

PARISH OF GODALMING

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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, 26 SEPTEMBER 2019 at 7.00pm.

DATED this 20th day of September 2019.

Andy Jeffery
Clerk to the Town Council

The meeting will be preceded by prayer with the Revd James Rattue of the St Johns, Farncombe 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.

AGENDA

1. **MINUTES**

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 25 July 2019.

2. **APOLOGIES**

TO RECEIVE apologies for absence.

3. **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.

4. **WELCOME REMARKS**

The Mayor to welcome members of the public and guests

5. **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 chairman of the meeting,

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

- 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.

6. QUESTIONS BY MEMBERS

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

7. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

Members to receive a letter from the Rt Hon Jeremy Hunt MP in response to a letter sent.

8. PRESENTATION BY SURREY POLICE

Members to receive a presentation from Inspector Gary Smith, Waverley Borough Commander.

9. ENVIRONMENT & PLANNING COMMITTEE – ITEM FOR DECISION

Recommendations:

1. **Members to resolve to the formation of an Environment & Planning Committee as of January 2020.**

If recommendation 1 above is approved, Members are requested to:

2. **Resolve to approve actions indicated at para 2.c.**
3. **Resolve to approve the Terms of Reference of the Environment & Planning Committee as detailed at para 4.**
4. **Resolve to approve the composition of the Environment & Planning Committee as detailed at para 5.**
5. **Resolve to approve amendments to Standing Orders as detailed in Annex A.**

Introduction

- a. Members have indicated a wish to have a more structured and formal approach for Godalming Town Council (GTC) to engage with the planning process through its role as a statutory consultee. Likewise, some Members have also mooted that they would wish to see a specific committee to undertake responsibility for environmental matters. If Members wish that a committee is formed on this basis ie. an Environment & Planning Committee, this would need to be considered alongside the available resources and support structures.
- b. On the basis that Members wish the introduction of a process that enables consideration of environmental and planning issues within the current staffing resource, Members are requested to consider the attached report, and if minded to resolve to approve the recommendations set out above.
- c. If Members approve the formation of the Environment & Planning Committee substantive changes to Section 15 of Standing Orders will be required. A copy of the amended Section 15 is attached for the information of Members. It should be noted numbering of subsequent paragraphs as required will be automatically implemented.

10. COMMITTEE CHAIRS' & GROUP LEADERS' MEETINGS (CCM) – ITEM FOR DECISION

Recommendations:

- 1. Members to resolve to approve the holding of Committee Chairs' & Group Leaders' Meetings.**

If recommendation 1 above is approved, Members are requested to:

- 2. Resolve to approve the Terms & Conditions of the Committee Chairs' & Group Leaders' Meeting**

Introduction

Godalming Town Council is managed by Full Council and a number of Committees, additionally the Town Council staff are also responsible for the implementation of decisions made by the Godalming Joint Burial Committee. Whilst it is the Town Clerk's responsibility to manage staff resource in order to support the decisions of the Council and its committees, it is for Members to set the delivery priorities.

In delivering Members' priorities, there may be a number of work strands being undertaken or explored, the aim of the Committee Chairs' & Group Leaders' Meeting (CCM) is to enable the Town Clerk to discuss progress on a range of issues in an informal, collaborative environment which allows the Chairs and Group Leaders to highlight issues that may be concerning Members and for Staff to seek guidance outwith of formal meetings.

If Members are minded to approve the formation of the CCM the suggested Terms of Reference are attached for Members' consideration and approval.

11. SCHEDULE OF MEETINGS – ITEM FOR DECISION

Recommendation:

- 1. Members to resolve to approve amendments to the 2019/2020 published schedule of meetings.**
- 2. Members to resolve to adopt the 2020/2021 schedule of meetings.**

If Members resolve to approve the formation of an Environment & Planning Committee as set out at agenda item 8, Members are requested to consider the amendments proposed to the 2019/2020 schedule of meetings and the proposed schedule of meetings for the civic year 2020/2021 and if content to approve the schedules (both schedules attached for the information of Members).

12. RECEIPT OF COMMITTEE CHAIR REPORTS

To receive Chair reports of the Committees as under:

Policy & Management Committee

Programme 2019-2023 – Item For Decision

Recommendation:

Members are requested to resolve to approve the adoption of the Godalming Town Council Programme 2019-2023 (attached for the information of Members).

Established by the Policy & Management Committee on 22 May 2019 (Min No 41-19 refers) the Aims & Objectives Working Group, submitted proposals on 5 September to set the aims and objectives of this Council for the period June 2019-April 2023.

Having considered the proposals put forward, Members resolved to approve that the Programme 2019-2023 Document is forwarded for consideration and adoption by Full Council.

If Members are minded to adopt the Godalming Town Council Programme 2019-2023, Members are requested to note that the Policy & Management Committee resolved that if adopted by Full Council, the Aims & Objectives Working Group be requested to bring forward further proposals relating to a Delivery Plan to develop the programme into detailed objectives, accountabilities and target dates.

