

# **PARISH OF GODALMING**

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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, 25 APRIL 2019 at 7.00pm.

DATED this 18<sup>th</sup> day of April 2019.

Andy Jeffery  
Clerk to the Town Council

The meeting will be preceded by prayer with the Revd Sandra Platford 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 21 March 2019.

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 5.

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:

### **Staffing Committee**

#### **Policy on Exercise of Employer Discretions**

Godalming Town Council as an employer is under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which apply to the Local Government Pension Scheme ("the LGPS").

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

The Staffing Committee approved the Policy on Exercise of Employer Discretions (attached for the information of Members), and resolved that the policy should be recommended for adoption by Full Council.

Full Council is requested to resolve to approve the Policy on Exercise of Employer Discretions.

Additionally, Full Council is requested to note that in order to provide a consistent procedural approach to any request for a variation to the policy (as allowed for in the policy), Members of the Staffing Committee resolved to recommend the following addition to Standing Orders.

Standing Order Section 15/Committees/Staffing Committee/Standing Order 98 - Functions of the Staffing Committee.

- xvii. To consider any request by a claimant for variation under exceptional circumstances of the Council's discretionary powers as set out in the Council's Policy on the Exercise of Employer Discretions and to make recommendations thereon to the Full Council.

#### Review of Policy Documents

**Appraisal Scheme** – Members to note that the Staffing Committee reviewed the Staff Appraisal Scheme adopted July 2017 and with the exception of a requirement to amend all references to the 'Staffing Sub-Committee' to read 'Staffing Committee', approved the document and set the next review for 24 months' time.

**Standing Orders** – Members to note that the Staffing Committee considered the proposed amendments to Standing Orders relating to staffing matters and the functions of the Staffing Committee and resolved to recommend the amendments to Full Council. The amendments, including SO 98 xvii, have been incorporated into the Standing Orders document to be considered alongside the recommendations from the Policy & Management Committee.

#### Policy & Management Committee

##### Standing Orders

Members of the Policy & Management Committee noted those amendments which relate to staffing procedures and management had been reviewed and approved by the Staffing Committee (Min No 424-18 refers). As such, the Policy & Management Committee completed the review of Standing Orders and resolved to recommend the amended Standing Orders (attached for the information of Members) for adoption by Full Council.

Full Council is requested to resolve to approve the revised Standing Orders.

7. TO RECEIVE the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	18 April 2019
Policy & Management Committee	11 April 2019
Staffing Committee	28 March 2019

8. GODALMING JOINT BURIAL COMMITTEE – REPORT

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 4 April 2019.

9. REPORT OF THE INTERNAL AUDITOR

Members to consider the report of an internal audit conducted on 15 April 2019 by the Council's Internal Auditor, Mulberry & Co (the report will be circulated to Members as soon as it is available and will also be tabled at the meeting) and to note the comments of the Audit Committee thereon.

10. ANNUAL GOVERNANCE STATEMENT

Members are required to consider the Annual Governance Statement (attached for the information of Members) and the answers to the questions posed by the Statement.

Members are advised to consider the Audit Committee's recommended answers to those questions alongside the Annual Governance Statement. The Audit Committee's recommended answers will be circulated after the Audit Committee meeting to be held on 18 April 2019 and will also be tabled at the meeting.

11. ACCOUNTING STATEMENTS 2018/19

Members to consider and agree the Town Council's Accounting Statements for the Financial Year Ended 31 March 2019 (copy of Section 2 of the Annual Return is attached for the information of Members).

12. 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.

13. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 16 May 2019 at 7.00 pm in the Council Chamber.

14. ANNOUNCEMENTS

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

## **POLICY ON EXERCISE OF EMPLOYER DISCRETIONS**

Godalming Town Council as an employer is under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which apply to the Local Government Pension Scheme (“the LGPS”).

Godalming Town Council is also under a duty to formulate, publish and keep under review the policy that Godalming Town Council applies in exercising discretionary powers under Regulations relating to the payment of compensation to employees whose employment is terminated as a result of redundancy or certain other reasons.

This document is intended to comply with these duties and, in the following table, sets out the discretionary powers concerned, identifies the relevant Regulation that gives Godalming Town Council the discretion and describes how the discretion will be exercised.

The policy set out in this document will not be departed from except as provided for in the policy or following a variation to the policy approved by Godalming Town Council.

This statement is not a definitive statement of the law and is subject to the provisions of the relevant Regulations.

The Regulations that apply to the LGPS are:

- The Local Government Pension Scheme Regulations 2013 (these are referred to as the “Pensions Regulations”);
- The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (referred to as the “Transitional Regulations”);
- The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 applied to the LGPS before 1 April 2014, are preserved in part on a transitional basis by the Transitional Regulations (referred to as the “Benefits Regulations”).

