SLA's awards in September 2023.

Members agreed to form a Task and Finish group to determine the requirements of the SLA agreements prior to the meeting in September 2023. Members further agreed that the membership of this Task & Finish Group be as follows:

- Councillor Heagin
- Councillor Follows
- Responsible Finance Officer

175. RECEIPT OF COMMITTEE CHAIRS' REPORTS

To receive Chairmen's reports of the Committees as under:

Environment & Planning Committee

Climate Commitment

On 25 May 2023 (Min No 38-23 refers) Members of the Environment & Planning Committee reaffirmed Godalming Town Council's commitment relating to the climate and ecological emergency by unanimously agreeing to approve the proposal set out below:

In recognition of the global climate and ecological emergency and to facilitate the reduction of carbon emissions, Godalming Town Council resolves to:

- 1) Continue its previous commitment to becoming a carbon-neutral organisation by 2030, to cover scope 1, 2 and 3 emissions¹, including an earlier target of 2025 for all scope 1 and 2 emissions;
- 2) continue to provide an annual carbon audit report to include the council's carbon footprint;
- 3) continue to support ways to facilitate and encourage our community to reduce direct and indirect CO² emissions and conserve and enhance biodiversity in order to become resilient to changes caused by the changing climate.

¹ . “Scope 1 and 2 cover direct emissions sources (e.g., fuel used in company vehicles and purchased electricity), scope 3 emissions cover all indirect emissions due to the activities of an organization.” www.carbontrust.com/resources/faqs/services/scope-3-indirect-carbon-emissions/

GTC will support active steps where possible to encourage:

- a) increased use of sustainable transport and co-operate with organisations promoting active and sustainable transport methods that seek to minimise carbon emissions;
- b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this;
- c) co-operation with organisations seeking to build sustainable developments that minimise carbon emissions;
- d) development and use of renewable energy sources;
- e) production, sale and consumption of locally sourced and sustainably produced food;
- f) any other methods of achieving the aims above; and
- g) adoption of wildlife friendly land and water management practices.

Additionally, Members requested the Town Clerk seek clarification on the SCC policy for use of pesticides on roadside verges.

Full Council approved and adopted the proposals set out above as the Council's Climate Commitment position.

Staffing Committee

The Staffing Committee makes two recommendations to Full Council:

Staffing Committee Terms of Reference

Members of the Staffing Committee reviewed the committee's Terms of Reference (ToR) as set out in Standing Orders 99-101 and resolved to recommend an amended Staffing Committee Terms of Reference to Full Council (attached to record minutes).

Full Council resolved to approve the changes of the Staffing Committee's Terms of Reference as recommended by the Staffing Committee and authorised the Town Clerk to republish the Council's Standing Orders as amended by this change.

Flexible Working Policy

Members of the Staffing Committee considered a draft Flexible Working Policy and having agreed a number of minor changes resolved **to recommend its adoption by Full Council.**

After agreeing changes resulting from granting of Royal Assent on 20 July 2023 of the Employment Relations (Flexible Working) Act 2023, Full Council resolved to adopt the amended Flexible Working Policy (attached to record minutes).

176. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	25 May 2023 6 July 2023
Environment & Planning	25 May 2023 1 June 2023 29 June 2023
Policy & Management Committee	25 May 2023 1 June 2023 13 July 2023

177. BANK MANDATES

Financial Regulation 5.1 states that the Council's banking arrangements, including the bank mandate, shall be made by the Responsible Finance Officer and approved by the Council. It also states that they should be reviewed regularly for security and efficiency.

The RFO has completed such a review and recommended the following for the HSBC Current Account, the HSBC Deposit Account and the CCLA Deposit Account:

- the old bank mandates be replaced with new bank mandates to reflect the new administration;
- that the signatories on the bank mandates be as follows:
 - The Responsible Finance Officer
 - The Town Clerk
 - The Leader of the Council
 - The Deputy Leader of the Council
- the daily limit on the HSBC Current Account be increased from £50,000 to £100,000.

Members APPROVED the proposed banking arrangements and AUTHORISED the RFO to implement the agreed banking arrangements.

178. CREDIT CARD

The Town Council currently has one credit card issued to the Town Clerk used to support all areas of activity. The credit card is used to make purchases that:

- were previously made by cash and thus required an imprest system;
- were previously paid for by staff personally and reimbursed;
- are made online and required to be paid for immediately; and
- are made in person and required to be paid for immediately.

The availability of payment by credit card has immensely improved the efficiency of the Council.

With the Youth Service being located at a site different to where the current credit card holder works, staff are either incurring expenditure personally and being reimbursed, or having to co-ordinate an appropriate time to be able to make purchases via the one available credit card. This places an unfair financial burden on staff when making payments via the first method and is an inefficient use of staff time when using the second method.

Consequently, it was requested that the Youth Services Officer be provided with a dedicated credit card in support of the Youth Service, with a transaction limit of £1,000 as per the current Scheme of Delegation.

Members AUTHORISED the RFO to obtain a corporate credit card for the Youth Service with a transaction limit of £1,000.

Members further requested that the Audit Committee review the Scheme of Delegation to ensure the levels of spend were appropriate. They further requested that recent credit card expenditure be reviewed to ensure it was for ad hoc one-off purchases and in line with approved budgets.

179. 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.

180. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 21 September 2023 at 6.30pm.

181. ANNOUNCEMENTS

Members were reminded that Staycation commences on 4 August 2023 and the programme of events could be found on the Council's website.

Members were advised that the work at Broadwater School for which the Council has authorised CIL monies be allocated, is expected to start in the last week of July 2023.