Policy Review – Safeguarding Policy – Item For Decision

Recommendation:

Members are requested to resolve to approve the adoption of the Godalming Town Council Safeguarding Policy.

Having considered the Safeguarding Policy on 5 September 2019, Members considered that amendments should be made relating to regular hirers having risk assessed safeguarding issues, irrespective of whether they organised activities specifically for children/vulnerable adults or not. As such, Members are requested to consider the amended policy document (attached for the information of Members) and if content to resolve to adopt the policy.

Staffing Committee

Policy Review – Item For Decision

Recommendation:

Full Council to resolve to agree to adopt the policy documents listed below.

Having agreed amendments to the original July 2018 documents, the Staffing Committee agreed to resolve to recommend the updated documents (attached for the information of Members) for adoption by Full Council:

- Disciplinary Policy & Procedures
- Grievance Policy & Procedures

13. RECEIPT OF COMMITTEE MINUTES – ITEM FOR NOTE

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	19 September 2019
Policy & Management Committee	5 September 2019
Staffing Committee	12 September 2019

14. GODALMING JOINT BURIAL COMMITTEE – REPORT - ITEM FOR NOTE

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 5 September 2019.

15. SLA FOR CITIZENS' ADVICE WAVERLEY – ITEM FOR DECISION

Recommendation:

Members to resolve to approve expenditure of £112,000 at a rate of £28,000 per annum in support of a Service Level Agreement between Godalming Town Council and Citizens' Advice Waverley.

The Policy & Management Committee, resolved to approve that a Service Level Agreement covering the period 1 April 2020-31 March 2024 be entered into between Godalming Town Council and Citizens' Advice Waverley to a sum of £28,000 per annum, which equates to £112,000 over the four-year period. As the agreement would commit the Council to an expenditure in excess of £50,000, in accordance with Financial Regulation 1.14 Full Council is required to approve this expenditure.

The draft Service Level Agreement is attached for the information of Members.

16. REVIEW OF FINANCIAL REGULATIONS

The Audit Committee, having reviewed Financial Regulations to NALC's Model Financial Regulations (2019), recommends to Full Council the proposed changes to the Financial Regulations (copy attached for the information of Members).

17. EXTERNAL AUDITOR'S REPORT

Members to note that a letter from the External Auditor (copy attached for the information of Members) was received stating that there is no report as no matters came to their attention during the audit.

18. AUTHORISATION OF THE CLERK – 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.

19. STAYCATION 2019

Members to receive a presentation from the Community Services & Communications Officer relating to Staycation 2019.

20. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 19 December 2019 at 7.00pm in the Council Chamber.

21. ANNOUNCEMENTS

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

8. ENVIRONMENT & PLANNING COMMITTEE

Recommendations:

1. **Members to resolve to approve the formation of an Environment & Planning Committee as of January 2020.**

If recommendation 1 above is approved, Members are requested to:

2. **Resolve to approve actions indicated at para 2.c.**
3. **Resolve to approve the Terms of Reference of the Environment & Planning Committee as detailed at para 4.**
4. **Resolve to approve the composition of the Environment & Planning Committee as detailed at para 5.**
5. **Resolve to approve amendments to Standing Orders as detailed in Annex A.**

1. Introduction

- a. Members have indicated a wish to have a formal approach for Godalming Town Council (GTC) to engage with the planning process through its role as a statutory consultee outwith of the Policy & Management Committee (P&M). Likewise, some Members have also mooted that they would wish to see environmental matters considered separately from P&M issues. These requirements could be accommodated by the formation of an Environment & Planning Committee. However, this would need to be considered alongside the available resources and support structures.
- b. On the basis that Member's priority is to see the introduction of a system that enables consideration of environmental and planning issues within the current staffing resource, Officers have set out in the attached paper, what is believed to be a workable option.

2. Committee Structures, Schedules and Resource

- a. Since the demise of the Planning & Environment Committee in 2017, GTC has been resourced to support Full Council plus four committees. The establishment of an Environment & Planning Committee operating on a 3-week cycle imposes a requirement for approximately 16 additional meetings along with the administrative support required to service the committee.
- b. In order to incorporate an additional 16 meetings, adjustments to the schedule of meetings, specifically imposing a caveat on membership of the smaller committees are required.
- c. In seeking a workable solution that is sustainable within the Council's existing resource, Members are requested to agree the following:
 - Environment & Planning Committee – normal start time 6.30pm;
 - Policy & Management Committee – start time 7.15pm or on conclusion of preceding meeting;
 - Staffing Committee and Audit Committee may be scheduled to start at the same time on the same day, therefore, there can be no dual membership of these committees;
 - where Full Council follows an Environment & Planning Committee, FC will be

- scheduled to start at 7.30pm;
 - the Annual Town Meeting start time will be rescheduled from 8pm to 7pm;
 - as of April 2020, Full Council, Environment & Planning and Policy & Management and the Annual Town Meeting will be held in the WBC Council Chamber; and
 - Staffing, Audit and Joint Burial Committee meetings will be held either in the Museum, the Wyatt Room or other similar DDA compliant Meeting Room as appropriate and/or available.
- d. Whilst the resource requirements to service the planning observation aspects of the likely terms of reference of the Environment & Planning Committee are relatively straightforward and predictable, the non-planning aspects of this type of committee are less so and to a large extent will be determined by the setting of the Council's Programme for the period 2019-2023 and the determining of which areas the Environment & Planning Committee would lead on.
- e. The suggestions below are intended to achieve both planning and environmental matters as efficiently and effectively as possible.