The Regulations which apply to the payment of compensation to employees whose employment is terminated as a result of redundancy, other specified reasons or injury are:

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (referred to as the “Compensation Regulations”). The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 (referred to as the “Injury Regulations”).

In the table below:

- (1) "The Scheme" or "the Pension Scheme" means the LGPS and "the Fund" or "the Pension Fund" means the fund maintained under the LGPS;
- (2) "Member" means a member of the LGPS;
- (3) "Active Member" means a member in employment and paying, or treated as paying, contributions to the LGPS, or absent from employment for a reason mentioned in Regulation 11 of the Pensions Regulations;
- (4) References to a member with transitional protection are those who can count membership accrued before 1 October 2006 and who have statutory transitional protection under the Transitional Regulations, wholly or partly, from changes that would otherwise be made to their pension entitlements and/or from actuarial reductions that would otherwise be applied to their pension benefits as a result of the coming into force of the Pensions Regulations on 1 April 2014.
- (5) References to a member meeting "the 85 year rule" are those members whose age in whole years when added to the member's total membership in whole years is 85 years or more.

The power to exercise and to take any decision in relation to the each of the discretions is delegated to Godalming Town Council.

This statement was approved by Godalming Town Council and is intended to comply with Godalming Town Council's duties under Regulation 60 of the Pensions Regulations, Regulation 7 of the Compensation Regulations and Regulation 14 of the Injury Regulations.

No.	Area	Regulation	Discretion	Policy Summary	Explanation
1	<b>Whether to vary an employee's contribution band</b>	Regulations 9 and 10 Pensions Regulations	Members must pay pension contributions at the appropriate rate set on 1 April or the first day of active membership, if later. The employer may vary the contribution rate if there is a change in employment or a material change that affects the member's pensionable pay.	Godalming Town Council may vary the employee's contribution rate if there is a material change. Each case will be considered on its merits.	Contribution bands are set on 1 April but the employer may change them if a member changes jobs or has a material pay increase/decrease.
2	<b>Whether to increase assumed pensionable pay in certain specific circumstances</b>	Regulation 21(5), 21(5A) and 21(5B) Pension Regulations	If a member is absent as a result of illness, child related leave or reserve forces leave their pension benefits may be based on assumed pensionable pay (APP). If, in the employer's opinion, the member's APP is materially lower than their pay in the twelve months preceding the absence they can either include (1) a "regular" lump sum received during that period or (2) substitute a higher pensionable pay having regard for their earnings in that period.	Godalming Town Council may increase assumed pensionable pay. Each case will be considered on its merits.	If a member's APP is lower than their regular pensionable pay the employer can either substitute a higher rate of pay, based on the pay they received in the year before the absence began, or, include regular lump sums received during that period.
3	<b>Funding of Additional Pension Contributions</b>	Regulations 16(2)(e) and 16(4)(d) Pensions Regulations,	Whether to fund, in whole or in part, a shared cost additional pension contributions (SCAPC) on behalf of an active member by regular contributions (Regulation 16(2)(e)) or by lump sum (Regulation 16(4)(d)). <b>Note:</b> The amount of additional pension that may be credited to an active member's pension accounts may not exceed the overall additional pension limit of £6,822 (April 2018 and uplifted annually).	Godalming Town Council will not normally contribute towards APCs. Any claims for exceptional treatment will be considered on its merits.	The employing authority can choose to pay additional pension contributions on behalf of active employees.

4	<b>Shared Cost Additional Voluntary Contributions (SCAVCs)</b>	Regulation 17(1) and Schedule 1 (definition of SCAVC) Pension Regulations.	Whether to contribute towards a Shared Cost Additional Contribution arrangement. Pre-2014 SCAVCs also fall under Regulation 17 by virtue of Regulation 15(2A) Transitional Regulations.	Godalming Town Council will not normally contribute towards SCAVCs. Any claims for exceptional treatment will be considered on its merits.	An employer can choose to contribute towards a SCAVC.
5	<b>Whether to grant early payment of pension on compassionate grounds (pre-1st April 1998 leavers)</b>	Regulation D11(2)(c) of 1995 Regulations	Whether to agree to early payment of pension benefits from age 50 on compassionate grounds. The employer should note that pension benefits paid before age 55 may attract an unauthorised payments surcharge and they may have to pay a strain cost because the pension benefits cannot be reduced.	Godalming Town Council will not normally agree to early payment of pension. Any claims for exceptional treatment will be considered on its merits.	The employer may agree to payment from age 50, but they may incur an unauthorised payments surcharge and/or a capital cost.
6	<b>Flexible Retirement</b>	Regulation 30(6), Pensions Regulations Regulations 11(2) and (3) of Transitional Regulations	Whether to agree to an employee aged 55 or over reducing their hours of work or their grade so that they may receive all or some of their retirement pension while still employed. Whether, in addition to any pre-1 April 2008 pension benefits which the member must draw, to permit the member to draw; (a) all, part or none of benefits accrued between 1st April 2008 and 31st March 2014 and (b) all, part or none of the pension benefits built up after 31st March 2014.	Godalming Town Council will not normally award flexible retirement. Any claims for exceptional treatment will be considered on its merits.	The employing authority can agree to an employee aged 55 or over drawing all or some of their pension and continuing to work in the same employment on reduced hours, pay or grade. The employer should note that granting consent would trigger the 85-year rule and may require a capital payment.
7	<b>Switching-on the 85-year rule</b>	Schedule 2 of Transitional Regulations	Whether to switch on the 85-year rule under Regulation 1(2) and 1(3) of Schedule 2 of the Transitional Regulations.	Godalming Town Council will not normally switch-on the 85-year rule. Any claims for exceptional treatment will be considered on its merits.	The employer can agree to switch on the 85-year rule, which may mitigate reductions that would, otherwise, apply but the employer may have to make a capital payment.

