

## GODALMING TOWN COUNCIL

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107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

Sir/Madam

I HEREBY SUMMON YOU to attend the Annual Meeting of the Godalming Town Council to be held (pursuant to Public Notice) in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 18 MAY 2023 at 8.00pm.

*Andy Jeffery*

DATED this 12<sup>th</sup> day of May 2023

Andy Jeffery  
Clerk to the Town Council

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)

**Where possible proceedings will be live streamed via the Town Council's Facebook page.** If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Andy Jeffery  
Clerk to the Town Council

Mayor of Godalming – Mrs Faraday

Councillor Adam	Councillor Kiehl
Councillor Clayton	Councillor Martin
Councillor Crooks	Councillor PS Rivers
Councillor Crowe	Councillor PMA Rivers
Councillor Downey	Councillor Steel
Councillor Duce	Councillor Taylor
Councillor Follows	Councillor Thomson
Councillor Heagin	Councillor Weightman
Councillor Holliday	Councillor Williams

### AGENDA

#### 1. ELECTION OF TOWN MAYOR

In an election year, if the current Town Mayor (Chair of the Council) 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 (Standing Order 28).

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

The Town Mayor to seek nominations for the position of Mayor of Godalming.

Members to ELECT a Town Mayor for the ensuing year:

[The newly elected Town Mayor and the immediate past Mayor will retire from the Council Chamber in order that the new Mayor can be robed.]

#### THE NEW TOWN MAYOR

The newly elected Town Mayor will return to the Council Chamber and will take the chair.

#### 2. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor will make the Declaration of Acceptance of Office and return thanks.

#### 3. VOTE OF THANKS TO RETIRING TOWN MAYOR

TO PASS a vote of thanks to the retiring Town Mayor:

Proposer – Mr Rob Oulton – a trustee of the What Next Climate Emergency Centres for Waverley

#### 4. PRESENTATION OF PAST MAYOR'S BADGE

Mrs Faraday to be presented with her Past Mayor's Badge.

#### 5. ELECTION OF DEPUTY MAYOR

The Town Mayor to seek nominations for the position of Deputy Mayor of Godalming.

Members to ELECT a Deputy Town Mayor for the ensuing year

[The Deputy Town Mayor to receive their Chain and Badge of Office and make the Declaration of Acceptance of Office.]

#### 6. PRESENTATION OF THE CHAIN OF OFFICE TO CONSORTS

The Town Mayor to present the Consort to the Mayor of Godalming and the Consort to the Deputy Mayor of Godalming with their Chain and Badge of Office.

#### 7. MINUTES

The TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on 27 April 2023.

#### 8. TO RECEIVE APOLOGIES FOR ABSENCE

To receive apologies for absence.

#### 9. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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.

10. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

THE TOWN MAYOR to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for principal councils or other authorities, the person making representations will be informed of the appropriate contact details.

11. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

12. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

TO RECEIVE official announcements, letters etc.

13. SEALING OF DOCUMENTS, ETC. – ITEM FOR DECISION

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.

14. GENERAL POWER OF COMPETENCE – ITEM FOR DECISION

**Recommendation: Members to resolve to adopt the General Power of Competence**

Godalming Town Council first adopted the General Power of Competence (GPC) on 12 September 2013. Thereafter, the GPC was re-adopted by the Council following the 2015 and 2019 Town Council elections. The adoption of GPC remains extant from the date of adoption until the next relevant Annual Meeting of the Council.

A brief report from the Town Clerk about that power and the legislative background is attached for the information of Members.

This being the next relevant Annual Meeting of the Council, Members are required to revisit that earlier decision and, if so minded, to make the following resolution:

The Town Council resolves from 18 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

15. COMMITTEES OF THE COUNCIL

**Recommendation: Members to agree the Council's existing committee structure as detailed in Standing Orders Chapter Fifteen.**

- Policy & Management Committee
- Environment & Planning Committee
- Staffing Committee
- Audit Committee

16. MEMBERSHIP OF THE POLICY & MANAGEMENT COMMITTEE

Members to note that, in accordance with SO 107, all Councillors, with the exception of the Mayor, will serve as Members of the Policy & Management Committee.

