

PARISH OF GODALMING

MINUTES OF A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD

ON THURSDAY, 21 NOVEMBER 2024

- * Town Mayor (Cllr PS Rivers)
- 0 Deputy Town Mayor (Cllr Clayton)

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

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

322. MINUTES

The Minutes of the meeting of the Council held on 5 September 2024 were signed by the Mayor as a correct record.

323. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

Members resolved to agree to accept apologies from Cllr Clayton and agreed to a period of absence up to a further 26 weeks as provided for at section 1.1 of Godalming Town Council's 'Councillors Parental Leave Policy'.

324. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Heagin declared an other registerable interest in Agenda Item 11 relating to Citizens Advice as she is a volunteer with the Citizens Advice. Cllr Heagin remained in the Chamber when that agenda item was noted.

325. 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.

326. QUESTIONS BY MEMBERS

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

327. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

328. COMMITTEE REPORTS

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

Audit Committee

Members of the Audit committee reviewed the Town Council's Financial Regulations against the new NALC model Financial Regulations and recommended the amended Financial Regulations for adoption by Full Council.

Full Council resolved to adopt the new Financial Regulations (attached to the record minutes).

Environment & Planning Committee

No recommendations.

Policy & Management Committee

Members of the Policy & Management Committee reviewed the Communications Policy and recommended its adoption by Full Council.

Full Council resolved to adopt the Communications Policy (attached to the record minutes).

Staffing Committee

Staffing Committee made the following recommendations to Full Council:

National Joint Council for Local Government Services (NJC) staff pay award – to be considered as a separate item – see Minute No. 330.

The Staffing Committee considered a revised appraisal scheme based on the ACAS advisory booklet and agreed that the revised scheme should be recommended to Full Council for adoption.

Full Council resolved to adopt the revised Appraisal Policy and Appraisal Form (attached to the record minutes).

Chair of Staffing updated Full Council on recruitment issues.

329. TO RECEIVE MINUTES OF COMMITTEE MEETINGS

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

	Meetings Dated
Audit Committee	12 September 2024
Environment & Planning	5 September 2024 26 September 2024 17 October 2024
Policy & Management Committee	26 September 2024 17 October 2024

330. 2024-25 NATIONAL SALARY AWARD

Full Council resolved to agree the implementation of the NJC negotiated National Salary Award.

Full Council resolved to agree that any settlement reached by the JNC that is equal to or less than that agreed by the NJC may be signed off for payment by the Town Clerk without the matter first being brought to a scheduled or extraordinary meeting of the Full Council.

The National Joint Council for Local Government Services (NJC) agreed the new pay scales for 2024-25 to be implemented with effect from 1 April 2024. The 2024-25 National Salary Award provided for an increase of £1,290 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive, and 2.5% above that point. For GTC staff this provides a percentage increase range between 2.5% to 5.67%. Additionally, allowances were increased by 2.5%.

Members noted that the pay award outlined above is only for those employed under NJC terms and conditions as set out in the 'Green Book' and that the Council's youth workers are employed under the terms and conditions governed by the Joint National Council (JNC) as set out in the 'Pink Book', whose annual settlement runs from September to August each year.

As settlement for those employed under JNC terms had not been reached by the date of the meeting and in order to avoid unnecessary delays in the payment of the pay award agreed for youth staff, Full Council were requested to agree that if the settlement for the youth staff is of an equal or lesser amount than that agreed by the NJC, the Town Clerk be authorised to implement the JNC pay award. Members noted that if the JNC proposes a settlement above that agreed by the NJC the matter will need to come before Full Council in order for payment of the award to be approved.

331. SCHEDULE OF MEETINGS

Members resolved to agree the Schedule of Meetings for the Local Government year 2025/26 (attached to the record minutes).

332. CITIZENS ADVICE SOUTH-WEST SURREY – Q1 & Q2 REPORTS

Members received the Q1 & Q2 reports from Citizens Advice South-West Surrey submitted in accord with the extant SLA agreement. Members noted that the latest annual report from CASWS, had been posted on the [Charity Commission's website](#)

333. INTERIM INTERNAL AUDIT REPORT

Members received the interim internal audit report dated 25 September 2025 for the financial year ending 31 March 2025 dated 25 September (attached to the record minutes) and agreed its recommendation to increase the level of the Council's Fidelity Guarantee.

