

## **PARISH OF GODALMING**

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 19 NOVEMBER 2015 at 7.00pm.

DATED this 13<sup>th</sup> day of November 2015.

Louise P Goodfellow  
Clerk to the Town Council

The meeting will be preceded by prayer with the Revd Paul Hulme of Godalming United Church officiating – all who wish to participate in prayers are most welcome to do so; however, anyone not wishing to participate may leave the chamber or sit quietly for the short duration of the prayers. All individuals' decisions in this matter are respected.

### **A G E N D A**

1. THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 17 September 2015.
2. TO RECEIVE apologies for absence.
3. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC  
THE TOWN MAYOR to allow members of the public to ask the Council questions, or make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.
4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS  
To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.
5. TO RECEIVE official announcements, letters, etc.
6. TO RECEIVE Chairmen's reports of the Committees as under:

#### **Audit Committee**

##### **Credit Control Policy**

The Audit Committee recommends to Full Council a new credit control policy (attached for the information of Members) for adoption.

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

### **Conclusion of External Audit & Approval of Annual Return**

The Audit Committee received the completed Annual Return for the financial year ending 31 March 2015 and the accompanying report from the External Auditor for Godalming Town Council. Both documents are attached for the information of Members.

The Committee noted that the external audit for the year ending 31 March 2015 was completed on 28 August 2015 and received on 7 September 2015, and that there were no matters which came to the auditor's attention which gave the auditor cause for concern that relevant legislation and regulatory requirements had not been met. The Notice of Conclusion of Audit was displayed on the Town Council's Notice Board for at least 14 days as required by the Accounts and Audit Regulations 2011.

One issue is drawn to the Council's attention by the auditor – and the Council is recommended to take action upon it to ensure that the Council acts within its statutory and regulatory framework. The issue is stated as being "Although a precept was set by the due date, and the council did prepare a budget to support this, the budget did not appear to take into consideration the level of reserves held by the Council when calculating the precept figure." The auditor's report attached expands upon why this issue is important.

The Audit Committee heard that the Town Clerk as RFO was unable to explain with any certainty why the issue was raised at all (and since it was raised as a minor issue and did not impact upon the audit opinion she had not gone to the expense of seeking clarification from the external auditor). It is unclear which financial year the comment relates to. In considering the budget and precept for each of the financial years 2014/15 and 2015/16 Members considered a projection of reserves in each year and this is evidenced by the agenda papers and record minutes for the relevant Policy & Management Committee and Full Council meetings in each of January 2014 and January 2015. It is possible that the Town Clerk neglected to supply the necessary evidence to the external auditor – if so the external auditor did not query the absence of any such evidence or test the assertion before issuing the report.

The Audit Committee concurs with the Town Clerk's view that no further action is required as a result of the audit report.

Full Council is asked to approve the Annual Return for the financial year ending 31 March 2015 and indicate what action, if any, should be taken in response to the external auditor's report.

### **Planning & Environment Committee**

The Planning & Environment Committee made no recommendations to Full Council

### **Policy & Management Committee**

In order to facilitate the creation of ad hoc advisory committees as per Standing Order 94 the Policy & Management Committee recommends the following: an amendment to Standing Order 131; the insertion of new Standing Orders 132–135 inclusive and the renumbering of all Standing Orders from the old SO 132. An amended copy of Standing Orders with the amended/new paragraphs in italics is attached for the information of Members.

The Policy & Management Committee recommends that Full Council adopt the amended Standing Orders

7. TO RECEIVE the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	8 October 2015
Planning & Environment Committee	24 September 2015 15 October 2015 5 November 2105
Policy & Management Committee	15 October 2015

8. GODALMING JOINT BURIAL COMMITTEE – REPORT

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 12 November 2015.

9. TO AUTHORISE the Clerk 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.

10. RESIGNATION OF TOWN COUNCILLOR

Members to note that on 5 November 2015 the Mayor received the resignation, with immediate effect, of Mrs Joy Woodham the Town Councillor for Godalming Central & Ockford Ward.

The Town Clerk will report orally on the process that must be followed to fill the arising vacancy.

Mrs Woodham represented the Town Council on two external organisations and Members are requested to consider which Councillor(s) might replace her as representative to Farncombe Day Centre and on the Godalming/Joigny Friendship Association.

11. RESCISSION OF PREVIOUS RESOLUTIONS

Members to consider a report from the Town Clerk (report attached for the information of Members).

12. CREDIT CONTROL POLICY

On the assumption that the Full Council agrees to adopt the Credit Control Policy as recommended by the Audit Committee (above) the Town Clerk requests permission to test the policy by registering the Town Council with HM Courts & Tribunals Service's Money Claim On-Line service (MCOL) and attempting to reclaim the sum owed by one particular debtor (details of the particular debtor are attached as a confidential annexe to this agenda). This is the current equivalent of taking a debtor to the "Small Claims Court".

13. LAND OFF FRANKLYN ROAD GODALMING

Members to consider the correspondence received from Crownhall Estates Ltd acting as agent for FA Secrett Ltd. Members further to consider a draft response prepared by the Town Clerk, to be tabled at the meeting, and to decide in what terms this Council's response should be framed.

14. WILFRID NOYCE REFURBISHMENT PROJECT – PROGRESS REPORT

Members to receive an oral update on progress to date on the Wilfrid Noyce refurbishment project and to receive the budget monitoring statement attached for the information of Members.

15. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 14 January 2016 at 7.00 pm in the Council Chamber.

16. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

8. CREDIT CONTROL POLICY

**Introduction**

This document sets out the policy under which commercial debt owed to the Godalming Town Council is controlled.

The Policy contains details on:-

- Methods of Payment
- Standard Terms and Conditions
- Debt Collection Procedure

This policy specifically relates to commercial debt.

The Audit Committee is responsible for authorising this policy, the Town Clerk for managing and reviewing this policy and the Finance Administrator is responsible for the effective operation of the debt management procedure therein. All staff are expected to be familiar with the policy and to contribute to its effective implementation.

**Purpose of Policy**

The purpose of this policy is to ensure that the debt of the Council is managed effectively, minimising levels of debt and bad debt write off in order to protect the overall financial health of the Council and maximise cash funds generated through commercial activity.

**Methods of Payment**

All cheques should be made payable to the Godalming Town Council and sent directly to the Council at the following address:-

**Godalming Town Council  
Municipal Buildings  
Bridge Street  
Godalming  
SURREY GU7 1HT**

All payments by Bank Transfer should be made to the following account:

**Bank: HSBC  
Account Name: Godalming Town Council  
Sort Code: 40-22-12  
Account Number: 31377981**

You must quote your invoice number shown at the top right hand corner of your invoice as the reference, as this is used to identify payments.

**Standard Terms & Conditions**

Council standard terms and conditions apply. All customers seeking to use Council facilities must complete an application form.

Casual booking customers are required to pay for their booking before the date of the event.

For regular customers for whom credit has been permitted, invoices are due for payment on or before 30 days after the invoice date. Exceptions to this are made at the discretion of the Town Clerk.

### Debt Collection Procedure

Sending reminders to debtors is the sole responsibility of the Finance Administrator. In most cases, this will not occur until the person who raised the invoice has been consulted with to agree action and will consist of a prescribed process dictated by the reminders intervals as set out below.