17. MEMBERSHIP OF THE ENVIRONMENT & PLANNING COMMITTEE – ITEM FOR NOTE

Members to note that, in accordance with SO 108, all Councillors, with the exception of the Mayor, will serve as Members of the Environment & Planning Committee.

18. ELECTION OF MEMBERS TO THE STAFFING COMMITTEE – ITEM FOR DECISION

**Members to elect, in accordance with SO 109, six of their number as Members of the Staffing Committee, one of which to be the Chair of the Policy & Management Committee.** The nominees for the Committee will be tabled at the meeting.

19. ELECTION OF MEMBERS TO THE AUDIT COMMITTEE – ITEM FOR DECISION

**Members to elect, in accordance with SO 112, five of their number as Members of the Audit Committee.** The nominees for the Committee will be tabled at the meeting.

20. APPOINTMENT OF THE LEADER/SPOKESPERSON OF THE COUNCIL – ITEM FOR DECISION

Members are asked for nominations for the appointment of Leader of the Council.

Members are asked to note that, under Standing Order 35, the person appointed as Leader of the Council is normally expected to be elected as the Chair of the Policy & Management Committee when that committee convenes its first business meeting of the civic year.

**Members to ELECT the Leader of the Council.**

21. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES – ITEM FOR DECISION

Members to elect Town Council representatives to outside bodies, nominations for representatives of outside bodies will be tabled at the meeting.

22. NEIGHBOURHOOD COMMUNITY INFRASTRUCTURE LEVY (CIL) – APPLICATION VALIDATION – ITEM FOR DECISION

GTC Neighbourhood CIL policy states that applications will be validated by a panel consisting of three nominated councillors and the Town Clerk. If validated, applications will be passed for consideration by the Environment & Planning Committee. Applications approved by the Environment & Planning Committee will be forwarded to the Full Council for further consideration and prioritising against available and anticipated funds.

**Members to elect three councillors to act as the Neighbourhood CIL validation panel.**

23. AUTHORISATION OF PAYMENTS – ITEM FOR DECISION

In accordance with Financial Regulation 6.8, payments to suppliers may be made by BACS or CHAPS methods. This is the preferred method of payment by Godalming Town Council.

The Financial Regulation requires that payments made by this method be signed (or otherwise evidenced) by two authorised Members. For ease of administration, this authorisation is via email whereby the authorised Members review the schedule of payments proposed and document their authorisation for payment.

**Members to elect six councillors, any two of which may authorise Council payments.**

24. SCHEDULE OF MEETINGS – ITEM FOR DECISION

**Members to approve the Schedule of Meetings of the Council and its Committees** (attached for the information of Members).

25. POLICY ADOPTION – ITEM FOR DECISION

**Recommendation: Members to resolve to agree to adopt the following documents:**

<b>Document Title</b>	<b>Review Date/Version</b>	<b>Web address</b>
Standing Orders	27 April 2023	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2023/05/Standing-Orders-Reviewed-27-April-2023-EV.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2023/05/Standing-Orders-Reviewed-27-April-2023-EV.pdf</a>
Scheme of Delegation	27 April 2023	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2023/04/Scheme-of-Delegation-Reviewed-27-April-2023.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2023/04/Scheme-of-Delegation-Reviewed-27-April-2023.pdf</a>
Financial Regulations	27 April 2023	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2023/04/Financial-Regulations-Reviewed-27-April-2023.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2023/04/Financial-Regulations-Reviewed-27-April-2023.pdf</a>
Treasury & Investment Policy	19 May 2022	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2022/08/treasury-investment-policy-19-may-2022.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2022/08/treasury-investment-policy-19-may-2022.pdf</a>
Equality & Diversity Policy	1 April 2021	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2022/05/equality-diversity-policy-1-april-2021-2.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2022/05/equality-diversity-policy-1-april-2021-2.pdf</a>
Health & Safety Policy	1 April 2021	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2022/05/health-safety-policy-1-april-2021-3.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2022/05/health-safety-policy-1-april-2021-3.pdf</a>

Documents are available for viewing at the indicated web address.