3. Standing Orders

- a. Although normally done at Annual Council, there is nothing to prevent Full Council establishing a new committee or restructuring or altering the terms of reference of any existing committee outwith of the Annual Meeting of the Council.
- b. Standing Order 30(i) implies that it is the responsibility of Full Council for the '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.'
- c. If Full Council were to resolve to establish an Environment & Planning Committee, not only would it need to agree the terms of reference for that committee, but would also be required to resolve to adopt the necessary changes to the terms of references to the Policy & Management Committee and a number of associated Standing Orders. These are shown in Annex A.

4. Proposed Terms of Reference

1. Purpose of the Environment & Planning Committee
To address and, where appropriate, formulate policy for consideration by the Council and to discharge the Council's functions relating to the local environment and infrastructure.
2. Functions of the Environment & Planning Committee
 - i. to identify key environmental and planning policy issues facing the Council and to formulate, for the Council's consideration, its policy towards the natural and built environment and principles to guide the Council's consideration of specific issues and proposals;
 - ii. consideration and comment on issues relating to local and regional plans and any other planning or highway matters the Town Council is consulted upon;
 - iii. to maintain an overview of Council environmental and planning initiatives and report to the Council on their impact and effectiveness;
 - iv. to decide on applications made by local organisations for funding from the Council's Carbon-reduction and Mitigation grant scheme;
 - v. consideration of and comment upon applications for planning permission and other matters within the terms of the Town and Country Planning Acts and related legislation, including compliance with the policies set out in the Godalming & Farncombe Neighbourhood Plan;

- vi. monitoring and reviewing the continued validity of the Neighbourhood Plan;
- vii. consideration and comment upon issues relating to street naming;
- viii. in consultation with the Town Clerk, to agree priorities for the management of Committee business; and
- ix. on behalf of the Council, to take all action that the Council can lawfully take in relation to such matters.

5. Composition of Committees

The Environment & Planning Committee shall comprise 19 councillors. The Town Mayor shall not be a member of the Environment & Planning Committee. The Chair and Vice Chair of the Environment & Planning Committee are expected to attend appropriate planning training.

6. Frequency of Committee Meetings

As far as practicable, in order to meet the requirements of the planning system timetable for observations and comments, the Environment & Planning Committee should meet approximately every three weeks.

7. Environment & Planning Committee Clerk

The Environment & Planning Committee shall be clerked either by the Town Clerk or the RFO acting for the Town Clerk. It is anticipated that the workload relating the environmental aspects of this committee will be that which will have transferred from the existing Policy & Management Committee. However, the planning aspect of this committee is likely to create an additional work stream. The impact of the establishing of the Environment & Planning Committee on staff servicing this committee will be monitored and reported via the Staffing Committee.

8. Other Issues Relating to Environment & Planning

Waverley Borough Council no longer provides hard copies of planning applications, therefore, options will need to be explored to enable Members to access online planning applications. It is not the intention in this paper to explore the detail of the how, but the time required to view online planning applications should not be underestimated. Likewise, nor should the time, cost and environmental impact of providing hard copy as an alternative option.

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~~ five standing committees to be known as the:

- Policy & Management Committee
- Environment & Planning 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 [Service Level Agreements, General Grants and Council Community Grants 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.
 - ~~xv.~~ [xvi.](#) ~~On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters.~~
 - ~~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;](#)

[97. Purpose of the Environment & Planning Committee](#)

[To address and, where appropriate, formulate policy for consideration by the Council and to discharge the Council's functions relating to the local environment and infrastructure](#)

[98. Functions of the Environment & Planning Committee](#)

- [i. To identify key environmental and planning policy issues facing the Council and to formulate, for the Council's consideration, its policy towards the natural and built environment and principles to guide the Council's consideration of specific issues and proposals;](#)
- [ii. Consideration and comment on issues relating to local and regional plans and any other planning or highway matters the Town Council is consulted](#)

upon:

- iii. To maintain an overview of Council environmental and planning initiatives and report to the Council on their impact and effectiveness;
- iv. To decide on applications made by local organisations for funding from the Council's Carbon-reduction and Mitigation grant scheme;
- v. Consideration of and comment on applications for planning permission and other matters within the terms of the Town and Country Planning Acts and related legislation, including compliance with the Policies set out in the Godalming and Farncombe Neighbourhood Plan
- vi. Monitoring and reviewing the continued validity of the Neighbourhood Plan
- vii. Consideration and comment on issues relating to Street naming.
- viii. To agree priorities for the Management of Committee business;
- ix. On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters.