8	<b>Waiving of Actuarial Reduction to Pensions</b>	Regulation 30(8), Pensions Regulations Schedule 2 of Transitional Regulations	(Post 2014) Whether to agree to waive, in whole or in part, any actuarial reduction that would otherwise apply to the pension paid to a former employee aged 55 or over under 30(5) or 30(6) [flexible retirement] using regulation 30(8) of the Pension Regulations. (Pre-2014) Whether to waive actuarial reductions entirely under 30(5) or 30A(5) [deferred pensioner members] of the Benefits Regulations and Regulation 2(1), of Schedule 2 of the Transitional Regulations.	Godalming Town Council will not normally waive actuarial reductions. Any claims for exceptional treatment will be considered on its merits.	The employing authority can agree to waive reductions to the pension of a member aged 55 or over who has left employment or been granted flexible retirement. The employer may be required to make a capital payment if they do so. The employing authority can agree to waive reductions to the pension of a member aged 55 or over who has left employment or been granted flexible retirement. The employer may be required to make a capital payment if they do so.
9	<b>Award of Additional Pension</b>	Regulation 31, Pensions Regulations	To award additional pension at full cost to the employer:  (1) an active member; or  (2) a former active member who was dismissed by reason of redundancy, business efficiency or mutual consent on grounds of business efficiency.  <b>Note:</b> Any additional pension awarded (including any additional pension purchased by the employer or the member under Regulation 16 of the Pensions Regulations) may not exceed the overall additional pension limit of £6,822 (April 2018 and uplifted annually). Additionally, in the case of a member falling within (2) above, the	Godalming Town Council will not normally award additional pension. Any claims for exceptional treatment will be considered on its merits.	This means the employing authority has the power to award additional pension to an active member. The employer can also award additional pension to members who leave on the grounds of redundancy, business efficiency or mutual consent on grounds of business efficiency – up to six months after termination. The employer would be required to make a capital payment (in addition to the cost of purchase) if the member retired early on any grounds apart from permanent ill-health.



			resolution to award additional pension must be made within 6 months from the date on which the employment ended.		
10	<b>Aggregation of Benefits: Concurrent Employments</b>	Regulation 22 (7)(b), Pensions Regulations	Whether to allow an active member with concurrent employments, who ceases an employment with an entitlement to a deferred pension, more than 12 months to elect <b>not</b> to have their deferred pension aggregated with their active member's pension account.	Godalming Town Council will not normally extend the deadline. Any claims for exceptional treatment will be considered on its merits.	The employing authority can allow a member who leaves one of two (or more) employments - held at the same time - longer than 12 months to elect <b>not</b> to combine the deferred pension with the ongoing active pension.
11	<b>Aggregation of Benefits: Deferred Member becoming Active Member</b>	Regulation 22 (8)(b), Pensions Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect <b>not</b> to have their deferred benefits aggregated with the benefits in their active member's pension account.	Godalming Town Council will not normally extend the deadline. Any claims for exceptional treatment will be considered on its merits.	The benefits are usually aggregated (joined-up), <b>unless</b> the member elects to keep them separate. The employing authority can agree to a former member having longer than 12 months to choose not to combine their pensions.
12	<b>Aggregation of Benefits: Deferred Member becoming Active Member (pre-2014 membership)</b>	Regulation 10(6)(b) Transitional Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to <b>elect</b> for their pre-2014 deferred benefits to be aggregated with their active member's pension account (but, technically, they would lose the final salary link if they have not made an election under 5(5) Transitional Regulations within twelve months of becoming an active member of 2013 scheme).	Godalming Town Council will not normally extend the deadline. Any claims for exceptional treatment will be considered on its merits.	The pre-2014 preserved benefits will be kept separate <b>unless</b> the member makes a positive election to aggregate them. The employing authority can agree to a former member having longer than 12 months to choose to combine their pensions.