The following steps will be taken by the Finance Administrator to recover debt:-

At month end	Send latest <b>Statement of Account</b> to all customers with an outstanding balance.
30 Days Overdue	<b>Reminder Letter #1</b> is sent with another Statement of Account. It asks customer if there are any queries regarding the invoice(s) outstanding.
60 Days Overdue	<b>Letter #2</b> is sent with copies of any outstanding invoices. It advises that they have not made contact regarding our first letter and we require immediate payment.
90 Days Overdue	<b>Letter #3</b> is sent. It makes clear our intent to consider involving a third party agency if payment is not made immediately.

### Provision for Bad Debts

If after sending out the third letter the debt is still not settled, it is proposed that the Council immediately make a provision for bad debt for the full amount. It is also proposed that the customer not be permitted to make any further bookings.

Depending on the level of the debt, the following course of action will be considered:

£0 - £199	Write off debt – the cost of staff time taken to recover debt outweighs the potential benefit of payment. All such write offs will be brought before Council for authorisation.
£200 - £5,000	Consider taking customer to Small Claims Tribunal. Decision to be made by Council and actioned by Town Clerk.
Over £5,000	Consider using Debt Collection Agency or Solicitors. Decision to be made by Council and actioned by Town Clerk.

When all avenues of recovery have been explored, the debt will need to be brought before Council for authorisation to be written off.

Queries on commercial debt should be made to the Finance Administrator on 01483 523228 or by e-mailing [finance@godalming-tc.gov.uk](mailto:finance@godalming-tc.gov.uk)

Town Clerk: Louise P Goodfellow MA CPFA

Tel: 01483 523575

Fax: 01483 523077

E-Mail: office@godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey  
GU7 1HT

{Date}

Our Ref: {Customer Number}

{Your Customer's Name}

{Address Line 1}

{Address Line 2}

{Town/ City}

{County} {Postal Code}

Dear {Your Customer's Name}

**Re: Invoice {Invoice Number} - Now Overdue**

We note that payment for this invoice has not yet been received and attach a statement for your records.

Please let us know if there are any issues with the invoice(s), or if you have not yet received it so we can resolve this with you as soon as possible.

If you have paid this invoice within the last 7 days please accept our thanks, our systems will be updated soon to reflect your recent payment.

Yours sincerely,

Rita Tong

Finance Administrator

Tel: 01483 523228

E-Mail: finance@godalming-tc.gov.uk

Town Clerk: Louise P Goodfellow MA CPFA

Tel: 01483 523575

Fax: 01483 523077

E-Mail: office@godalming-tc.gov.uk

Municipal Buildings

Bridge Street

Godalming

Surrey

GU7 1HT

{Date}

Our Ref: {Customer Number}

{Your Customer's Name}

{Address Line 1}

{Address Line 2}

{Town/ City}

{County} {Postal Code}

Dear {Your Customer's Name}

**Re: Invoice {Invoice Number} - Now Overdue Immediate Payment Required**

We have contacted you before to request settlement of this invoice without success - payment for this invoice has not yet been received.

Please let us know if there are any issues with the invoice, or if you have not yet received it so we can resolve this with you as soon as possible. If you are having difficulty paying please contact us immediately to discuss the status of your account. Failure to contact us may leave us with no other options than to pass this case to our debt collection agents or solicitors for recovery

If you have paid this invoice within the last 7 days please accept our apologies, our systems will be updated soon to reflect your recent payment.

Yours sincerely,

Rita Tong

Finance Administrator

Tel: 01483 523228

E-Mail: finance@godalming-tc.gov.uk

Town Clerk: Louise P Goodfellow MA CPFA

Tel: 01483 523575

Fax: 01483 523077

E-Mail: office@godalming-tc.gov.uk

Municipal Buildings

Bridge Street

Godalming

Surrey

GU7 1HT

{Date}

Our Ref: {Customer Number}

{Your Customer's Name}

{Address Line 1}

{Address Line 2}

{Town/ City}

{County} {Postal Code}

Dear {Your Customer's Name}

**Re: Invoice {Invoice Number} - Debt Recovery Passed to Our Solicitors**

We have contacted you on a number of occasions to request settlement of this invoice without success. We have now passed this matter to our solicitors to resolve and no further bookings will be accepted from you. Costs incurred by us in pursuance of this debt will be passed on to you.

Our solicitors will be in touch with you in the next {7} days detailing the action we intend to take against you.

If you have paid this invoice within the last 7 days please contact us with details of the payment made.

Yours sincerely,

Rita Tong

Finance Administrator

Tel: 01483 523228

E-Mail: finance@godalming-tc.gov.uk

40-29/6

RECEIVED  
- 7 SEP 2015

# Local Councils in England

## Annual return for the financial year ended 31 March 2015

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Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk)

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

**GODALMING TOWN**

Council/~~Meeting~~

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	398,559	463,758	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	438,506	449,026	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	123,458	197,207	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	228,378	208,635	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	268,387	391,630	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	463,758	509,726	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	483,954	527,166	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	184,745	184,745	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.
		X	

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*[Signature]*

Date 15/05/15

I confirm that these accounting statements were approved by the council on this date:

25/06/2015

and recorded as minute reference:

96-15

Signed by Chair of the meeting approving these accounting statements.

*[Signature]*

Date 25.06.15

## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

**GODALMING TOWN**

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	Yes		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	Yes		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	Yes		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

96-15

dated 25/06/2015

Signed by:

Chair

Anne M Boff

dated

25.06.15

Signed by:

Clerk

K. Gualfetta

dated

25/06/2015

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

# Section 3 – External auditor certificate and report 2014/15

## Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

GODALMING TOWN

Council/Meeting

### Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(~~Except for the matters reported below~~)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

Please see enclosed report

**BDO LLP Southampton  
United Kingdom**

(continue on a separate sheet if required)

External auditor signature

*BDO ul*

External auditor name

**BDO LLP Southampton  
United Kingdom**

Date

20/7/15

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

# Section 4 – Annual internal audit report 2014/15 to

**GODALMING TOWN**

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit MARIE MULBERRY BA (HONS) FCCA CTA

Signature of person who carried out the internal audit M Mulberry Date 15/05/2015

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

# Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section .3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Section 2	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 4	All green boxes completed by internal audit and explanations provided?	✓

\*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)

RECEIVED  
- 7 SEP 2015 -

ISSUES ARISING REPORT FOR  
Godalming Town Council  
Audit for the year ended 31 March 2015

**BDO**

## Introduction

The following matters have been raised to draw items to the attention of Godalming Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2015.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Budget
-

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The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

### **Budget**

#### *What is the issue?*

Although a precept was set by the due date, and the council did prepare a budget to support this, the budget did not appear to take into consideration the level of reserves held by the Council when calculating the precept figure.

#### *Why has this issue been raised?*

The council may have contravened Part 1, Chapter IV, Para 50 3 (b) of the Local Government Finance Act 1992 which states that every authority must 'make calculations required' under the 'calculation of budget requirement', and they must also estimate the amount of the financial reserves which the authority estimates that it will use...