Staffing Committee

97-99. Purpose of the Staffing Committee

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

98-100. 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.

99-101. 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

400-102. Purpose of the Mayoralty Committee

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

401-103. Functions of the Mayoralty Committee

- i. To recommend to the Full Council a policy for the appointment of Town Mayor and Deputy Town Mayor and to keep it under review;
- ii. To nominate a Town Mayor and Deputy Town Mayor each year for approval by the Council;
- iii. To consider and determine in consultation with the Town Mayor all matters relating to the Council's civic and ceremonial functions, and events; and
- iv. To recommend to Full Council an allowance for the Town Mayor.

Audit Committee

402-104. Purpose of the Audit Committee

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

403-105. Functions of the Audit Committee

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

404-106. The Standing Committees shall be accountable to the Council and shall report to each meeting of the Council except for the Statutory Annual Meeting.

Composition of Committees

107. The Policy & Management Committee shall comprise 19 councillors. The Town Mayor shall not be a member of the Policy & Management Committee. The Town Clerk shall be responsible for Clerking the Policy & Management Committee.

~~405-108.~~ The Environment & Planning Committee shall comprise 19 councillors. The Mayor shall not be a member of the Environment & Planning Committee. The Town Clerk shall be responsible for Clerking the Environment & Planning Committee.

~~406-109.~~ The Staffing Committee shall comprise six councillors, none of whom may serve on the Audit Committee, of whom one of the six members of the Staffing Committee shall will be the Chair of the Policy & Management Committee. The Town Mayor shall not be a member of the Staffing Committee

~~407-110.~~ The Chair 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 Chair is to ensure that minutes are provided to the Town Clerk within 4 working days of the close of the meeting.

~~408-111.~~ The Mayoralty Committee shall comprise six councillors of which at least three (if that is possible) shall have served as Town Mayor. The Town Clerk shall be responsible for clerking the Mayoralty Committee and shall call meetings of the committee as required.

~~409-112.~~ The Audit Committee shall comprise five councillors, none of whom may serve on the Staffing Committee, one of whom of the five members of the Audit Committee shall be a Godalming Town Council member of the Godalming Joint Burial Committee. The Town Mayor shall not be a member of the Audit Committee. The Responsible Finance Officer shall be responsible for Clerking the Committee.

Substitutes

~~410-113.~~ 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.

~~411.~~ Substitutes shall be of the same political group as that of the councillor being substituted.

Frequency of Committee Meetings

~~413-115.~~ As far as practicable the Policy & Management Committee will meet approximately every six weeks, the Environment & Planning Committee every three weeks and All other committees will meet as and when required.

Appointment of Committee Members

~~444-116.~~ 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.

~~445-117.~~ 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 ~~444-116.~~

Term of Office of Standing Committees

~~446-118.~~ 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 Chair and Vice-Chair

~~447-119.~~ Each Standing Committee shall elect a Chair and Vice-Chair from among their number at meetings convened for this purpose. The term of office of Committee Chair and Vice-Chair shall be the same as that of their Committee. Chair and Vice-Chair may be re-elected for second and subsequent terms of office.

Procedure at Standing Committees

~~448-120.~~ 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

~~449-121.~~ Any councillor, having given notice to the Chair 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.

~~120-122.~~ The provisions of Standing Orders 1 to 20 shall apply mutatis mutandis to all 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.

~~121-123.~~ 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

~~122-124.~~ 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

~~123-125.~~ 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

~~124-126.~~ 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.

~~425-127.~~ 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.