Full Council resolved to agree that the Council's Fidelity Guarantee is to be increased to two million pounds.

Full Council noted that the Audit Committee will consider any commentary points/suggestions contained within the report at its next scheduled meeting in February 2025.

In considering the internal auditor's report Members noted that the auditor concluded that:

"sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk"

and that:

"It is clear the council takes governance, policies, and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change, these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Godalming Town Council are well established and followed"

Members agreed with the auditor's recommendation that based on the balances held by the council, to increase the Fidelity Guarantee level to ensure that it covers the maximum balance held. Members noted that GTC's insurers have set levels of Fidelity Guarantee and in agreeing cover should be increased to £2m, the insurance premium will increase by £292 pa.

334. CREDIT CARD LIMIT

Members resolved to authorise the RFO to increase the monthly credit limit of the Youth Service's corporate credit card to £2,000.

335. COMMUNITY INFRASTRUCTURE LEVY

Members resolved to agree that the CIL underspend of £7,041 on the Broadwater Park Youth & Community Centre extension plus an additional award of £8,250 is to be used to fund the additional cost incurred in repairing the damage to the roof of the Crown Court toilets discovered during the recent renovation.

336. CEMETERIES & OPENS SPACES TRACTOR

Full Council resolved to agree to approve the lease of a replacement tractor for the Facilities Team to coincide with the expiry of the existing tractor lease in February 2025 up to a total cost of £14,500pa to be funded from the Cemeteries and Open Spaces equipment budget.

Members agreed the following requirements for the replacement tractor: Compact Tractor with enclosed cab, min 60hp, road registered, grass tyres, front loader with standard bucket, grab/silage bucket, front weights (to counterbalance weight of flail arms and cutter & collector) rear mounted boom arm flail mower, window cages for use with flail mower, standard rear hitch. Additionally, any replacement should be able to utilise GTC's existing attachments including snowplow, cutter and collector, pallet lifting forks, flail arm cutter and trailer.

Members noted that quotes had been received for the John Deere 4066R Compact Tractor with 440R front end loader, Howard Marshall WP000909 bucket grabber and Bomford Raven 4.7-metre arm mower, on a 60-month lease hire with service plan.

The lease cost being £13,908pa, which is an additional £6,888 pa on cost of the current lease. Members noted that costs are based on quotes received in October 2024 and may alter due to supply cost increases before any agreement is entered. As such, Members authorised that the Town Clerk may enter a lease agreement on behalf of GTC for a John

Deere 4066R Compact Tractor and attachments as set out above, at an annual lease cost for a five-year lease to a maximum of £14,500pa.

337. COMMUNITY ASSET TRANSFER

Members considered Expressions of Interest (EOI) for the transfer of community asset (attached to the record minutes). Full Council resolved to authorise the Town Clerk to submit the EOIs to WBC.

Full Council resolved to delegate to the Policy & Management Committee the approval of the business cases in support of the applications for Community Asset Transfer and the allocation of appropriate financial and personnel resources.

The Community Asset Transfer expression of interest related to the following locations:

Land known as Lammas Land adjacent to Bridge Gate House
Canon Bowring Field
Land known as Charterhouse Green
The Burys Field

Members noted that if a transfer progresses past the business case stage, the approval for any Heads of Terms for a transfer will revert back to Full Council for approval before any final agreement can be entered.

338. 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.

339. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 19 December 2024 at 6.30pm.

340. ANNOUNCEMENTS

The Mayor informed Members that he had attended a reception at Mount Brown Police Headquarters on Wednesday, 20 November where Mr Tom Manning, GTC's Head of Youth Services received an award for his and the Youth Services Team's work in reducing youth Anti-Social Behaviour (ASB).

Members were reminded of the Christmas Lights Switch-on event on Sunday, 24 November, the Godalming Christmas Market on Saturday, 30 November, the Farncombe Christmas Light Switch-on on Friday, 6 November and the Farncombe Christmas Market on Saturday, 7 November.