#### *What do we recommend you do?*

The council must ensure in future years that an adequate budget is prepared to support its decision making process and to assist the financial management during the financial year. Consideration of the level of reserves held should be made as the Council has no power to hold reserves.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC  
The Local Government Finance Act 1992

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 20 August 2015

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# **GODALMING TOWN COUNCIL**

## **STANDING ORDERS**

**To be adopted by Full Council on  
19 November 2015**

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## Section One: Meetings

Mandatory for Full Council meetings	●
Mandatory for committee meetings	●
Mandatory for sub-committee meetings	●

1. **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost. ●**
2. **When calculating the three clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count. ●●**
3. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. ●●**
4. After Apologies for Absence have been given the person presiding may for a period of up to fifteen minutes in total permit members of the public present at the meeting, and on the electoral roll of Godalming Town Council; or a young person under 18 whose parent or guardian is on the electoral roll; or with business premises in the town (evidenced by a business rates bill); or user of the Town Council's premises; to do one of the following:
  - a) make a statement; or
  - b) ask a question relating only to the business of the Council or relevant Committee (as applicable); or
  - c) present a petition (of at least ten signatures);provided that:
  - i. at least two clear working days' notice of the matter shall have been given to the Town Clerk in writing providing details of the subject matter and of the resident and if relevant the rest of the question. The Town Clerk shall be satisfied that it is a proper matter to be brought before the Council or Committee;

- ii. the Town Clerk shall put a written copy of any question before the members present at the meeting;
  - iii. the person presiding at the meeting may, at their discretion, defer the presentation of the statement, question or petition until the appropriate point in the agenda is reached;
  - iv. no more than four members of the public shall be permitted to speak on any one subject;
  - v. the member of the public shall identify himself/herself before speaking at the meeting;
  - vi. all matters shall be addressed to the Chairman and the time allowed for making a statement or asking a question shall not exceed four minutes;
  - vii. the person presiding may allow councillors to ask questions of the member of the public to clarify what is being said.
  - viii. all responses to statements, questions or petitions shall be given by the person presiding at the meeting without debate, save that the person presiding may direct that a response be referred to an employee for a written or oral response.
5. Photographing, recording, broadcasting or transmitting the proceedings of a meeting is permitted but no-one present at the meeting may give an oral report or commentary during the meeting. The filming, recording or photographing or other reporting of children and vulnerable adults shall only take place with the consent of a responsible adult<sup>1</sup>. At the start of a meeting the Chairman will remind everyone in attendance and who will be participating in the meeting that they may be filmed, recorded, photographed or otherwise reported about. The Council shall make and keep its own audio recording of proceedings for the purpose of clarifying any perceived misinterpretation or published misinformation concerning the conduct or decisions of the council. Any such recording shall be kept securely and destroyed after two years. ● ●
6. **In accordance with Standing Order 3 above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.** ● ●
7. **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in the Chairman's absence be done by, to or before the Vice-Chairman (if any).** ●

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<sup>1</sup> In the case of a vulnerable adult a responsible adult is a medical professional, the individual's carer or legal guardian; in the case of a child it is the individual's parent, legal guardian or teacher.

8. **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.** ●
9. **Subject to Standing Order 18 below, all questions at a meeting shall be decided by a majority of the councillors present and voting thereon.** ●●●
10. **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not the Chairman gave an original vote. (See also Standing Orders 27 and 28 below.)** ●●●
11. **Unless Standing Orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda. ●
12. **The minutes of a meeting shall record the names of councillors present and absent.** ●●●
13. A councillor shall submit apologies for absence to the Town Clerk prior to a meeting.
14. During a prolonged period of absence a meeting may be asked to approve, by a resolution, a councillor's reason for absence, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
15. **The Code of Conduct adopted by the Council shall apply to councillors in respect of the entire meeting.** ●●●
16. **An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a councillor at a meeting shall be recorded in the minutes** as will whether or not that councillor left the meeting when matters that they held interests in were being considered. ●●●
17. **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present (that is seven councillors) and in no case shall the quorum of a meeting be less than three.** ●
18. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall

be transacted at a following meeting. ●●●

19. Meetings shall not exceed a period of three hours or by resolution of the meeting three hours and thirty minutes.

## Section Two: Ordinary Council meetings

*See also Section One above*

20. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
21. **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
22. **If no other time is fixed, the annual meeting of the Council shall take place at 6.30pm.**
23. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
24. **The election of the Town Mayor and Deputy Town Mayor shall be the first business completed at the annual meeting of the Council.**
25. **The Town Mayor (as Chairman of the Council), unless the individual has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until a new Town Mayor is elected at the next annual meeting of the Council.**
26. **The Deputy Town Mayor (as Vice-Chairman of the Council), unless the individual has resigned or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.**
27. **In an election year, if the current Town Mayor has not been re-elected as a member of the Council, that Town Mayor shall nonetheless preside at the annual meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**
28. **In an election year, if the current Town Mayor has been re-elected as a member of the Council, that Town Mayor shall preside at the meeting until a new Town Mayor has been elected. The current Town Mayor may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.**

29. Following the election of the Town Mayor/Chairman of the Council and Deputy Town Mayor/Vice-Chairman of the Council at the annual meeting of the Council, the order of business shall be as follows.
- i. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
  - ii. Receipt of nominations to existing committees.
  - iii. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
  - iv. Review and adoption of appropriate Standing Orders and Financial Regulations.
  - v. In a year of elections, review of arrangements for the Godalming Joint Burial Committee and receipt of nominations to that Committee.
  - vi. Review of representation on or work with external bodies and arrangements for reporting back.
  - vii. In a year of elections, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future.
  - viii. Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead, if not already set.

## Section Three: Proper Officer

30. The Council's Proper Officer shall be either (i) the Town Clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.

31. Where under the Local Government Act 1972 or any other enactment, or statutory instrument or regulation made under authority of such Act or instrument any function is required to be carried out by the Proper Officer then for the purposes of the following functions under the Local Government Act 1972 viz:

Section 115(2)	Receipt of money due from other officers
Section 146(1)	Declaration and certificates with regard to investments
Section 228(3)	Accounts

the Proper Officer shall be the Responsible Finance Officer.

32. The Council's Proper Officer shall do the following:

- i. **Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least three clear days before the meeting.**
- ii. **Give public notice of the time, date, venue and agenda at least three clear days before a meeting of the Council or a meeting of a committee or a sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
- iii. Subject to Standing Orders 34-38 below, include in the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming the withdrawal of it.
- iv. **Convene a meeting of Full Council for the election of a Town Mayor, occasioned by a casual vacancy in that office, in accordance with Standing Order 32 i above.**
- v. Make available for inspection the minutes of meetings.
- vi. **Receive and retain copies of byelaws made by other local authorities.**

- vii. **Receive and retain declarations of acceptance of office from councillors.**
  - viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
  - ix. Keep proper records required before and after meetings;
  - x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
  - xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
  - xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
  - xiii. Arrange for legal deeds to be sealed using the Council's common seal and witnessed (*See also model Standing Orders 83 and 84.*)
  - xiv. Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
  - xv. Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.
33. The Responsible Finance Officer shall do the following:
- i. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.