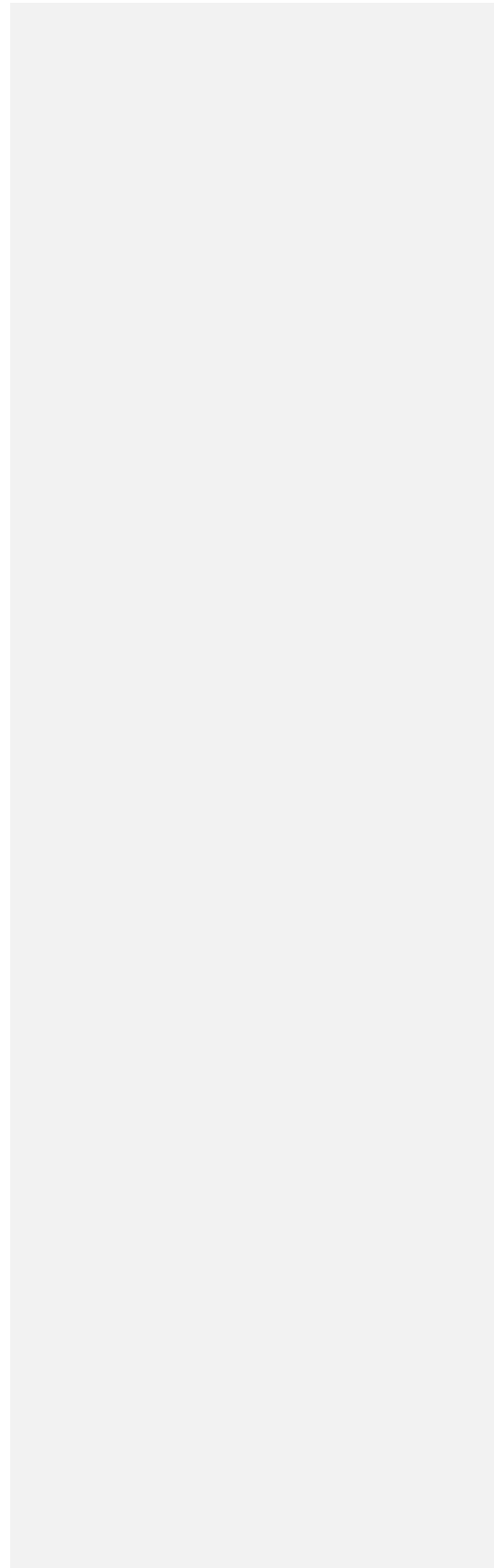
Ad hoc Advisory Committees

~~426-128.~~ 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.

~~427-129.~~ **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

~~428-130.~~ 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.

~~429-131.~~ 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 ~~419-121~~ above and will be received on the next agenda of the parent Committee



COMMITTEE CHAIRS' & GROUP LEADERS' MEETING

INTRODUCTION

Godalming Town Council is managed by Full Council and a number of Committees, additionally the Town Council staff are also responsible for the implementation of decisions made by the Godalming Joint Burial Committee. Whilst it is the Town Clerk's responsibility to manage staff resource in order to support the decisions of the Council and its committees, it is for Members to set the delivery priorities.

In delivering Members' priorities, there may be a number of work strands being undertaken or explored, the aim of the Committee Chairs' & Group Leaders' Meeting (CCM) is to enable the Town Clerk to discuss progress on a range of issues in an informal, collaborative environment which allows the Chairs and Group Leaders to highlight issues that may be concerning Members and for Staff to seek guidance outwith of formal meetings.

TERMS OF REFERENCE

1. The Membership of the Committee Chairs' and Group Leaders' Meeting will consist of the Mayor, Chair of Policy & Management, Chair of Audit, Chair of Staffing, Chair of Mayoralty, Chair of Joint Burial, Chair of Environment & Planning along with any political group leader not already attending in the capacity of a committee chair, together with the Town Clerk.
2. Functions of the Committee Chairs' and Group Leaders' Meeting:
 - a. To hold regular monthly meetings, or as required by exception, with the Town Clerk to examine how the Town Council's plans and services are meeting documented requirements and expectations.
 - b. To establish that timescales are being met according to the strategic and financial requirements set out by Godalming Town Council.
 - c. To provide information and ensure transparency.
3. These meetings do not replace any Council meetings.
4. The Town Clerk will provide briefing papers as required.
5. Meetings are informal, only notes of required actions will be recorded for use at future CCM.
6. If not covered elsewhere on committee meeting agendas, relevant information (determined by the Mayor) discussed at CCM will be brought to Members' attention at Full Council meetings.
7. No decisions can be made at these meetings, however, any matters of concern will be reported to Members in accordance with para 6.

8. Any councillor who has concerns or questions relating to council matters may either raise those matters in accordance with Standing Order 6 or, if they so wish, address them in writing to any member of the CCM. That member will process any queries and respond to the author.
9. Any Godalming Town Councillor may attend the CCM but may not take part in any discussions.

GODALMING TOWN COUNCIL

SCHEDULE OF MEETINGS 2019/20

MAY 2019

Bkd

2	LOCAL ELECTIONS			
8	Councillor Induction Event	7.00PM	Wilfrid Noyce Centre	✓
16	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/WNC	✓
22	Policy & Management	7.00PM	Council Chamber	✓
	Mayoralty (Election of Chairman)	8.00PM**	Mayor's Parlour	✓
	Audit (Election of Chairman)	8.00PM**	Council Chamber	✓
	Staffing (Election of Chairman)	8.10PM**	Council Chamber	✓
30	Joint Burial – (Approval of Annual Governance & Accounting Regulations)	5.45PM	Council Chamber	✓

JUNE 2019

23	CIVIC SERVICE	10.00AM	St Peter & St Paul's	✓
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JULY 2019

4	Audit	6.00PM	Council Chamber	✓
	Staffing	7.00PM		
11	Joint Burial – Cemetery Inspection	5.00PM	Eashing Cemetery	✓
	Joint Burial	5.45PM	Council Chamber	
	Policy & Management (Grants)	7.00PM**	Council Chamber	
25	Full Council	7.00PM	Council Chamber (&MP)	✓

AUGUST 2019 – NO MEETINGS

SEPTEMBER 2019

5	Joint Burial – Cemetery Inspection	5.00PM	Nightingale Cemetery	
	Joint Burial	5.45PM	Council Chamber	✓
	Policy & Management	7.00PM**	Council Chamber	
12	Staffing	7.00PM	Council Chamber	✓
19	Audit (Financial Regulations)	7.00PM	Council Chamber	✓
26	Full Council (Staycation Thank You)	7.00PM	Council Chamber (&MP)	✓