13	<b>Inward Transfer of Pension Rights</b>	Regulation 100, Pensions Regulations	<p>Whether to allow an employee who has been an active member in their current employment for more than 12 months to ask for the transfer of certain accrued pension rights to be considered.</p> <p><b>Note:</b> Regulation 100(6) of the Pensions Regulations requires that a request must be made within 12 months beginning with the date on which the member first became an active member in an employment or such longer period as the employer and the Administering Authority may allow. The discretion is, therefore, only exercisable if <b>both</b> the Employing Authority and the Administering Authority agree.</p>	Godalming Town Council will not normally extend the deadline. Any claims for exceptional treatment will be considered on its merits.	Members who have been in the pension scheme for more than twelve months can ask for a transfer-in to be considered - but it will only be investigated if <b>both</b> the employing authority and the administering authority agreed.
14	<b>Redundancy Payments</b>	Regulation 5, Compensation Regulations 2006	Whether to base redundancy pay on actual pay where actual pay exceeds the statutory maximum under the Employment Rights Act 1996 (£508.00 from April 2018).	Godalming Town Council will not normally pay statutory improved redundancy payments. Any claims for exceptional treatment will be considered on its merits.	The employer can base the calculation of a week's pay for redundancy on actual pay if it is higher than the statutory limit (currently £508 in April 2018).
15	<b>Compensation for loss of Employment</b>	Regulation 6, Compensation Regulations 2006	<p>Whether to pay compensation to a person whose employment ceases</p> <ul style="list-style-type: none"> <li>- by reason of redundancy;</li> <li>- in the interests of the efficient exercise of the employing authority's functions; or</li> <li>in the case of a joint appointment, because the other holder of the appointment leaves</li> </ul> <p><b>Note:</b> Compensation may not be paid under this Regulation if:</p> <ul style="list-style-type: none"> <li>- a person's period of membership of the Pension Scheme has been</li> </ul>	Godalming Town Council will not normally award compensation for loss of employment. Any claims for exceptional treatment will be considered on its merits.	The employing authority can make an award of up to 104 week's pay (less any redundancy payment payable).

			<p>increased under Regulation 12 of the Benefits Regulations 2007 (see above); or</p> <p>- a person has been awarded an additional pension under Regulation 13 of the Benefits Regulations 2007 see above).</p> <p>In all cases the amount of compensation paid under this Regulation may not exceed 104 weeks' pay less any redundancy payment payable.</p> <p>In all cases the decision to pay compensation under this Regulation must be made no later than 6 months after the date of termination of the person's employment.</p>		
16	<b>Injury Allowances</b>	14(1) of the Compensation Regulations 2011	<p>Scheme employers (LGPS employers), <b>apart from admission bodies</b>, must formulate, publish and keep under review a policy on:</p> <p>1. whether to make an injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and in consequence of which they:</p> <p>o - suffer a reduction in remuneration, or</p> <p>o - cease to be employed as a result of an incapacity which is likely to be permanent and which was caused by the injury or disease, or</p>	Godalming Town Council will not normally pay injury allowance. Any claims for exceptional treatment will be considered on its merits.	An employing authority may award an injury allowance to employees who contract an injury or illness related to their employment.

			<p>o - die leaving a surviving spouse, civil partner or dependant, and</p> <p>2. if the Scheme employer has a policy to make such payments, how it will determine the amount of injury allowance to be paid?</p>		
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# **GODALMING TOWN COUNCIL**

## **STANDING ORDERS**

**Reviewed by Staffing Committee  
28 March 2019**

**Reviewed by Policy & Management Committee  
11 April 2019**

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## Section One: Meetings

Mandatory for Full Council meetings ●

Mandatory for committee meetings ●

References to committees shall apply equally to sub-committees

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. **The minimum three clear days for notice of a meeting does not include 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. ●**
3. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice. ●**
4. **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. ● ●**

### **Public Questions and Statements**

5. A standard item will appear on all agendas of Ordinary Meetings of the Council and Standing Committees to allow, at the discretion of the Town Mayor/Chairman, those members of the public 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 make representations, ask or answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or other matters not on the agenda:
  - i. The period of time designated for public participation at a meeting in accordance with Standing Order 5 shall not exceed 15 minutes unless directed by the chairman of the meeting.

- ii. Subject to Standing Order 5i. a member of the public shall not speak for more than three minutes.
- iii. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.
- iv. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- v. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

### **Questions by Members**

- 6. At a Council meeting, any member of the Council may ask a question of the Town Mayor/Chairman or the Town Clerk which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given.
  - i. Notice of the question must be given in writing and delivered to the Town Clerk at least two clear working days before the meeting, signifying to whom the question is put.
  - ii. A reply to the question can be given verbally at the meeting or by written reply or by indicating that the question will be referred to a future meeting of the Council or of a Committee, Working/Task Group
  - iii. 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 questions.
  - iv. Each question will be put and answered without discussion but the person questioned may decline to answer.
  