**Recommendation: Members to resolve that all previously adopted policies and procedures of the Council, not subject to statutory adoption at this meeting, shall remain extant until specifically reviewed by the appropriate committee and if necessary, re-adopted by Full Council. Additionally, Members to resolve that following a review of an extant policy or procedure where the relevant committee makes no recommendations for the amendment of the policy or procedure, such policy or procedure shall retain its adopted status.**

26. SAFETY POLICY STATEMENT – ITEM FOR DECISION

**Members are requested to authorise the Mayor as Chair of the Council to sign Godalming Town Council’s Safety Policy Statement** (attached for the information of Members).

27. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 20 July 2023 at 6.30pm in the Council Chamber.

28. ANNOUNCEMENTS

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

14. GENERAL POWER OF COMPETENCE

1. BACKGROUND:

- 1.1 Parish and town councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that a town council has the power (under a specified statute) to undertake that activity.
- 1.2 Town councils have many specific powers (e.g. the provision of open spaces and recreational facilities) in addition to Section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for “purposes not otherwise authorised”. Typically, the expenditure on grants and sponsorship is covered by Section 137 of the Local Government Act, 1972.
- 1.3 Despite the wide range of powers, town councils are always at risk of being challenged, especially if they undertake an unusual activity.
- 1.4 In consequence, the Government introduced the “general power of competence” for town and parish councils. The power is set out in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8) and was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

2. LEGISLATIVE BACKGROUND:

- 2.1 The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in SI 965 that:

*“The Government’s intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers.”*

- 2.2 Under the legislation, eligible town councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible council has to ask itself if an individual is allowed to do it. If the answer is “yes”, then a town council is normally permitted to act in the same way.

3. TYPES OF ACTIVITIES:

- 3.1 Although the Government has given scant guidance on operation of the power, some activities covered by the legislation include:
  - running a community shop or post office;
  - lending or investing money;
  - establishing a company or co-operative society to trade and engage in commercial activity;
  - establishing a company to provide services such as local transport; or
  - providing grants to individuals.
- 3.2 The power is not restricted to use within the town – an eligible town council can use it anywhere.

#### 4. RESTRICTIONS AND RISKS:

- 4.1 The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. The general power of competence is a power; it cannot be used to raise the precept.
- 4.2 Existing duties remain in place, such as having regard to the likely effect on crime/disorder and biodiversity. There are also many existing procedural and financial duties that remain in place for the regulation of governance (e.g. no delegation to a single councillor). Furthermore, councils must comply with relevant existing legislation (e.g. employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).
- 4.3 If another council has a statutory duty to provide a service (e.g. education, social service, highways, footpaths, rights of way), it remains their duty to provide it. Nonetheless, eligible town councils may assist. The eligible town council would need to ask itself whether an individual, private company or community trust could help. If the answer is “yes”, the town council can assist.
- 4.4 Whist councils are encouraged to be innovative, they should be aware of the risks of:
- being challenged;
  - their trading activities damaging other local enterprises; and/or
  - damage to the council’s reputation and public money if a project or investment goes wrong.

#### 5. LOCAL GOVERNMENT ACT 1972 (s137):

- 5.1 Expenditure under the Local Government Act (s137) is limited and has to be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.
- 5.2 A council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area. However, Section 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

#### 6. ELIGIBILITY:

- 6.1 The three conditions for eligibility are set out in the Statutory Instrument (paragraph 1.4 above) as follows:
1. Resolution: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
  2. Electoral mandate: at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
  3. Qualified clerk: At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) AND pass the 2012 CiLCA module relating to the general power of competence.
- 6.2 Having decided at a full meeting of the council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes. The council is then required to revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the council to confirm that it still meets the criteria (if it



does). A 'relevant' annual meeting is the annual meeting of the council after the next ordinary election has taken place.

- 6.3 In consequence, eligibility remains in place until the 'relevant' annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected councillors it must also record its ineligibility at the next 'relevant' meeting.
- 6.4 There is no requirement for members to be trained in the general power of competence.
- 6.5 Godalming Town Council satisfies all the conditions as:
1. 100% of councillors are elected.
  2. The Town Clerk holds the Certificate in Local Council Administration (CiLCA).
  3. The Town Clerk has passed the CiLCA module on the general power of competence.