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

OCTOBER 2019

17	Policy & Management (Grants)	7.00PM	Council Chamber	✓
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NOVEMBER 2019

7	Joint Burial (Budget) Staffing	5.45PM 7.00PM**	Council Chamber	✓
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10	REMEMBRANCE SUNDAY	9.15AM	Wilfrid Noyce Centre	✓
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14	Mayoralty	6.30PM	Pepperpot	✓
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28	Policy & Management (Revised Estimates & Budget)	7.00PM	Council Chamber	✓
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DECEMBER 2019

12	Policy & Management (Revised Estimates & Budget)	7.00PM	Council Chamber	✓
19	Full Council (Precept)			

JANUARY 2020

16	Policy & Management (Grants)	7.00PM	Council Chamber	✓
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23	Audit (Risk Management) Environment & Planning Policy & Management (Grants)	7.00PM 6.30PM 7.15PM**	Council Chamber	✓
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FEBRUARY 2020 – NO MEETINGS

6	Audit (Risk Management)	7.00PM	Council chamber	
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13	Environment & Planning Staffing	6.30PM 7.15PM**	Council Chamber	
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MARCH 2020

5	Environment & Planning Policy & Management	6.30PM 7.15PM**	Council Chamber	✓
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19	ANNUAL TOWN MEETING	7.00PM	Council Chamber (&MP)	✓
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26	Joint Burial (Year End Audit/Risk Assessment) Environment & Planning	5.45PM 6.30PM**	Council Chamber	
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** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

APRIL 2020

16	Environment & Planning Policy & Management	6.30PM 7.15PM**	Council Chamber	✓
20	Audit (Review System of Internal Control & Annual Accounts)	7.00PM	Council Chamber	✓
23	Full Council	7.00PM	Council Chamber (&MP)	✓
24	MAYORALTY RECEPTION & DINNER	7.15PM	Wilfrid Noyce Centre	✓

MAY 2020

7	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/WNC	✓
14	Environment & Planning Policy & Management	6.30PM 7.15PM**	Council Chamber	✓
	Mayoralty (Election of Chairman)	8.00PM**	Council Chamber	✓
	Audit (Election of Chairman)	8.00PM**	Mayor's Parlour	✓
	Staffing (Election of Chairman)	8.10PM**	Council Chamber	✓
28	Joint Burial – (Approval of Annual Statement)	6.00PM	Council Chamber	✓

FESTIVALS:

Spring Festival (1st Saturday in April)

Summer Festival (provisionally 1st Sunday in July for 2019)

Staycation (1st complete week in August)

Christmas Festival (Last Saturday in November)

Event	Date
Spring Festival	Saturday, 6 April 2019
St John's Spring Fair	Saturday, 4 May 2019
Annual Council/Mayor Making	Thursday, 16 May 2019
Godalming Run	Sunday, 19 May 2019
Town Show	Saturday, 1 June 2019
Summer Food Festival	Sunday, 7 July 2019
Staycation	Saturday, 3–Sunday, 11 August 2019
Consultation & Listening Event	Saturday, 21 September 2019
Consultation & Listening Event	Saturday, 19 October 2019
Remembrance Sunday	Sunday, 10 November 2019
Consultation & Listening Event	Saturday, 16 November 2019
Christmas Festival & Light Switch-On	Saturday, 30 November 2019
Farncombe Christmas Lights	Friday, 6 December 2019
Blessing of Crib & Carol Service (Godalming Town Day)	Saturday, 14 December 2019
Consultation & Listening Event	Saturday, 21 December 2019
Consultation & Listening Event	Saturday, 18 January 2020
Consultation & Listening Event	Saturday, 15 February 2020
Pancake Races	Tuesday, 25 February 2020
Consultation & Listening Event	Saturday, 21 March 2020
Spring Festival – Spring into Godalming	Saturday, 4 April 2020

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

GODALMING TOWN COUNCIL

SCHEDULE OF MEETINGS 2020/21

MAY 2020

				Bkd
7	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/WNC	✓
14	Environment & Planning	6.30PM	Council Chamber	
	Policy & Management	7.00PM**	Council Chamber	✓
	Mayoralty (Election of Chairman)	8.00PM**	Mayor's Parlour	✓
	Audit (Election of Chairman)	8.00PM	Council Chamber	✓
	Staffing (Election of Chairman)	8.10PM	Council Chamber	✓
28	Joint Burial – (Approval of Annual Statement)	6.00PM	Council Chamber	✓

JUNE 2020

4	Environment & Planning	6.30PM	Council Chamber	
	CIVIC SERVICE	3.00PM	TBC	
25	Environment & Planning	6.30PM	Council Chamber	
	Policy & Management (Grants)	7.15PM**		

JULY 2020

2	Staffing	7.00PM	107-109 High Street	
	Audit (Internal Controls)	7.00PM	Wyatt	
16	Environment & Planning	6.30PM	Council Chamber	
	Full Council	7.30PM**		
30	Environment & Planning	6.30PM	Council Chamber (&MP)	
	Policy & Management	7.15PM**		

