

# PARISH OF GODALMING

## MINUTES OF A MEETING OF THE TOWN COUNCIL

### OF THE PARISH OF GODALMING

HELD ON WEDNESDAY 20 MAY 2026

- \* Town Mayor (Cllr B Crooks)
- \* Deputy Town Mayor (Cllr Kiehl)

0	Councillor Adam	*	Councillor Marshall
*	Councillor Crowe	*	Councillor Martin
0	Councillor C Downey	*	Councillor PMA Rivers
0	Councillor S Downey	*	Councillor PS Rivers
*	Councillor Duce	*	Councillor Steel
*	Councillor Follows	*	Councillor Thomson
0	Councillor Heagin	*	Councillor Weightman
0	Councillor Holliday	*	Councillor Williams

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

1.200526

#### ELECTION OF TOWN MAYOR

On the proposition of Councillor Thomson, seconded by Councillor Marshall, it was RESOLVED unanimously that Councillor Tom Kiehl be elected Town Mayor for the local government year 2026/2027.

2.200526

#### THE NEW TOWN MAYOR

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

3.200526

#### DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor made the Statutory Declaration of Acceptance of Office, returned thanks and announced Homestart Waverley and Choirblast as the mayoral charities for his civic year.

4.200526

#### THE CONSORT

Mrs Victoria Kiehl was invested by the new Town Mayor with her Chain and Badge of Office as Mayoress.

5.200526

#### VOTE OF THANKS TO RETIRING TOWN MAYOR

A vote of thanks to the retiring Town Mayor, Councillor Crooks, was moved by Mrs Shirley Faraday of WhatNext?.

6.200526

PRESENTATION OF PAST MAYOR'S BADGE

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

7.200526

ELECTION OF DEPUTY MAYOR

On the proposition of Councillor PMA Rivers, seconded by Councillor Duce, it was RESOLVED unanimously that Councillor Janet Crowe be appointed Deputy Town Mayor for the local government year 2026/2027. Councillor Crowe, 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.

8.200526

CONSORT TO THE DEPUTY MAYOR

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

9.200526

MINUTES

The Minutes of the meeting of the Council held on 14 May 2026 were signed by the Mayor as a correct record.

10.200526

APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

11.200526

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.

12.200526

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.

13.200526

QUESTIONS BY MEMBERS

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

14.200526

OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

No Official Announcements, letters etc were received.

15.200526

COUNCIL SERVICE COMMITTEE STRUCTURE FOR MUNICIPAL YEAR 2026/27

Members RESOLVED that the Council shall operate with the following Standing Committees for the 2026/27 municipal year:

- Management Committee;
- Staffing Committee;
- Audit & Governance Committee;
- Planning Committee;
- Community, Events & Culture Committee;
- Cemeteries, Open Spaces & Sustainability Committee; and
- Youth Service Committee.

16.200526

ADOPTION OF GOVERNANCE FRAMEWORK

Members RESOLVED to adopt with immediate effect the Council's revised governance framework comprising:

- Standing Orders;
- Annex A – Committee Terms of Reference & Reporting Structure;
- Appendix A – Reporting & Escalation Framework;
- Appendix B – Scheme of Delegation and;
- Financial Regulations.

17.200526

SCHEDULE OF MEETINGS 2026/27

Members RESOLVED to approve the schedule of meetings for the 2026/27 municipal year (copy of schedule attached for the information of Members).

18.200526

APPOINTMENT OF THE LEADER/SPOKESPERSON OF THE COUNCIL

The Mayor invited nominations for the position of Leader of the Council.

Councillor Penny Rivers proposed Councillor Follows for the position. The nomination was seconded by Councillor Marshall.

Councillor Weightman proposed Councillor Heagin in absentia for the position, seconded by Councillor Williams.

Clarification was sought as to whether Councillor Heagin had agreed to be nominated. Councillor Weightman confirmed that Councillor Heagin had not been consulted prior to the nomination being made.

There being no further nominations, the Mayor moved to a vote.

**RESOLVED:** That Councillor Paul Follows be elected Leader/Spokesperson of the Council and Chair of the Management Committee for the 2026/27 municipal year.

19.200526

APPOINTMENT OF MEMBERS TO STANDING COMMITTEES

Members considered the allocation of committee places in accordance with the Council's Political Balance Policy.

Members further considered a revised nominations schedule tabled and circulated at the meeting, which incorporated nominations received following publication of the agenda and completed the outstanding "TBC" vacancies contained within the originally circulated schedule.

**RESOLVED:** That the allocation of committee places and appointments to Standing Committees for the 2026/27 municipal year be approved as set out in the revised nominations schedule tabled at the meeting (attached to the record minute).

Through the Chair, the Leader of the Council requested that it be formally noted that Godalming Town Council is a Liberal Democrat majority administration.