## **RECOMMENDATION**

It is recommended that the Town Council makes the following resolution:

The Town Council resolves from 18 May 2023, until the next relevant Annual Meeting of the Council (May 2027), that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

## GODALMING TOWN COUNCIL

### PROPOSED SCHEDULE OF MEETINGS 2023/24

<b><u>MAY 2023</u></b>				
4	LOCAL ELECTIONS			Bkd
11	COUNCILLORS' INDUCTION	7.00PM	WNC	✓
18	ANNUAL COUNCIL/MAYOR MAKING	8.00PM	Council Chamber/MP	✓✓
25	Environment & Planning	6.30PM	Council Chamber	✓
	Policy & Management	7.00PM**	Council Chamber	✓
	Audit (Election of Chair)	8.00PM**	Mayor's Parlour	✓
	Staffing (Election of Chair)	8.10PM**	Council Chamber	✓
<b><u>JUNE 2023</u></b>				
1	Environment & Planning	6.30PM	Council Chamber	✓
	Policy & Management	7.00PM**		✓
18	CIVIC SERVICE	3.00PM		
29	Environment & Planning	6.30PM	Council Chamber	
<b><u>JULY 2023</u></b>				
6	Audit	6.30PM	The Pepperpot	✓
	Staffing	7.00PM**		✓
13	Policy & Management	6.30PM	Council Chamber	✓
20	Full Council	6.30PM	Council Chamber	✓
	Environment & Planning	7.00PM**		✓
<b><u>AUGUST 2023</u></b>				
10	Environment & Planning	6.30PM	Council Chamber	✓
31	Environment & Planning	6.30PM	Council Chamber	✓
<b><u>SEPTEMBER 2023</u></b>				
7	Policy & Management (Grants)	6.30PM	Council Chamber	✓
14	Audit (Financial Regulations)	6.30PM	The Pepperpot	✓
	Staffing	7.00PM**		✓
21	Full Council	6.30PM	Council Chamber	✓
	Environment & Planning	7.00PM**		✓
<b><u>OCTOBER 2023</u></b>				
12	Environment & Planning	6.30PM	Council Chamber	✓
	Policy & Management	7.00PM**		✓

\*\* Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

<b><u>NOVEMBER 2023</u></b>				
2	Environment & Planning	6.30PM	Council Chamber	✓
12	REMEMBRANCE SUNDAY	9.15AM	Wilfrid Noyce Centre	✓
16	Staffing	6.30PM	The Pepperpot	✓
23	Environment & Planning Policy & Management (Revised Estimates & Budget)	6.30PM 7.00PM**	Council Chamber	✓ ✓
<b><u>DECEMBER 2023</u></b>				
14	Full Council (Precept) Environment & Planning	6.30PM 7.00PM**	Council Chamber	✓ ✓
<b><u>JANUARY 2024</u></b>				
11	Environment & Planning Policy & Management (Grant Budget Allocation)	6.30PM 7.00PM**	Council Chamber	✓ ✓
<b><u>FEBRUARY 2024</u></b>				
1	Environment & Planning Audit	6.30PM 7.00PM**	Council Chamber	✓ ✓
15	Full Council Staffing	6.30PM 7.00PM**	Council Chamber	✓ ✓
22	Environment & Planning	6.30PM	Council Chamber	✓
<b><u>MARCH 2024</u></b> (Maundy Thursday – 28 March 2024)				
14	ANNUAL TOWN MEETING	7.00PM	Council Chamber/MP	✓✓
21	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	✓ ✓
<b><u>APRIL 2024</u></b> (Easter Monday – 1 April 2024)				
4	Environment & Planning	6.30PM	Council Chamber	✓ ✓
18	Audit (Review System of Internal Control)	6.30PM	Pepperpot	✓
25	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	✓ ✓
<b><u>MAY 2024</u></b>				
2	Full Council (Annual Accounts)	6.30PM	Council Chamber	✓
16	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/MP	✓✓
23	Environment & Planning Policy & Management Audit (Election of Chair) Staffing (Election of Chair)	6.30PM 7.00PM** 8.00PM** 8.10PM**	Council Chamber Council Chamber Mayor's Parlour Council Chamber	✓ ✓ ✓ ✓