## **Section Four: Motions requiring written notice**

34. In accordance with Standing Order 32 iii above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least nine clear days before the next meeting.
35. The Proper Officer may, before including a motion in the agenda received in accordance with Standing Order 34 above, correct obvious grammatical or typographical errors in the wording of the motion.
36. If the Proper Officer considers the wording of a motion received in accordance with Standing Order 34 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least four clear days before the meeting.
37. If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
38. Having consulted the Chairman or councillors pursuant to Standing Order 37 above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
39. Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
40. Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
41. Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

## Section Five: Motions not requiring written notice

42. Motions in respect of the following matters may be moved without written notice:
- i. To appoint a person to preside at a meeting.
  - ii. To approve the accuracy of the minutes of the previous meeting.
  - iii. To correct an inaccuracy in the minutes of the previous meeting.
  - iv. To dispose of business, if any, remaining from the last meeting.
  - v. To alter the order of business on the agenda for reasons of urgency or expedience.
  - vi. To proceed to the next business on the agenda.
  - vii. To close or adjourn debate.
  - viii. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
  - ix. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
  - x. To receive nominations to a committee or sub-committee.
  - xi. To dissolve a committee or sub-committee.
  - xii. To note the minutes of a meeting of a committee or sub-committee.
  - xiii. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
  - xiv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
  - xv. To authorise legal deeds to be sealed by the Council's common seal and witnessed.
- (See Standing Orders 90 and 91 below.)*
- xvi. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
  - xvii. To extend the time limit for speeches.
  - xviii. To exclude the press and public for all or part of a meeting.
  - xix. To silence or exclude from the meeting a councillor or a member of the public for disorderly conduct.
  - xx. To give the consent of the Council if such consent is required by Standing Orders.
  - xxi. To suspend any Standing Order except those which are mandatory by law.**
  - xxii. To adjourn the meeting.

- xxiii. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
  - xxiv. To answer questions from councillors.
43. If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

## Section Six: Rules of debate

44. Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
45. Subject to Standing Orders 34-38 above, a motion shall not be considered unless it has been proposed and seconded.
46. Subject to Standing Order 32 iii above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
47. A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
48. A councillor may move amendments to their own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
49. Any amendment to a motion shall be either:
  - i. to leave out words;
  - ii. to add words;
  - iii. to leave out words and add other words.

The amendment shall not negate the motion.
50. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
51. Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
52. Subject to Standing Order 51 above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
53. Pursuant to Standing Order 51 above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
54. If an amendment is not carried, other amendments shall be moved in the order directed

by the Chairman.

55. If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
56. The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding two minutes.
57. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
58. Subject to Standing Orders 55 and 56 above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
59. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which that councillor considers has been breached or specify the irregularity in the meeting which concerns the councillor.
60. A point of order shall be decided by the Chairman and the Chairman's decision shall be final.
61. With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
62. Subject to Standing Order 58 above, when a councillor's motion is under debate no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be silent or for that person to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;

- viii. to adjourn the meeting;
  - ix. to suspend any Standing Order, except those which are mandatory.
63. In respect of Standing Order 62 iv above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive their right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## Section Seven: Code of Conduct

64. All councillors shall observe the Code of Conduct adopted by the Council.
65. All councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
66. Unless granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which that councillor has a disclosable pecuniary interest. The councillor may return to the meeting after it has considered the matter in which he had the interest.
67. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
68. A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
69. A dispensation request shall confirm:
  - i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. An explanation as to why the dispensation is sought
70. Subject to standing orders 67 and 68 above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required or at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
71. **A dispensation may be granted in accordance with standing order 68 above if having regard to all relevant circumstances the following applies:**
  - i. **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - ii. **Granting the dispensation is in the interests of persons living in the Council's area or**
  - iii. **It is otherwise appropriate to grant a dispensation**

72. **Upon notification by the district or unitary council that a councillor has breached the Council's Code of Conduct, the council shall consider what, if any, action to take against that councillor. Such action excludes disqualification or suspension from office**

## **Section Eight: Questions**

73. A councillor may seek an answer to a question concerning any business of the Council provided two clear days' notice of the question has been given to the Proper Officer.
74. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
75. Every question shall be put and answered without discussion.

## Section Nine: Minutes

76. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
77. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 41iii above.
78. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
79. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, that Chairman shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but that view was not upheld by the majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings.”
80. Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

## **Section Ten: Disorderly conduct**

81. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
82. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
83. If a resolution made under Standing Order 82 above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **Section Eleven: Rescission of previous resolutions**

84. A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 16 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
  
85. When a special motion or any other motion moved pursuant to Standing Order 84 above has been disposed of, no similar motion may be moved within a further 6 months.

## **Section Twelve: Voting on appointments**

86. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

## **Section Thirteen: Expenditure**

87. Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
88. **The Council's Financial Regulations shall be reviewed once a year.**
89. **The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

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## **Section Fourteen: Execution and sealing of legal deeds**

*See also Standing Order 42 xv above*

90. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
  
91. **In accordance with a resolution made under Standing Order 90 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of the Town Mayor (or in the Town Mayor's absence the Deputy Town Mayor) and another member of the Council. Both the Town Mayor (or Deputy Town Mayor) and the member shall sign the deed as witnesses.**

## Section Fifteen: Committees

*See also Standing Orders 1-19 above*

92. For the conduct of day to day business of the Council there shall be established four standing committees to be known as the:
- Policy & Management Committee
  - Planning & Environment Committee
  - Mayoralty Committee
  - Audit Committee
93. There shall also be established a sub-committee of the Policy & Management Committee to be known as the:
- Staffing Sub-Committee
94. Each standing committee may appoint ad hoc advisory committees as they see fit.
95. The terms of reference of the standing committees and sub-committee shall be as follows:

### **Policy & Management Committee**

96. Purpose of the Policy & Management Committee

To address and, where appropriate, formulate policy, other than that determined by the Planning & Environment Committee, for consideration by the Council; to manage the Council's financial and other assets as delegated by the Council; to secure the good governance of the Council's affairs, including the management of staffing and appointments, media relations, external relationships, committee arrangements and day to day business.

97. Functions of the Policy & Management Committee

- i. To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them;
- ii. To maintain an overview of Council initiatives and report to the Council on their impact and effectiveness;
- iii. To make recommendations to the Council on constitutional issues;
- iv. To ensure the Council is adequately resourced to achieve its aims;

- v. To prepare annual budgets reflecting the Council's agreed strategy and priorities, putting these forward for the Council's approval and recommend a precept to the Full Council;
- vi. To secure effective control of expenditure authorising items of expenditure on behalf of the Council and to scrutinising expenditure against budgets through the year;
- vii. To appoint the auditors of the accounts;
- viii. To consider the audited accounts and report on them to the Council;
- ix. To make recommendations to the Council on charges for the use of Council properties; and on other fees and charges;
- x. To decide on applications for grants made by local organisations;
- xi. To oversee the Council's banking and investment arrangements and keep investment policy under review;
- xii. To ensure the proper management of the properties and amenities owned, controlled or provided by the Council;
- xiii. To develop strategy on media relations, and to formulate policy on public participation;
- xiv. In consultation with the Town Clerk, to agree principles for the Management of Committee business;
- xv. To recommend appointment to outside bodies;
- xvi. To act as a channel for communications with external organisations;
- xvii. To prepare the Council's report presented at the Annual Town Meeting; and
- xviii. To oversee the maintenance and development of the Council's website.

### **Staffing Sub-Committee**

#### 98. Purpose of the Staffing Sub-Committee

To consider all matters relating to the appointment and management of Council staff and make recommendations to the Policy & Management Committee.

#### 99. Functions of the Staffing Sub-Committee

- i. On behalf of the Policy & Management Committee to oversee the appointment and management of Council staff, delegating responsibility to the Town Clerk as they consider appropriate, or to an interview panel, but acting subject to the approval of the Full Council in relation to the appointment and management of the Town Clerk;

- ii. To consider the remuneration, superannuation and terms of service of Council staff and make recommendations thereon to the Policy & Management Committee;
- iii. To ensure that the Council has in place good staffing policies including Harassment, Equal Opportunities, Disciplinary, Grievance, Health & Safety; and
- iv. To ensure there are appropriate arrangements for staff development and training and performance monitoring and appraisal.