AUGUST 2020 – No Meetings

SEPTEMBER 2020

3	Environment & Planning	6.30PM	Council Chamber	
	Policy & Management	7.15PM**		
10	Joint Burial	6.00PM	107-109 High Street	
	Staffing	7.00PM**	Wyatt	
	Audit (Financial Regulations)	7.00PM**		
24	Environment & Planning	6.30PM	Council Chamber (&MP)	
	Full Council (Staycation Thank You)	7.30PM**		

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

OCTOBER 2020

15	Environment & Planning Policy & Management	6.30PM 7.15PM**	Council Chamber
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NOVEMBER 2020

5	Environment & Planning Mayoralty	6.30PM 7.15PM**	Council Chamber
8	REMEMBRANCE SUNDAY	9.15AM	Meet at Wilfrid Noyce Centre
12	Joint Burial (Budget) Staffing	6.00PM 7.00PM**	Council Chamber
26	Environment & Planning Policy & Management?	6.30PM 7.15PM**	Council Chamber

DECEMBER 2020

17	Environment & Planning Policy & Management (Revised Estimates & Budget) Full Council (Precept)	6.30PM 7.15PM** 8.00PM**	Council Chamber (&MP)
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JANUARY 2021

7	Environment & Planning	6.30PM	
21	Joint Burial (End of Year Governance) Staffing Audit (Risk Management)	6.00PM 7.00PM** 7.00PM	107-109 High Street Wyatt
28	Environment & Planning Policy & Management (Grants)	6.30PM 7.15PM**	Council Chamber

FEBRUARY 2021

18	Environment & Planning Staffing	6.30PM 7.15PM**	Council Chamber
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MARCH 2021

11	Environment & Planning Policy & Management	6.30PM 7.15PM**	Council Chamber
18	ANNUAL TOWN MEETING	7.00PM	Council Chamber (&MP)

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

APRIL 2021

1	Environment & Planning Full Council	6.30PM 7.30PM**	Council Chamber
8	Joint Burial	6.00PM	107-109 High Street
22	Environment & Planning Policy & Management	6.30PM 7.15PM**	Council Chamber (&MP)
	MAYORALTY RECEPTION & DINNER	7.15PM	Wilfrid Noyce Centre
29	Audit (Review System of Internal Control & Annual Accounts)	7.00PM	107-109 High Street

MAY 2021

6	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	
13	Environment & Planning Policy & Management Mayoralty (Election of Chairman) Audit (Election of Chairman) Staffing (Election of Chairman)	6.30PM 7.00PM** 8.00PM** 8.00PM 8.10PM	Council Chamber Council Chamber Mayor's Parlour Council Chamber Council Chamber
27	Joint Burial (Approval of Annual Statement)	6.00PM	107-109 High Street

FESTIVALS:

Spring Festival (1st Saturday in April)
Summer Festival (provisionally 1st Sunday in July for 2020)
Staycation (1st complete week in August)
Christmas Festival (Last Saturday in November)

Event	Date
Consultation & Listening Event	Saturday, 21 March 2020
Spring Festival	Saturday, 4 April 2020
St John's Spring Fair	Saturday, 2 May 2020 (TBC)
Annual Council/Mayor Making	Thursday, 7 May 2020
Godalming Run	Sunday, 17 May 2020 (TBC)
Town Show	Saturday, 6 June 2020
Summer Food Festival	Saturday, 6 or Sunday, 7 July 2020 (TBC)
Staycation	Saturday, 1–Sunday, 9 August 2020
Remembrance Sunday	Sunday, 8 November 2020
Christmas Festival & Light Switch-On	Saturday, 28 November 2020
Blessing of Crib & Carol Service (Godalming Town Day)	Saturday, 12 December 2020 (TBC)
Pancake Races (in school holidays for 2020 not running)	Tuesday, 25 February 2021
Spring Festival – Spring into Godalming	Saturday, 3 April 2021

✓

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



PROGRAMME 2019-2023

PURPOSE

This document sets out for Members, Staff and the Community how the Town Council will work to achieve its objectives set out in the Neighbourhood Plan in the best interests of all who live and work in the town, and all who use the Town Council's services. It provides direction and focus for future Council strategies, projects and business plans and will help guide the Town Council in setting its budget. It will provide a basis on which to monitor the performance of the Council and will be regularly reviewed and updated as priorities and projects change.

SCOPE

- This document sets out a high level programme of Council activities to meet the broad aims and objectives set out in the 2019 Godalming and Farncombe Neighbourhood Plan for the administrative period 2019-2023.
- It will underpin development of the Council's 2019-2023 business plan.
- Further work will set out in more detail the Council's annual work programme of activities for the period from June 2019 to March 2020 with programmes for subsequent years to be developed on a rolling basis.
- A Delivery Plan will be prepared to provide for each activity in the work programme in detail for the year ahead and more broadly for subsequent years;
 - detailed objectives, accountabilities and target dates;
 - high level metrics to track progress and achievement;
 - Key enablers and dependencies;
 - Key risks.
- These delivery plans will guide the work of the Council each year and enable progress to be tracked pragmatically against our objectives.