\*\* Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

**JUNE 2024**

13	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	✓ ✓
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**FESTIVALS:**

Spring Festival	(1 <sup>st</sup> Saturday in April)
Summer Festival	(1 <sup>st</sup> Sunday in July)
Staycation	(1 <sup>st</sup> complete week in August)
Christmas Festival	(Last Saturday in November)

<b>Event</b>	<b>Date</b>
King's Coronation Weekend	Friday, 5 to Monday, 8 May 2023
Annual Council/Mayor Making	Thursday, 18 May 2023
Godalming Run	Sunday, 21 May 2023
Town Show	Saturday, 3 June 2023
Summer Food Festival	Sunday, 3 July 2023
Staycation	Saturday, 5–Sunday, 13 August 2023
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16–Sunday, 17 September 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Light Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Friday, 1 December 2023
Churches Together Christmas Event	Saturday, 9 December 2023
Pancake Races (School Hols - 12 Feb to 16 Feb 2024)	<del>Tuesday, 13 February 2024</del>
Spring Festival – Spring into Godalming	Saturday, 6 April 2024
Annual Council/Mayor Making	Thursday, 16 May 2024
Godalming Run	TBC Sunday in May
Town Show	Saturday, 1 June 2024
Summer Food Festival	Sunday, 7 July 2024 – date tbc
Staycation	Saturday, 3–Sunday, 11 August 2024 – tbc
Godalming Green Gala	Saturday, 10 August 2024 – tbc
Heritage Weekend	Saturday, 14–Sunday, 15 September 2024 – tbc
Remembrance Sunday	Sunday, 10 November 2024
Christmas Festival & Lights Switch-On	Saturday, 30 November 2024
Farncombe Christmas Lights	Friday, 6 December 2024 – tbc

\*\* Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

## **SAFETY POLICY STATEMENT**

Godalming Town Council believes in providing a high quality service to its employees, visitors, contractors and users of its premises. Health and safety is an integral part of the Council's activity.

It is the policy of this Council to encourage all employees to be, not only aware of their legal responsibilities, but to be actively involved in developing a positive and progressive safety culture so that no one is exposed to risks to their health or safety as a result of the way the Council conducts its business.

In order to achieve the objectives of this policy the Council will comply with all of its legal duties by ensuring that:-

- Each employee is given such comprehensible relevant and appropriate information, instruction, and training as is necessary to enable the safe and healthy performance of work activities.
- The Town Clerk and Facilities Supervisor assess risks and introduce preventative and protective measures, so far as is reasonably practicable, or devise systems of work where significant risks to health and safety are identified. These preventative and protective measures or safe systems of work will be implemented and supervised to ensure any risks are reduced to an acceptable minimum.
- The working environment is maintained in a condition that it is safe, free from risks to health and that adequate facilities for employees' welfare at work are made.
- Adequate facilities and arrangements are maintained to enable staff to raise issues of health and safety.
- Procedures are devised that will ensure that all machinery and equipment purchased is suitable for its intended purpose and that any hazardous substances used or produced as a result of Council work are assessed and adequately controlled.
- Procedures are devised that ensure the affective planning, organisation, control, monitoring and review of health and safety in relation to Council buildings and activities is undertaken to include associated preventative and protective measures

Every member of staff has a legal duty to co-operate with the Council to assist in complying with all its statutory duties. The successful implementation of this policy requires total commitment from everyone in the Council from Members to staff at all levels. Each individual also has a legal obligation to take reasonable care for their health and safety and for the health and safety of people who may be affected by their acts or omissions.

Full details of the organisation and arrangements for health and safety are set out in other documents.

The Town Clerk will regularly monitor this policy to ensure that the objectives are achieved. It will be reviewed regularly and, if necessary, revised in the light of legislative or organisational changes.

Signed: \_\_\_\_\_ (Town Clerk) Date \_\_\_\_\_  
\_\_\_\_\_ (Mayor) Date \_\_\_\_\_

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or other registerable interest (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 registerable interest (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 Interests	Other Registerable Interests (Non-Pecuniary Interests)	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 registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.