### **Planning & Environment Committee**

#### 100. Purpose of the Planning & Environment Committee

To discharge the Council's functions relating to the local environment and infrastructure.

#### 101. Functions of the Planning & Environment Committee

- i. To formulate, for the Council's consideration, policy towards the natural and built environment and principles to guide the Council's consideration of specific issues and proposals;
- ii. To consider and comment on policy proposals and initiatives by the Government or other authorities which have implications for the Town's environment, highways and amenities;
- iii. To consider and comment on all applications for planning permission and other matters within the terms of the Town and Country Planning Acts and related legislation;
- iv. On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters.

### **Mayoralty Committee**

#### 102. Purpose of the Mayoralty Committee

To consider and make recommendations to the Full Council on the selection and appointment of the Town Mayor and Deputy Town Mayor

#### 103. Functions of the Mayoralty Committee

- i. To recommend to the Full Council a policy for the appointment of Town Mayor and Deputy Town Mayor and to keep it under review;
- ii. To nominate a Town Mayor and Deputy Town Mayor each year for approval by

- the Council;
- iii. To consider and determine in consultation with the Town Mayor all matters relating to the Council's civic and ceremonial functions, and events; and
  - iv. To recommend to Full Council an allowance for the Town Mayor.

### **Audit Committee**

#### 104. Purpose of the Audit Committee

To provide assurance of the adequacy of the risk management framework and the associated control environment, and to oversee the financial reporting process.

#### 105. Functions of the Audit Committee

- i. To consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements;
- ii. To review annually the effectiveness of internal audit;
- iii. To receive all reports from the internal auditor; and
- iv. To review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit

### **Accountability of Committees**

106. The Standing Committees shall be accountable to the Council and shall report to each meeting of the Council except for the Statutory Annual Meeting. The Staffing Sub-Committee shall be accountable to the Policy & Management Committee.

### **Composition of Committees**

107. The Policy & Management Committee shall comprise 19 councillors. The Town Mayor shall not be a member of the Policy & Management Committee.
108. The Staffing Sub-Committee shall comprise five councillors of whom one will be the Chairman of the Policy & Management Committee.
109. Meetings of the Staffing Sub-Committee shall be called by the Chairman of the Sub-Committee as required; the Town Clerk shall be responsible for Clerking the Sub-Committee.
110. The Planning & Environment Committee shall comprise 19 councillors. The Town Mayor

shall not be a member of the Planning & Environment Committee.

111. The Mayoralty Committee shall comprise six councillors of which at least three (if that is possible) shall have served as Town Mayor.
112. Meetings of the Mayoralty Committee shall be called by the Town Clerk as required; the Town Clerk shall be responsible for Clerking the Committee.
113. The Audit Committee shall comprise five councillors, one of whom shall be a Godalming Town Council member of the Godalming Joint Burial Committee.
114. Meetings of the Audit Committee shall be called by the Chairman of the Committee as required; the Responsible Finance Officer shall be responsible for Clerking the Committee.

### **Substitutes**

115. Substitutes may be used when councillors are unable to attend meetings of the Mayoralty Committee or Staffing Sub-Committee or Audit Committee. Such substitutes may be called for any Committee meeting up to 4.00 pm on the day of the meeting.
116. Substitutes shall be of the same political group as that of the councillor being substituted.
117. The maximum number of substitutes permitted per Committee shall be as follows:

Staffing Sub-Committee	3
Audit Committee	3
Mayoralty Committee	3

(substitutes for the Mayoralty Committee must be qualified in accordance with Standing Order 111).

**Frequency of Committee Meetings**

118. As far as practicable the Planning & Environment Committee will meet approximately every three weeks and the Policy & Management Committee will meet approximately every six weeks. The Staffing Sub-Committee, Audit Committee and the Mayoralty Committee will meet as and when required.

**Appointment of Committee Members**

119. At least four weeks before the first business meeting of the Council after 1 May each year, the Town Clerk shall invite every councillor to state his/her preference for service on the Staffing Sub-Committee, Audit Committee and/or the Mayoralty Committee. The Town Clerk shall also determine the number of places on those two Committees which are to be filled by the members of each political group represented on the Council, ensuring, as far as possible, that the allocation of places reflects the balance of political representation on the Council as a whole.
120. The Council shall then appoint councillors to Committees at its first business meeting, having regard both to the preferences expressed by members and the provisions of Standing Order 119.

**Term of Office of Standing Committees**

121. The Council will determine the term of office of members of Standing Committees. In the absence of any decision, by the Council, to the contrary committee members will hold office until:
- i. They resign, collectively or individually and their successors are appointed; or
  - ii. A review of committee places by the Council; or
  - iii. Resignation as a member or members of the Council; or
  - iv. The first business meeting of the next Local Government Year. In an election year they shall retire when the Council is dissolved for the election.

**Election of Chairmen and Vice-Chairmen**

122. Each Standing Committee and Sub-Committee shall elect a Chairman and Vice-Chairman from among their number at meetings convened for this purpose or during the annual meeting of the Council at which the members of Standing Committees are appointed.

123. The term of office of Committee Chairmen and Vice-Chairmen shall be the same as that of their Committee. Chairmen and Vice-Chairmen may be re-elected for second and subsequent terms of office.

#### **Procedure at Standing Committees**

124. Agendas and any supporting papers, reports and minutes of all standing committees and sub-committees shall be circulated to all councillors at the same time as they are circulated to members of committees with the exception of confidential papers, reports and minutes of the Staffing Sub-Committee, which shall only be circulated to members of the relevant committee/sub-committee.
125. Any councillor, having given notice to the Chairman and the Town Clerk may attend any meeting of any Standing Committee and may address that meeting on an agenda item with the leave of the person in the chair for that meeting.
126. The provisions of Standing Orders 1 to 19 shall apply mutatis mutandis to all Committee proceedings provided that where, at any Committee, any resolution is carried by a majority of less than two votes, then immediately after the vote is taken it shall be open to any councillor present to propose that the motion shall be referred to the Town Council in the form of a recommendation for adoption at its next meeting. If such a proposition is supported by not less than one third of the councillor present at the meeting then the motion to which it relates shall be treated as a recommendation instead of a decision taken under delegated powers.
127. Standing Committees may, at their discretion, invite up to two individuals who are not members, including those who are not councillors, to take part in their discussions on particular subjects for periods up to one year. Such individuals may receive the Committee papers which relate to their subject; but may not attend for any business declared to be confidential by the Committee and may not vote on any Committee decisions, the period of such an individual's participation may be extended beyond one year.
128. Every Standing Committee may delegate to the Town Clerk, powers to exercise any of their functions in case of urgency or for other special reasons. The Town Clerk, if exercising such a power, must inform the Committee Chairman (or in his/her absence the Vice Chairman) before exercising the power and shall report on the matter to the next meeting of the Committee.

**Godalming Joint Burial Committee**

129. At the first business meeting of the Council following an election, six councillors shall be elected as the Council's representatives on the Godalming Joint Burial Committee to serve for the ensuing four-year term. The Joint Burial Committee is formed with Busbridge Parish Council who elect two Parish councillors to serve on the Committee.