- 7. **Subject to Standing Order 8 below, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of the meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report of commentary is available as the meeting takes place or later to persons not present.**
  
- 8. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. ●●**

9. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. ● ●**
10. **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one). ●**
11. **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman (if there is one), 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. ●**
12. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. ● ●**
13. **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 28 and 29 below.) ● ●**
14. **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. ●**
15. The minutes of a meeting shall include an accurate record of the following:
  - i. The time and place of the meeting;
  - ii. The names of councillors who are present and the names of councillors who are absent;
  - iii. Interests that have been declared by councillors and non-councillors with voting rights;
  - iv. The grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered
  - vi. If there was a public participation session; and

- vii. The resolutions made.
- 16. A councillor shall submit apologies for absence to the Town Clerk prior to a meeting.
- 17. 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.
- 18. **A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on the matter.** ●●
- 19. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. ●●
- 20. 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*

21. **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.**
22. **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.**
23. **If no other time is fixed, the annual meeting of the Council shall take place at 6.00pm.**
24. **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.**
25. **The first business conducted at the annual meeting of the Council shall be the election of the Chairman (Town Mayor) and Vice-Chairman (Deputy Town Mayor) (if there is one) of the Council.**
26. **The Town Mayor (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 (Chairman of the Council) is elected at the next annual meeting of the Council.**
27. **The Deputy Town Mayor (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 (Chairman of the Council) at the next annual meeting of the Council.**
28. **In an election year, if the current Town Mayor (Chairman 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.**
29. **In an election year, if the current Town Mayor (Chairman of the Council) 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 shall give a casting vote in the case of an equality of votes.**

30. Following the election of the Town Mayor (Chairman of the Council) and Deputy Town Mayor (Vice Chairman of the Council) (if there is one) at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Town Mayor (Chairman of the Council) and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor (Chairman of the Council) of his acceptance of office form unless the Council resolves for this to be done at a later date.**
  - ii. 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.
  - iii. Receipt of nominations to existing committees.
  - iv. 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.
  - v. Review and adoption of appropriate Standing Orders and Financial Regulations.
  - vi. In a year of elections, review of arrangements for the Godalming Joint Burial Committee and receipt of nominations to that Committee.
  - vii. Review of representation on or work with external bodies and arrangements for reporting back.
  - viii. 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.
  - ix. 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/Responsible Finance Officer/Leader of the Council

### Proper Officer

31. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
32. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Finance Officer.
33. The Proper Officer shall:
  - i. **At least three clear days before a meeting of the Council, a committee or sub-committee,**
    - **Serve on councillors by delivery or post at their residence or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See Standing Order 2 for the meaning of clear days for a meeting of the Full Council and Standing Order 3 meeting of a committee.*

- ii. Subject to Standing Order 36-43, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming withdrawal of it;
- iii. **Convene a meeting of the Council for the election of a new Town Mayor (Chairman of the Council), occasioned by a casual vacancy in his office;**
- iv. **Facilitate inspection of the minute book by local government electors;**
- v. **Receive and retain copies of byelaws made by other local authorities;**
- vi. Hold acceptance of office forms from councillors;
- vii. Hold a copy of every councillors' register of interests;
- viii. Assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in

- accordance with the Council's relevant policies and procedures;
- ix. Liaise, as appropriate, with the Council's Data Protection Officer;
  - x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - xi. Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information and other legitimate requirements (e.g. The Limitation Act 1980);
  - xii. Arrange for deeds to be executed; (*see also Standing Orders 91 & 92*);
  - xiii. After consultation with the Chairman of the Policy & Management Committee, and where appropriate the Chairman of the Joint Burial Committee, along with the appropriate Wards Members, respond on behalf of Godalming Town Council/Godalming Joint Burial Committee to interested party's planning notification letters received by Godalming Town Council or the Joint Burial Committee relating to applications on premises adjacent to council land/property;
  - xiv. Manage access to information about the Council via the publication scheme; and
  - xv. Retain custody of the seal of the Council (if there is one) which shall not be used without resolution to that effect. (*See also Standing Orders 91 & 92*).

**Responsible Finance Officer**

34. 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

**Leader of the Council/Spokesperson**

35. At the Annual Council Meeting the Council will appoint a Leader of the Council who will normally hold the position of Chairman of the Policy & Management Committee.

