

PARISH OF GODALMING

MINUTES OF A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING

HELD ON THURSDAY, 15 MAY 2025

* Town Mayor (Cllr PS Rivers)

0	Councillor Adam		
*	Councillor Clayton	*	Councillor Holliday
*	Councillor Crooks	*	Councillor Kiehl
*	Councillor Crowe	0	Councillor Martin
0	Councillor C Downey	*	Councillor PMA Rivers
0	Councillor S Downey	*	Councillor Steel
*	Councillor Duce	0	Councillor Thomson
*	Councillor Follows	*	Councillor Weightman
*	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 Williams, seconded by Councillor Heagin, it was resolved unanimously that Councillor Robert Martin Crooks be elected Town Mayor for the local government year 2025/2026.

2. **THE NEW TOWN MAYOR**

After a short retirement to robe, the new Town Mayor, Councillor Crooks 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 Charlie's Promise and What Next? as the mayoral charities for the year.

4. **THE CONSORT**

Mrs Veronica Crooks 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 PS Rivers, was moved by Lucy Miguda of The Meath and seconded by Councillor Heagin.

6. **PRESENTATION OF PAST MAYOR'S BADGE**

Councillor PS Rivers was presented with his Past Mayor's Badge.

7. ELECTION OF DEPUTY MAYOR

On the proposition of Councillor Follows, seconded by Councillor Duce, it was resolved unanimously that Councillor Kiehl be appointed Deputy Town Mayor for the local government year 2025/2026. Councillor Kiehl, having accepted the nomination, was invested by the Town Mayor with his Chain and Badge of Office and made the Statutory Declaration of Acceptance of Office.

8. CONSORT TO THE DEPUTY MAYOR

Mrs Victoria Kiehl 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 8 May 2025 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. APPOINTMENT OF THE LEADER/SPOKESPERSON OF THE COUNCIL

On the proposition of Councillor Heagin, seconded by Councillor Crowe, Councillor 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 2025/26.

16. 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.

17. 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

18. ELECTION OF MEMBERS TO THE AUDIT COMMITTEE

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

Members elected to the Audit Committee are as follows:

Councillor Thompson	Councillor Martin	Councillor Steel
Councillor C Downey	Councillor Williams	

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

On the proposition of Councillor Follows, seconded by Councillor Heagin, it was resolved unanimously to substitute Councillor Duce for Councillor Kiehl.

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

Members elected to the Staffing Committee are as follows:

Councillor S Downey	Councillor Heagin	Councillor Holliday
Councillor Duce	Councillor Weightman	

Plus Chair 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	

20. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

Members resolved to agree Town Council representatives to outside bodies shown at Annexe A.

21. TASK & FINISH GROUPS & ADVISORY GROUPS

Members resolved to agree the membership of the Task & Finish/Advisory Groups shown at Annex B.

22. POLICY ADOPTION

Members resolved to agree to adopt the following documents:

Document Title	Adoption Date	Web address
Standing Orders	20 July 2023	https://godalming-tc.gov.uk/wp-content/uploads/2025/05/Standing-Orders-15-May-2025.pdf
Scheme of Delegation	18 May 2023	Attached to record minutes

Financial Regulations	8 May 2025	https://godalming-tc.gov.uk/wp-content/uploads/2025/05/Financial-Regulations-15-May-2025.pdf
Treasury & Investment Policy	16 May 2024	https://godalming-tc.gov.uk/wp-content/uploads/2025/05/Treasury-Investment-Policy-15-May-2025-.pdf
Risk Management Strategy	19 May 2022	https://godalming-tc.gov.uk/wp-content/uploads/2025/05/Risk-Management-Strategy-15-May-2025.pdf
Health & Safety Policy Arrangements	8 May 2025	https://godalming-tc.gov.uk/wp-content/uploads/2025/05/Health-Safety-Policy-Arrangements-15-May-2025.pdf

Copies of the above-mentioned policy documents attached to record minutes.

23. 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).

24. 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.

25. 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.

26. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 24 July 2025 at 6.30pm in the Council Chamber.

27. ANNOUNCEMENTS

Members were reminded that the Godalming Run is on Sunday, 18 May 2025.

The Mayor acknowledged that the Town Clerk was currently unavailable due to medical reasons, extended his best wishes for a speedy recovery, and expressed his thanks to Rita Tong for stepping in to support the meeting in the Clerk's absence.

The Town Mayor warmly invited all present to join him for a glass of wine in the Mayor's Parlour immediately after the meeting.

20. ANNEXE A - NOMINATIONS TO EXTERNAL BODIES 2025

<u>EXTERNAL BODY</u>	<u>REPRESENTATIVES 2025/26</u>
District Scout Council	Cllr Crooks
Fairtrade Steering Group	Cllr Clayton
Farncombe Day Centre	Cllr Crowe
Godalming & District Chamber of Commerce	Cllr Holliday
Godalming/Mayen Association	Town Mayor (Ex Officio) Cllr PMA Rivers
Godalming Museum Trust	Cllr Steel Cllr Weightman
Go-Godalming Association	Town Mayor (Ex Officio) Cllr Steel
Holloway Hill Sports Association	Cllr Heagin
NALC Super Council Network	Cllr Heagin
Sport Godalming	Cllr Adam
St Mark's Community Centre Management Committee	Cllr Kiehl
SALC	Cllr Heagin Cllr Thomson
Waverley Borough Active Travel Forum (formerly Godalming Cycle Forum)	Cllr Crooks
What Next?	Cllr Crooks

21. **ANNEXE B - TASK & FINISH GROUPS & ADVISORY GROUPS**

CIL PROJECT GOVERNANCE

(Set Up 23 January 2020 – Min No 341-19 refers)

Councillor Adam
Councillor Crooks
Councillor Holliday
TC

EVENTS

(Set Up 22 January 2023 – Min No 461-22 refers)

Councillor Adam
Councillor Kiehl
Councillor Weightman + TC & C&C

ADVISORY GROUP OF STAFFING (SHE)

(Set Up 16 Nov 2023 – Min No 368-23 refers)

Councillor Heagin – Chair of Staffing
Councillor Follows – Leader
RFO

MUSEUM CO-ORDINATION

(Set Up 23 Nov 2023 – Min No 390-23 refers)

Councillor Heagin
Councillor S Downey
TC, Curator
2 x GMT Members

BIODIVERSITY DUTY

(Set Up 14 Dec 2023 – Min No 408-23 & 397-24 refers)

Councillor Weightman
Councillor Adam
Councillor Crowe
Councillor Thompson
1 x Council Officer

YOUTH SERVICE

(Set Up 15 Feb 2024 – Min No 523-23 refers)

Councillor Heagin
Councillor Weightman
Councillor Duce
RFO

LOCAL GOVT REORGANISATION “LGR GROUP”

(Set up 20 Feb 2025 – Min No. 515-24 refers)

Councillor Heagin
Councillor Thompson
Councillor Holliday
Councillor Weightman
Councillor S Downey