**Working Parties**

130. Every Standing Committee may appoint one or more Working Parties for purposes, which shall be specified in terms of reference by the Standing Committee. The Committee shall also prescribe the time limit, not exceeding one-year, within which the Working Party must complete its work. A Working Party shall be disbanded as soon as it has completed the tasks given to it.
131. *Each Working Party will provide a regular update to appointing Standing Committee, that update shall form a standing item on the agenda of that Committee. Otherwise the procedure of the Working Party may be informal.*~~The Standing Order concerning the procedure of Standing Committees shall apply, mutatis mutandis, to the procedure of Working Parties appointed by those Committees.~~

**Ad hoc Advisory Committees**

132. *Every Standing Committee may appoint one or more ad hoc advisory committees for purposes, which shall be specified in terms of reference by the Standing Committee.*
133. *The Standing Committee will determine the membership of the advisory committee noting that all the members of an advisory committee may be non-councillors.*
134. *The provisions of Standing Orders 1 to 19 shall apply mutatis mutandis to all advisory committee proceedings (but only in so far as those provisions can apply to non-councillors). Non-councillor members of an advisory committee are not bound by the Code of Conduct but are expected to declare pecuniary and non-pecuniary interests at meetings of the advisory committee as though they were bound by the Code.*
135. *Agendas and any supporting papers, reports and minutes of an advisory committees shall be circulated to all members of that advisory committee. Reports and minutes of an advisory committee will be circulated to all councillors at the same time as they are circulated to members of the committee and will be received on the next agenda of the parent Committee..*

## Section Sixteen Extraordinary meetings

*See also Section One above*

136. **The Town Mayor may convene an extraordinary meeting of the Council at any time.**
137. **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
138. The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
139. If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by two councillors.

## Section Seventeen: Financial Matters

140. All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations, which shall be reviewed at least annually.
141. The Responsible Finance Officer shall report a summary of payments made to each ordinary meeting of the Policy & Management Committee. The vouchers supporting those payments shall be tabled at each such meeting for inspection. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.
142. **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
143. Any committee desiring to incur expenditure shall give the Responsible Finance Officer a written estimate of the expenditure recommended for the coming year no later than December.
144. The Council shall consider and approve Financial Regulations drawn up by the Responsible Finance Officer, which shall include detailed arrangements in respect of the following:
- i. the accounting records and systems of internal control;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
  - v. procurement policies (subject to Standing Order 141 below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
145. **Financial Regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in Standing Order 142 below.**

146. Subject to additional requirements in the Financial Regulations of the Council the formal tender process shall comprise, as a minimum, the following steps:
- i. a specification of the goods, materials, services and the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted, in a sealed marked envelope, to the Proper Officer by a stated date and time;
  - v. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
  - vi. tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee.
147. Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
148. **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

## **Section Eighteen: Canvassing of and recommendations by Councillors**

149. Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.
150. A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
151. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **Section Nineteen: Inspection of documents, confidential or sensitive Information & unauthorised activities**

152. Subject to Standing Orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.
153. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest
154. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
155. A councillor in breach of the provisions of Standing Order 149 above may be removed from a committee or a sub-committee by a resolution of the Council
156. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **Section Twenty: Matters affecting Council staff**

157. If a meeting considers any matter personal to a Council employee, it shall not be considered until the body meeting has decided whether or not the press and public shall be excluded pursuant to Standing Order 3 above.
158. Subject to the Council's policy regarding absences from work, the Council's most senior employee present shall notify the Chairman of the Policy & Management Committee or, in the absence of that Chairman, the Chairman of the Staffing Sub-Committee if any absence is likely to occasion the closing of the Town Council's offices. The Town Clerk shall make a summary report of staff absences to each meeting of the Staffing Sub-Committee.
159. The Chairman of the Staffing Sub-Committee or, in the absence of the Chairman, the Vice-Chairman of the Staffing Sub-Committee, shall conduct an annual appraisal of the Town Clerk in accordance with the Council's Appraisal Scheme. Other staff appraisals shall be conducted by the Town Clerk or Deputy Town Clerk in accordance with the Appraisal Scheme.
160. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman of the Staffing Sub-Committee or, in the absence of the Chairman, the Vice-Chairman of the Staffing Sub-Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Sub-Committee.
161. Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by an employee relates to the Chairman or Vice-Chairman of the Staffing Sub-Committee this shall be communicated to the Chairman of the Policy & Management Committee and the Chairman of the Policy & Management Committee shall determine whether the matter shall be reported back and progressed by resolution of the Staffing Sub-Committee or by resolution of the Policy & Management Committee.
162. Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

163. The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
164. Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
165. Only the Town Clerk or the Chairman of the Staffing Sub-Committee or, in the absence of the Chairman, the Vice-Chairman of the Staffing Sub-Committee shall have access to employee records referred to in Standing Orders 159 and 160 above if so justified.
166. Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 159 and 160 above shall be provided only to the Town Clerk or the Chairman of the Staffing Sub-Committee.

## **Section Twenty-one: Freedom of Information Act**

167. All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
168. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Policy & Management Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 32 x above.

## **Section Twenty-two: Relations with the press/media**

169. All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
170. In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

## **Section Twenty-four: Standing Orders generally**

171. Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
172. A motion to add to or vary or revoke one or more of the Council's Standing Orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of as least two councillors.
173. The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor upon delivery of that councillor's declaration of acceptance of office.
174. The Chairman's decision as to the application of Standing Orders at meetings shall be final.
175. A councillor's failure to observe Standing Orders more than three times in one meeting may result in that councillor being excluded from the meeting in accordance with Standing Orders.

11. RESCISSION OF PREVIOUS RESOLUTIONS

This agenda item arises because of a question raised at a meeting of the Planning & Environment Committee on 5 November 2015. The specifics of the question are not particularly relevant here (Minute 258-15 refers) but more the principle of whether or not a Committee of the Council should revisit its previous resolutions. And, in particular, whether the Planning & Environment Committee should revise its comments on a planning application in the light of neighbour or other observations that were not available at the time of the relevant Committee meeting.

Standing Orders 84 & 85 (below) prohibit the Full Council from reversing a previous resolution within six months except by special motion signed by 16 Councillors or by report of a Committee. That is to say it cannot be lightly done.

84. "A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 16 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

85. When a special motion or any other motion moved pursuant to Standing Order 84 above has been disposed of, no similar motion may be moved within a further 6 months."

The Town Clerk would tend to interpret Standing Order 84 as indicating a general presumption against revisiting previous decisions and apply that presumption to Committee meetings. However, Standing Orders do not prohibit Committees revisiting previous decisions and a degree of flexibility is important. Where new, significant information comes to light after a decision is made, Committees are able to revisit decisions; but a presumption against revisiting decisions stops Committees getting bogged down by minority interests (inside or outside the Council) trying to bring matters back to Committee because they did not like the original decision made.

Currently the Planning & Environment Committee has no mechanism for revisiting its observations on individual planning applications unless a new or revised planning application is received. There is a mechanism for examining those incidences where the observation from the Town Council was significantly different from the decision made by Waverley Borough Council. This mechanism exists to inform Members' future decision-making.

The Town Council's Planning & Environment Committee does not decide planning applications but makes observations upon them which are then communicated to the Planning Authority. The Town Council is not a statutory consultee and is consulted by Waverley Borough Council concurrently with neighbours and other interested parties. The Town Council has three weeks to comment on any planning application. This is why the Planning & Environment Committee meets every three weeks, though even with that frequency of meeting it takes four weeks to provide observations on a significant proportion of the planning applications. It is not possible for the Planning & Environment Committee to wait and see whether there are neighbour objections before commenting on a planning application. Members are asked to consider carefully the implications of revisiting their observations because a neighbour objected after the Town Council had considered the matter.