Since no individual Member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Leader to undertake overall management of the business of the Council, including:

- Day to day decisions on the implementation of Council Policy
- Overseeing work to implement Council Strategy
- Managing Urgent Business



- Liaising with political groups to propose a consensus on Council priorities

It should be noted that the Leader of the Council is a political position and does not replace or usurp the statutory position and role of the Mayor as Chairman of the Council

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

36. In accordance with Standing Order 33ii 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.
37. The Proper Officer may, before including a motion in the agenda received in accordance with Standing Order 36 above, correct obvious grammatical or typographical errors in the wording of the motion.
38. If the Proper Officer considers the wording of a motion received in accordance with Standing Order 36 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.
39. 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.
40. Having consulted the Chairman or councillors pursuant to Standing Order 39 above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
41. Motions received shall be recorded and numbered in the order that they are received.
42. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for the rejection.
43. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

## Section Five: Motions not requiring written notice

44. The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. To correct an inaccuracy in the draft minutes of a meeting;
  - ii. To move to a vote;
  - iii. To defer consideration of a motion;
  - iv. To refer a motion to a particular committee or sub-committee;
  - v. To appoint a person to preside at a meeting;
  - vi. To change the order of business on the agenda;
  - vii. To proceed to the next business on the agenda;
  - viii. To require a written report;
  - ix. To appoint a committee or sub-committee and their members;
  - x. To extend time limits for speaking;
  - xi. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. To not hear further from a councillor or a member of the public;
  - xiii. To exclude a councillor or member of the public for disorderly conduct;
  - xiv. To temporarily suspend the meeting;
  - xv. To suspend a particular Standing Order **(unless it reflects mandatory statutory or legal requirements)**;
  - xvi. To adjourn the meeting;
  - xvii. To close the meeting.

## Section Six: Rules of debate

45. 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.
46. Subject to Standing Orders 36-43 above, a motion shall not be considered unless it has been proposed and seconded.
47. Subject to Standing Order 33ii above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
48. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
49. 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.
50. 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.

51. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
52. 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.
53. One or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
54. The number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
55. If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.

56. 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.
57. The mover of an amendment has not right of reply at the end of debate on it.
58. 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.
59. Unless permitted by the Chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. To speak on an amendment moved by another councillor;
  - ii. To move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. To make a point of order;
  - iv. To give a personal explanation; or
  - v. To exercise a right of reply.
60. 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.
61. A point of order shall be decided by the Chairman and the Chairman's decision shall be final.
62. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
63. Subject to Standing Order 60 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 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.
64. Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
65. Excluding motions under Standing Order 62, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the Chairman of the meeting.

## Section Seven: Code of Conduct

66. All councillors shall observe the Code of Conduct adopted by the Council.
67. 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 the disclosable pecuniary interest existed.
68. **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.
69. 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 for which the dispensation is required and that decision is final.
70. 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
71. Subject to standing orders 68 and 69 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 for which the dispensation is required.
72. **A dispensation may be granted in accordance with standing order 69 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**

73. Upon notification by the Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to Standing Orders 158 to 161, report the matter to the Council.
74. Where notification in Standing Order 73 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Town Mayor (Chairman of the Council) of this fact, and the Town Mayor (Chairman of the Council) shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 75.
75. The Council may:
- i. Provide information or evidence where such a disclosure is necessary to investigate the complaint or it is a legal requirement;
  - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for the investigation of the matter.
76. **Upon notification by the Borough 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:**

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## Section Nine: Minutes

77. 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.
78. 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 44i above.
79. 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.
80. 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.”
81. Following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## **Section Ten: Disorderly conduct**

82. 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.
83. 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.
84. If a resolution made under Standing Order 83 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**

85. 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.
  
86. When a special motion or any other motion moved pursuant to Standing Order 85 above has been disposed of, no similar motion may be moved within a further 6 months. This Standing Order and Standing Order 85 shall apply mutatis mutandis to the proceedings of Committees.

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

87. 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 Town Mayor's (Chairman of the Council's) casting vote.

## Section Thirteen: Accounts & accounting statements

88. Accounts and Accounting Statement

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Finance Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. The Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. The Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. The balances held at the end of the quarter being reported, and

Which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

89. As soon as possible after the financial year end at 31 March, the Responsible Finance Officer shall provide:

- a. Each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- b. To the Council the accounting statement for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

90. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The annual governance and accountability return of the Council, which is subject to external audit,

including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

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

91. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
  
92. **In accordance with a resolution made under Standing Order 91 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 (Chairman of the Council) or in the Town Mayor's (Chairman of the Council's) absence the Deputy Town Mayor and another member of the Council. Both the Town Mayor (and Deputy Town Mayor) and the member shall sign the deed as witnesses.**



## Section Fifteen: Committees

*See also Standing Orders 1- 20 above*

93. 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
  - Mayoralty Committee
  - Audit Committee
  - Staffing Committee
94. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- a. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

The terms of reference of the standing committees shall be as follows:

### **Policy & Management Committee**

95. Purpose of the Policy & Management Committee

To address and, where appropriate, formulate policy 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, media relations, external relationships, committee arrangements and day to day business and to discharge the Council's functions relating to the local environment and infrastructure

96. 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 approve charges for the use of Council properties; and on other fees and charges;
- ix. To decide on applications for grants made by local organisations;
- x. To ensure the proper management of the properties and amenities owned, controlled or provided by the Council;
- xi. To develop strategy on media relations, and to formulate policy on public participation;
- xii. In consultation with the Town Clerk, to agree priorities for the Management of Committee business;
- xiii. To recommend appointment to outside bodies;
- xiv. To act as a channel for communications with external organisations;
- xv. To oversee the maintenance and development of the Council's website.
- xvi. 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;
- xvii. 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;
- xviii. To consider and comment on applications for planning permission and other matters within the terms of the Town and Country Planning Acts and related legislation which have been referred to the committee by a ward councillor;
- xix. On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters.

### **Staffing Committee**

97. Purpose of the Staffing Committee

To consider all matters relating to the appointment and management of Council staff.

98. Functions of the Staffing Committee

- i. 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 of the Town Clerk and Responsible Finance Officer
- ii. To provide support to and management of the Town Clerk. Monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave.
  - iii. Review employee's remuneration and make recommendations thereon to The Council
  - iv. Review Conditions of Employment, Contracts of Employment and Job Descriptions as appropriate to ensure they meet the needs of the Council and comply with relevant legislation and established good practice
  - v. To review the staffing structures to ensure they are sufficient to deliver the aims of The Council
  - vi. Develop, implement and review Employment related Policies
  - vii. Manage The Council's compliance with Employment legislation
  - viii. Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system
  - ix. Provide appropriately trained Members to conduct the Appraisal(s) of the Town Clerk
  - x. Set appropriate SMART objectives for the Town Clerk based on the aims and priorities of The Council
  - xi. Hold regular informal meetings with the Town Clerk and Staff to discuss and review employment matters
  - xii. Ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.
  - xiii. Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding
  - xiv. Manage Disciplinary and Grievance procedures in accordance with the appropriate council policy and processes
  - xv. Where necessary recommend appropriate actions to The Council
  - xvi. If required appoint an appeals panel drawn from Members of the Staffing Committee or from an external body as appropriate to the circumstances and in accordance with appropriate council policy and procedures
  - xvii. To consider any request by a claimant for variation under exceptional circumstances of the Council's discretionary powers as set out in the Council's Policy on the Exercise of Employer Discretions and to make recommendations thereon to the Full Council.

99. Delegated Spending Authority

In order to undertake its functions, the Staffing Committee is authorised to spend up to £5,000 per annum allocated from the professional fees revenue budget when such expenditure is agreed by a resolution of the committee. Expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Council or, if expediency is required the Policy & Management Committee.

**Mayoralty Committee**

100. Purpose of the Mayoralty Committee

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

101. Functions of the Mayoralty Committee

- i. To recommend to the Full Council a policy for the appointment of Town Mayor (Chairman of the Council) and Deputy Town Mayor and to keep it under review;
- ii. To nominate a Town Mayor (Chairman of the Council) and Deputy Town Mayor each year for approval by the Council;
- iii. To consider and determine in consultation with the Town Mayor (Chairman of the Council) 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 (Chairman of the Council).

**Audit Committee**

102. 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.

103. 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;
- v. To consider the audited accounts and report on them to the Council;
- vi. To oversee the Council's banking and investment arrangements and keep investment policy under review

### **Accountability of Committees**

104. The Standing Committees shall be accountable to the Council and shall report to each meeting of the Council except for the Statutory Annual Meeting.

### **Composition of Committees**

105. The Policy & Management Committee shall comprise 19 councillors. The Town Mayor (Chairman of the Council) shall not be a member of the Policy & Management Committee. The Town Clerk shall be responsible for Clerking the Policy & Management Committee.
106. The Staffing Committee shall comprise six councillors of whom one will be the Chairman of the Policy & Management Committee, The Town Mayor (Chairman of the Council) shall not be a member of the Staffing Committee
107. The Chairman of the Staffing Committee shall be responsible for nominating the Committee Clerk, who may be drawn from The Council's Officers or Committee Members as appropriate, the Chairman is to ensure that minutes are provided to the Town Clerk within 4 working days of the close of the meeting.
108. The Mayoralty Committee shall comprise six councillors of which at least three (if that is possible) shall have served as Town Mayor (Chairman of the Council). The Town Clerk shall be responsible for Clerking the Mayoralty Committee and shall call meetings of the committee as required.
109. The Audit Committee shall comprise five councillors, one of whom shall be a Godalming Town Council member of the Godalming Joint Burial Committee, The Town Mayor (Chairman of the Council) shall not be a member of the Audit Committee. The Responsible Finance Officer shall be responsible for Clerking the Committee.