20.200526

APPOINTMENT OF COMMITTEE CHAIRS

Members RESOLVED that the Chairs of Committees be appointed as follows:

- Management Committee – Cllr Follows
- Staffing Committee – Cllr Heagin
- Audit & Governance Committee – Cllr Thomson
- Planning Committee – Cllr Crowe
- Community, Events & Culture Committee – Cllr Marshall
- Cemeteries, Open Spaces & Sustainability Committee – Cllr Paul Rivers
- Youth Service Committee – Cllr Duce

Members NOTED that Vice-Chairs of Committees will be elected at the first meeting of each Committee in accordance with Standing Orders.

21.200526

ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

Prior to consideration of the item, the Mayor asked whether any Member wished to fill the vacant representative position on the Fairtrade Steering Group.

Councillor Marshall indicated his willingness to serve as the Council's representative on the Fairtrade Steering Group.

The Mayor then moved the recommendations as amended to include Councillor Marshall's appointment.

**RESOLVED:** That the Council's representatives to outside bodies for the 2026/27 municipal year be elected as set out in the revised Annex A attached to these minutes.

22.200526

ADOPTION OF KEY DOCUMENTS

Members RESOLVED to adopt with immediate effect the following documents

Treasury and Investment Strategy  
Risk Management Strategy

## Health & Safety Policy Arrangements

Additionally, members RESOLVED to authorise the CEO to update Council's Policy and Procedures as necessary to reflect the newly adopted service committee's names and reporting requirements.

23.200526

### SAFETY POLICY STATEMENT

Members RESOLVED to authorise the Mayor as Chair of the Council to sign Godalming Town Council's Safety Policy Statement.

24.200526

### TASK & FINISH GROUPS & ADVISORY GROUPS

Whilst noting that membership of the Museum Co-ordination Group should be determined by the Communities, Events and Culture Committee, Members RESOLVED to agree the membership of the Task & Finish / Advisory Groups shown below:

#### **ADVISORY GROUP OF STAFFING (SHE)**

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

Chair of Staffing  
Leader of the Council  
Deputy Chief Officer

#### **MUSEUM CO-ORDINATION**

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

Councillor TBC  
Councillor TBC  
TC, Curator  
2 x GMT Members

#### **LOCAL GOVT REORGANISATION "LGR GROUP"**

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

Councillor Heagin  
Councillor Marshall  
Councillor Holliday  
Councillor Weightman  
Councillor S Downey

25.200526

### APPROVAL OF DIRECT DEBITS

Members RESOLVED to authorise the RFO to continue payments by use of variable and fixed direct debits where current instructions exist. The list of current suppliers paid by direct debit is shown at Annexe B

26.200526

### LETTER OF ENGAGEMENT – INTERNAL AUDITOR

Members NOTED that the CEO has signed an Engagement Letter with Mulberry Authority Services Ltd to act as the Council's Internal Auditor for the financial years 2026/27 to 2028/29 inclusive. In doing so, Members also NOTED that the Engagement letter sets out the:

period of engagement;  
responsibilities of the Council and internal auditors;  
scope of audit;

electronic publication;  
communication;  
limitation of liability;  
fees;  
cancellation of service; and  
agreement of terms.

27.200526

RECEIPT OF COMMITTEE MINUTES

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

	Meetings Dated
Audit Committee	16 April 2026
Environment & Planning	23 April 2026
Policy & Management Committee	23 April 2026
Staffing Committee	16 April 2026

28.200526

SEALING OF DOCUMENTS, ETC

The following resolution was passed nem con.

TO AUTHORISE the Chief Executive Officer 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 Council.

29.200526

DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 4 June 2026 at 6.30pm in the Council Chamber.

30.200526

ANNOUNCEMENTS

The Mayor invited all present to join him for refreshments in the mayors parlour.

NOMINATIONS TO EXTERNAL BODIES 2026/27

<b><u>EXTERNAL BODY</u></b>	<b><u>REPRESENTATIVES 2025/26</u></b>	<b><u>REPRESENTATIVES 2026/27</u></b>
District Scout Council	Cllr Crooks	
Fairtrade Steering Group	Cllr Marshall	
Farncombe Day Centre	Cllr Crowe	
Go-Godalming Association	Town Mayor (Ex Officio) Cllr Steel	
Godalming & District Chamber of Commerce	Cllr Holliday	
Godalming/Mayen Association	Town Mayor (Ex Officio) Cllr PMA Rivers	
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	

APPROVAL OF VARIABLE DIRECT DEBITS

<b><u>SUPPLIER</u></b>	<b><u>SUPPLY</u></b>	<b><u>TYPE OF DIRECT DEBIT</u></b>
British Gas	Energy	Variable
Smartestenergy Business Ltd	Energy	Variable
Everflow Ltd	Water	Variable
FuelGene	Fuel	Variable
O2	Telephony	Variable
IT Support & Security	IT support & Cyber security	Variable
Room 101 Ltd	Website Support	Fixed
Citation	Health and Safety Audits and support	Fixed
HMRC	Payroll costs (Tax, NI & student Loan payments)	Variable
Waverley BC	Business Rates	Variable
HSBC Commercial Card	Corporate credit card	Variable
HSBC	Bank Charges	Variable
PWLB	Public Work Loan repayments	Variable