Full Council is asked to consider whether the presumption against revisiting previous Committee decisions should remain and whether this presumption applies to the observations made by the Planning & Environment Committee.



Monday 19<sup>th</sup> October 2015.

Ms. L. Goodfellow MA CPFA  
Town Clerk  
Godalming Town Council  
Municipal Buildings  
Bridge Street  
Godalming  
Surrey  
GU7 1HR

RECEIVED  
20 OCT 2015

Without Prejudice

Dear Louise,

**Re: - Land off Franklyn Road, Godalming**

I am grateful to you and your colleague Andy Jeffery for sparing me your time to discuss my client – FA Secrett Ltd – and their land interest at the above address.

I do not intend to go over what has happened so far other than to state my clients would if possible like to find a local consensual solution to the future of their land holdings at the above address.

In this regard, I have engaged with local stakeholders and have sought to understand the local community needs and wants. With this in mind and as part of an overall package of social, economic and environmental improvements allied to any future housing proposal for around 64 houses (comprising both private and affordable housing) my clients will be required to provide 'Suitable Alternative Natural Green space' (SANG) as part of any development scheme.

I have explained the 'perpetuity' aspirations of Natural England (NE) and would advise as part of the 'package' we would be willing to offer the freehold of this land at nil cost to Godalming Town Council as long as NE are satisfied they fulfil the requirement of a 'Competent Authority'. I should make it clear the future land owner will only take the freehold interest once the land has been laid out and delivered to the satisfaction of NE, as well as meeting the ongoing obligations arising under 'Strategic Asset Management and Monitoring' (SAMM) which would (probably) be collected by Waverley BC under the provisions of S106 attaching to this proposed development scheme.

Physical maintenance and meeting the obligations arising through the planning permission could be undertaken by Godalming Town Council. I have attached a basic plan marked up for identification purposes indicating the 2Ha area. I would advise that I have written to you under separate cover regarding the potential extension to Eashing Cemetery.

I would hope that this proposal can be read in conjunction with the other interrelated matters including among other things a) Extension to school playing fields; b) School pick up and drop off

point; c) Permanent car park facilities for St Marks Church and Community Centre; d) Additional burial ground for Godalming.

I appreciate this is an unusual matter but nevertheless hope you see the merit in this proposal? My clients have enjoyed a long and very positive relationship with the Local Community and remain keen to maintain this position. Equally the range of matters proposed is linked to a future housing proposal and the range of measures can be read as one overriding solution in the Ockford Ridge area of the town.

I welcome hearing from you once you have consulted with Councillors and would advise that we will be encapsulating all of these items into a future 'Draft master plan' for ease of reference.

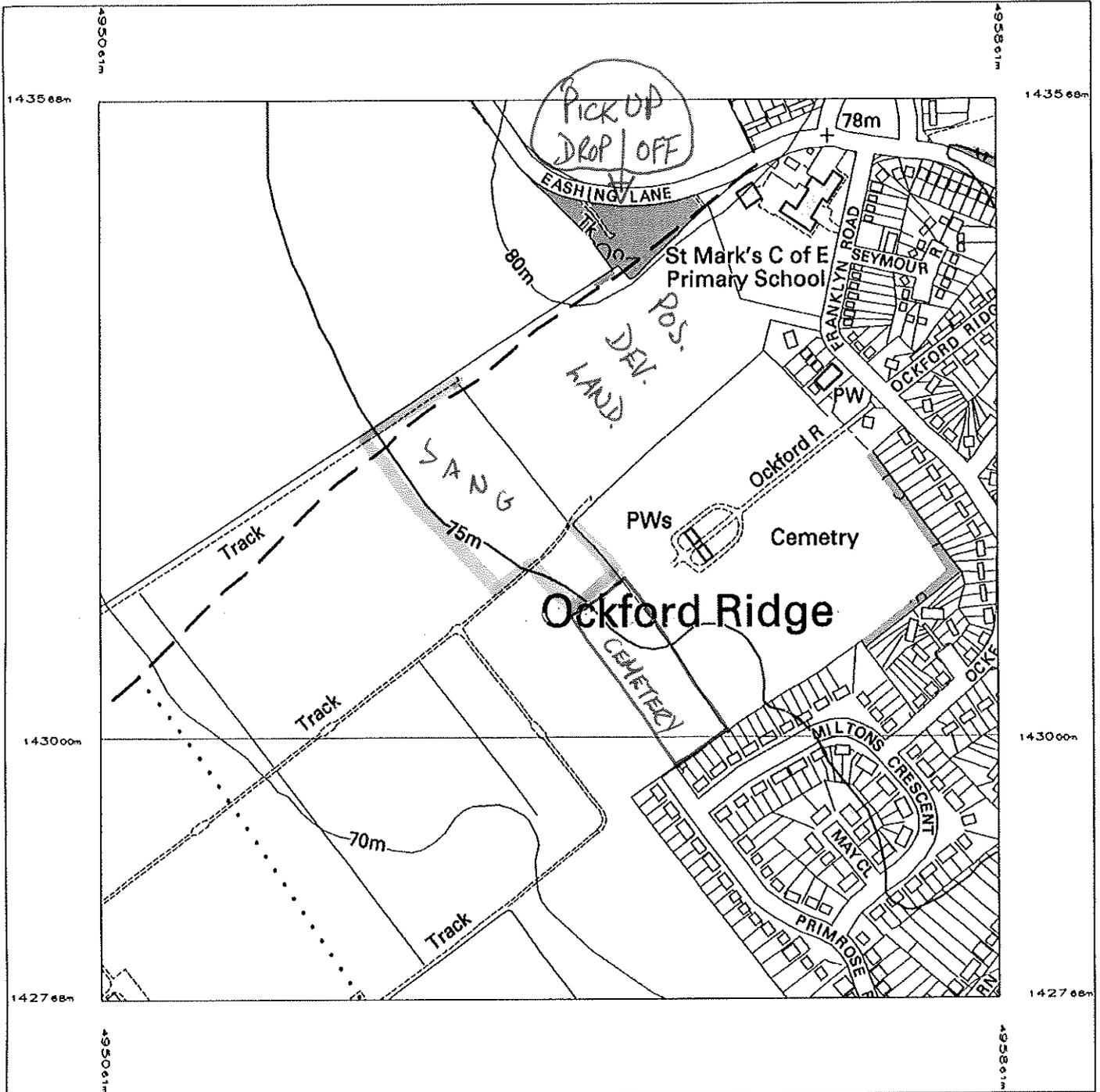
Kind Regards  
Yours sincerely

A handwritten signature in black ink, appearing to read 'Hamish Robbie', written in a cursive style.

**Hamish Robbie B.Sc. (Hons.) MRICS**  
**Crownhall Estates Ltd.**

Cc. C. Secrett, F.A. Secrett Ltd.

Enc. Plan



Plotted 02 Mar 2010 from Ordnance Survey digitally derived data.

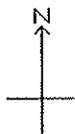
Produced using significant survey information from Ordnance Survey large scales digital data, and incorporated into OS Landplan Aug 2009.

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Administrative boundaries revised to May 2009.

Additional boundaries information:



This OS Landplan plot is enlarged from derived mapping produced at 1:10000 scale

Contours are at 5 metre intervals.