### **Substitutes**

110. With the exception of the Policy & Management Committee, substitutes may be used when councillors are unable to attend a meetings of a committee of the Council. Such substitutes may be called for any Committee meeting up to 4.00 pm on the day of the meeting.
111. Substitutes shall be of the same political group as that of the councillor being substituted.
112. A maximum of three substitutes per Committee shall be permitted.

### **Frequency of Committee Meetings**

113. As far as practicable the Policy & Management Committee will meet approximately every six weeks. All other committees will meet as and when required.

### **Appointment of Committee Members**

114. As soon as practicable once the political representation of the council is determined, the Town Clerk shall determine the number of places on Committees which are to be filled by the members of each political group, ensuring, as far as possible, that the allocation of places reflects the balance of political representation on the Council as a whole.
115. At the annual meeting of the Council, the Council shall seek nominations and appoint councillors to Committees in line with the provisions of Standing Order 114.

### **Term of Office of Standing Committees**

116. 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**

117. Each Standing Committee shall elect a Chairman and Vice-Chairman from among their number at meetings convened for this purpose. 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**

118. With the exception of reports and confidential papers of the Staffing Committee, and confidential papers relating to other committees, which shall only be circulated to members of the relevant committee, agendas and any supporting papers, reports and minutes of all standing committees shall be circulated to all councillors at the same time as they are circulated to members of committees
119. 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.
120. The provisions of Standing Orders 1 to 20 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 councillors 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.
121. 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.

### **Scheme of Delegation**

122. The Councils Scheme of Delegation authorises Standing Committees of the Council, the Proper Officer and the Responsible Finance Officer to act within delegated authority in the specific circumstances detailed. These delegations are necessary for the effective day to day running of the Council. The Scheme of Delegation shall be reviewed by the Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

### **Godalming Joint Burial Committee**

123. At the Annual 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**

124. 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.
125. Each Working Party will provide a regular update to the 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.

### **Ad hoc Advisory Committees**

126. 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.
127. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
128. The provisions of Standing Orders 1 to 20 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.

129. 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 in accordance with Standing Order 119 above and will be received on the next agenda of the parent Committee.

## **Section Sixteen Extraordinary meetings**

*See also Section One above*

130. **The Town Mayor (Chairman of the Council) may convene an extraordinary meeting of the Council at any time.**
131. **If the Town Mayor (Chairman of the Council) 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.**
132. The Chairman of a committee may convene an extraordinary meeting of the committee at any time.
133. If the Chairman of a 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. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by two councillors.

## **Section Seventeen: Financial controls & procurement**

134. 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:
- a. The keeping of accounting records and systems of internal controls;
  - b. The assessment and management of financial risks faced by the Council;
  - c. The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - d. The inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - e. Whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
135. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
136. **Public contracts must be made in accordance with Financial Regulations Section II.**

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

137. Canvassing councillors or the members of a 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.
138. A councillor or a member of a 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.
139. 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**

140. 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, and request a copy for the same purpose. The minutes of meetings of the Council, or its committees shall be available for inspection by councillors.
141. 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
142. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
143. A councillor in breach of the provisions of Standing Order 143 above may be removed from a committee by a resolution of the Council
144. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council or a 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**

145. 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 4 above.
146. Subject to the Council's policy regarding absences from work, the Leader of the Council and Chairman of the Staffing 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 Committee.
147. Annual staff appraisals shall be conducted in accordance with the Council's Appraisal Scheme
148. All grievance matters shall be handled in accordance with the Council's adopted Grievance Policy and Procedures.
149. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
150. 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.
151. 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.
152. Only the Town Clerk, or the appropriate line manager or the Chairman of the Staffing Committee or, in the absence of the Chairman, the Vice-Chairman of the Staffing Committee shall have access to employee records referred to in Standing Orders 150 and 151 above if so justified
153. Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 150 and 151 above shall be provided only to the Town Clerk or the Chairman of the Staffing Committee.

## **Section Twenty-one: Responsibilities to provide information**

154. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
155. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

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

156. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.



## **Section Twenty-three: Responsibilities under data protection legislation**

157. *The Council's responsibilities under the data protection legislation includes the following, this list is not exclusive, see also Standing Orders section 24 Management of Information.*

- a. **The Council shall appoint a Data Protection Officer.**
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

## **Section Twenty-four: Management of information**

(See also Standing Order 155 & 156)

158. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
159. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (eg. The Limitation Act 1980).**
160. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
161. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

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

162. 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.
163. 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.
164. 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.
165. The Chairman's decision as to the application of Standing Orders at meetings shall be final.

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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 this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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 this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<i>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.</i>
1. Balances brought forward			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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></i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## 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.