

PARISH OF GODALMING

MINUTES OF A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING

HELD ON THURSDAY, 16 MAY 2024

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

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

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

1. ELECTION OF TOWN MAYOR

On the proposition of Councillor C Downey, seconded by Councillor Duce, it was resolved unanimously that Councillor PS Rivers be elected Town Mayor for the local government year 2024/2025.

2. THE NEW TOWN MAYOR

After a short retirement to robe, the new Town Mayor, Councillor PS Rivers returned to the Council Chamber and took the Chair.

3. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor made the Statutory Declaration of Acceptance of Office, returned thanks and announced Skillway and The Meath as the mayoral charities for the year.

4. THE CONSORT

Cllr PMA Rivers was invested by the new Town Mayor with her Chain and Badge of Office as Consort.

5. VOTE OF THANKS TO RETIRING TOWN MAYOR

A vote of thanks to the retiring Town Mayor, Councillor Duce, was moved by Councillor PMA Rivers.

6. PRESENTATION OF PAST MAYOR'S BADGE

Councillor Duce was presented with his Past Mayor's Badge.

7. ELECTION OF DEPUTY MAYOR

On the proposition of Councillor Weightman, seconded by Councillor Follows, it was resolved unanimously that Councillor Clayton be appointed Deputy Town Mayor for the local government year 2024/2025. Councillor Clayton, having accepted the nomination, was invested by the Town Mayor with her Chain and Badge of Office and made the Statutory Declaration of Acceptance of Office.

8. CONSORT TO THE DEPUTY MAYOR

Ama Howard was invested by the Town Mayor, with her Chain and Badge of Office, as Consort to the Deputy Mayor.

9. MINUTES

The Minutes of the meeting of the Council held on 9 May 2024 were signed by the Mayor as a correct record.

10. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

11. 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.

12. 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.

13. QUESTIONS BY MEMBERS

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

14. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

No Official Announcements, letters etc were received.

15. 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.

16. APPOINTMENT OF THE LEADER/SPOKESPERSON OF THE COUNCIL

On the proposition of Councillor Weightman, seconded by Councillor PMA Rivers, Councillor Paul Follows was nominated to be elected as the Leader of the Council; there being no other nominations it was resolved unanimously that Councillor Follows be appointed Leader of the Council for the Local Government year 2024/25.

17. MEMBERSHIP OF THE POLICY & MANAGEMENT COMMITTEE

Members noted that, in accordance with SO 107, with the exception of the Mayor, all councillors will serve as members of the Policy & Management Committee.

18. MEMBERSHIP OF THE ENVIRONMENT & PLANNING COMMITTEE

Members noted that, in accordance with SO 108, with the exception of the Mayor, all councillors will serve as members of the Environment & Planning Committee.

19. ELECTION OF MEMBERS TO THE AUDIT COMMITTEE

Members elected, in accordance with SO 112, five of their number as members of the Audit Sub-Committee.

Members elected to the Audit Committee are as follows:

Councillor Crooks	Councillor C Downey	Councillor Martin
Councillor Steel	Councillor Thomson	

20. ELECTION OF MEMBERS TO THE STAFFING COMMITTEE & STAFFING APPEALS PANEL

Members elected, in accordance with SO 109, six of their number as Members of the Staffing Committee, one of which to be the Chairman of the Policy & Management Committee.

Members elected to the Staffing Committee are as follows:

Councillor S Downey	Councillor Heagin	Councillor Holliday
Councillor Kiehl	Councillor Weightman	

Plus Chairman of Policy & Management Committee (*ex officio*)

Members resolved to approve the Members elected to the Staffing Appeals Panel

Councillor Crooks	Councillor Crowe	Councillor S Downey
Councillor PMA Rivers	Councillor Steel	

21. TASK & FINISH GROUPS & ADVISORY GROUPS

Members resolved to agree the membership of the Task & Finish/Advisory Groups shown at Annex A (copy attached to record minutes).

22. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

Members elected Town Council representatives to outside bodies as per the schedule (copy attached to record minutes).

23. POLICY ADOPTION

Members resolved to agree to adopt the following documents:

Document Title	Review Date/Version	Web address
Standing Orders	16 May 2024	https://godalming-tc.gov.uk/wp-content/uploads/2024/05/Standing-Orders-16-May-2024.pdf
Scheme of Delegation	16 May 2024	Attached to record minutes.
Financial Regulations	16 May 2024	https://godalming-tc.gov.uk/wp-content/uploads/2024/05/Financial-Regulations-16-May-2024.pdf
Treasury & Investment Policy	16 May 2024	https://godalming-tc.gov.uk/wp-content/uploads/2024/05/Treasury-Investment-Policy-16-May-2024.pdf
Risk Management Strategy	16 May 2024	https://godalming-tc.gov.uk/wp-content/uploads/2024/05/Risk-Management-Strategy-16-May-2024.pdf
Health & Safety Policy	16 May 2024	https://godalming-tc.gov.uk/wp-content/uploads/2024/05/Health-Safety-Policy-16-May-2024.pdf

24. SAFETY POLICY STATEMENT

Members resolved to authorise the Mayor as Chair of the Council to sign Godalming Town Council's Safety Policy Statement (attached to record minutes).

25. APPROVAL OF VARIABLE DIRECT DEBITS

As required by Financial Regulation 6.6 **Members resolved to authorise** the RFO to continue payments by use of variable direct debits where current instructions exist. The list of current suppliers paid by variable direct debit is attached to record minutes; Members approved the list and the use of a variable direct debit in each instance.

26. REVISED BUDGET 2024/25

Members considered and resolved to agree a revised budget for 2024/25 which transfers the maintenance staff and associated costs from the Head Office cost centre to the Land & Property cost centre (attached to record minutes). Members noted that this does not change the Precept requirement for 2024/25 but is an internal adjustment to reflect the growing emphasis on green spaces by this council.

27. SECTION 151 OFFICER

The Local Government Act 1972 [Section 151\(1\)](#) requires that:

“every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs.”

Additionally, Standing Order 32 requires that:

The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Finance Officer.

In order to continue to fulfil its obligation, **Members resolved to appoint** the Town Clerk as the interim RFO from 7 June 2024 until such alternative arrangements are confirmed.

28. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 25 July 2024 at 6.30pm in the Council Chamber.

29. ANNOUNCEMENTS

Not too late to sign up to the Godalming Run on Sunday 19 May!

The Town Clerk announced that the Town Mayor warmly invited all present to join him for refreshments in the Mayors Parlour immediately after the meeting.