Heights are given in metres above Newlyn Datum. The representation of a road, track or path is no evidence of a right of way.

The alignment of tunnels is approximate.

An OS Landplan symbols leaflet is available on request from Ordnance Survey Mapping and Data Centres.

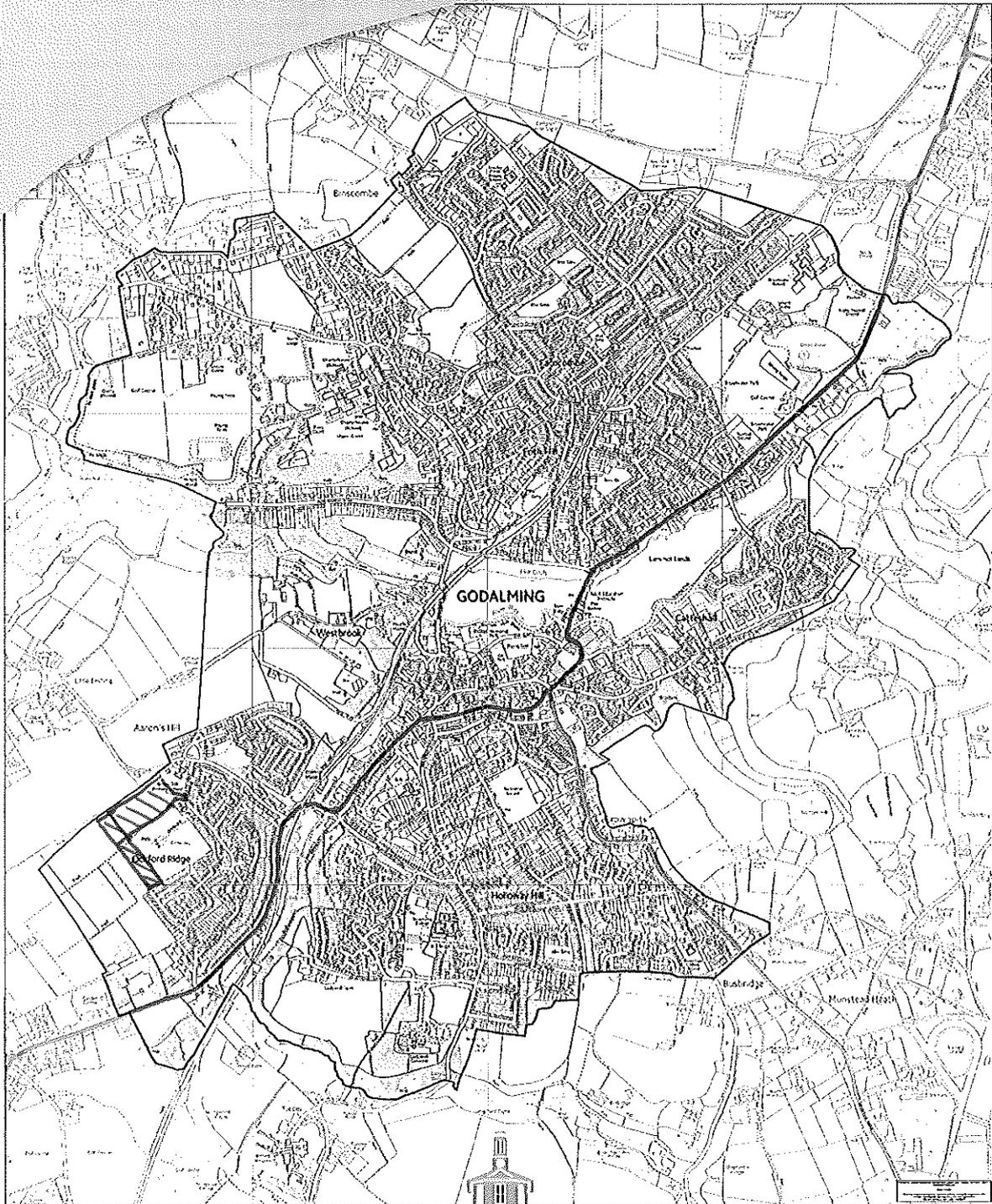
Ordnance Survey, the OS Symbol and OS Landplan are registered trade marks of Ordnance Survey, the national mapping agency of Great Britain.

Plot centre coordinates: 495461 143168

Supplied by: Dome Map Services

Plot serial number: 01518800

Scale 1:5000



Godalming  Farncombe

Neighbourhood Plan

*our town, our future*

## WILFRID NOYCE COMMUNITY CENTRE COSTS - UPDATED 10 NOVEMBER 2015

EXPENDITURE	Projected Expenditure 2015/16		Actual Expenditure to Date	Retention/ ordered
Misc Costs	1,409.13		1,409.13	<sup>1</sup>
Information Boards	550.00	<sup>1</sup>	550.00	
Party Wall Agreement	1,250.00	<sup>1</sup>	1,250.00	
Waverley Fees	1,470.00	<sup>1</sup>	1,470.00	
Post Contract Fees	42,678.00		29,492.76	
Additional Structural Engineering Fees	2,582.50	<sup>1</sup>	2,582.50	
CDM-Health & Safety	3,375.00	<sup>1</sup>	2,835.00	
Building Regulation Fees	1,950.00	<sup>1</sup>	1,300.00	
Thames Water	3,302.40	<sup>1</sup>	2,752.00	
Southern Gas Network	1,822.05	<sup>1</sup>	1,822.05	
Southern Electric	2,454.52	<sup>1</sup>	2,454.52	
Asbestos Clearance	11,675.00		11,675.00	
Tendered Build Costs	856,742.33		287,522.78	15,132.78
Kitchen Equipment Fit Out	20,971.00		6,291.30	14,679.70
Kitchen Extraction & Air Supply	17,050.00		16,453.25	596.75
Lighting , AV, Induction Loop	30,000.00			30,036.00
Furniture Fit Out	23,427.00		8,202.00	15,225.00
Physical Fire Shutter	2,670.00			
Fire Safety Order	1,000.00			
Crockery & Cutlery	3,121.72			
Kitchen Utensils	750.00			
Secure Roller Cage Storage	1,665.00			
Window Coverings	5,098.16			
Portable staging	4,098.02			4,098.02
<b>Total Expenditure</b>	<b>1,041,111.83</b>		<b>378,062.29</b>	<b>75,670.23</b>
<b>INCOME</b>				
Borrowing	841,000.00			
Wilfrid Noyce Refurb Scheme (367)	180,177.00			
Chamber of Commerce	20,000.00			
<b>Total Income</b>	<b>1,041,177.00</b>			
<b>Current Shortfall (Excess of Exp over Inc)</b>	<b>-65.17</b>			
<b>Desirable Items yet to be funded</b>				
Tiered Seating Fit Out	24,742.00	<sup>2</sup>		
Rational Combi Oven SCC 201	7,000.00	<sup>3</sup>		
Ultra Vent Canopy	2,595.00	<sup>3</sup>		
Finishing System	2,954.00	<sup>3</sup>		
	<b>37,291.00</b>			
<b>Total Potential Funding Shortfall</b>	<b>37,225.83</b>			

Notes:

<sup>1</sup> Total Expenditure includes £20,165.60 of expenditure not initially allowed for

<sup>2</sup> Tiered seating - grant application failed

<sup>3</sup> Not essential for routine hiring

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> in the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.