RELATIONSHIP TO OTHER DOCUMENTS

<p><u>Godalming & Farncombe Neighbourhood Plan</u></p>	<p>The Neighbourhood Plan provides a broad context for the Town Council's Aims & Objectives. As it has been extensively consulted upon, and democratically endorsed in the referendum of 9 July, it provides a solid framework and reference point for the development of the Programme document, which should be consistent with it.</p>
<p><u>GTC Business Plan to 2023</u></p> <ul style="list-style-type: none"> • SMART objectives • timetable • accountability/responsibility • dependencies • resources • risks 	<p>In parallel with the development and agreement of the Aims & Objectives Document, Members will work closely with Council Staff to develop a detailed multi-year business plan which will guide both Members and Council Staff's work and provide a basis for budgeting.</p>

<u>GTC Annual Budget</u>	The Aims & Objectives Document sets out what the Council intends to achieve over the next few years, therefore, providing important input into the development of annual budgets, largely via the GTC Business Plan to 2023.
<u>Council's Annual Delivery Plans</u>	While all documents mentioned in this section will be available to the public, it will be important to translate the aims and objectives into a set of easily understood commitments which will be presented to the public in an attractive, easy to understand and informative manner.
<u>Council Accountability</u>	The Aims & Objectives Document is an important factor in ensuring that the public understand what commitments the Council is making and how and when it intends to deliver them; to ensure that the Council can be properly and effectively accountable to those who work and live in the Town.

CONTEXT

Neighbourhood Plan – Vision for Godalming and Farncombe:

'In 2032, Godalming and Farncombe has successfully retained its distinctive historic feel whilst sustainable growth has enabled it to address the challenges that its people have faced.

The historic core of the town has been protected and the increased footfall in the town has helped to retain the vitality of its shops and services. High quality external finishes to new shopfronts and signage have helped to give the community back its High Street that is distinctly 'Godalming'.

The increased footfall has been helped by a recognition that the car has been choking a town unable to resolve its congestion by providing new roads. Instead, pavements, footways and cycle paths have been created and improved along key routes so now more people leave the car at home and instead come to shop, take their children to school or go to work on foot, by bicycle or by bus (including school buses).

Whilst traditional employment has fallen in Godalming and Farncombe, the highly skilled population has taken the opportunity created by the development of more modern workspaces. Small-scale, flexible workspaces and co-working hubs have been developed across the area which have encouraged a growing entrepreneurial spirit and the development of new companies which can share space and network. This has been complemented by the roll-out of faster broadband. Godalming and Farncombe have adapted in order to remain competitive.

This has all helped to encourage more young people with families to live in Godalming. This has been assisted by family housing being freed up by older people who have been able to move into newly built housing and facilities that are specifically designed to address their needs. Whilst this development has been modern in its thinking, it has been designed to be in keeping with the character of the area in which it sits; innovation in design is encouraged but in a way that still means new buildings sit comfortably within their surroundings.

The growing population has not been to the detriment of Godalming and Farncombe's environment or infrastructure. Existing community facilities have been protected and new facilities delivered alongside growth. Equally, new development has protected and enhanced the high quality natural environment which defines the setting of the town and has been designed to maximise sustainability. Godalming and Farncombe has grown, but not at the expense of the environment or the health and wellbeing of its people.'

Ref: Godalming & Farncombe Neighbourhood Plan 2017-2032 Page 16

Godalming & Farncombe Neighbourhood Plan Objectives

Housing

- To address the housing and social care needs of the population of Godalming and Farncombe.

Transport

- To increase walking and cycling as alternatives to the private car.
- To improve public transport networks and availability.
- To address parking problems, particularly at Godalming and Farncombe stations.

Economy

- To provide modern, flexible employment space for start-ups and growing micro-businesses.
- To ensure a flexible approach to Godalming town centre and Farncombe village centre which helps to preserve and enhance their vitality.

Community and Infrastructure

- To safeguard existing community infrastructure and to ensure new development provides the community facilities that are lacking in the town.

Heritage and Design

- To ensure that development respects the character of the area.
- To ensure that shopfronts in the town centre protect and enhance the heritage of the Town Centre Conservation Area.

Environment

- To protect and enhance the sensitive natural environment in which Godalming and Farncombe sits.
- To ensure development enhances the potential for local flora and fauna to thrive.
- To ensure that development is sustainable, particularly in its use of water and energy.
- To ensure development minimises air pollution and removes the need for Air Quality Management Areas.

Ref: Godalming & Farncombe Neighbourhood Plan 2017-2032 Page 17

GODALMING TOWN COUNCIL PROGRAMME 2019-2023

This document sets out the Town Council's Programme for the period 2019-2023. It is focused on delivering the Neighbourhood Plan objectives. However, the Council has to undertake activities that go beyond the scope of the Neighbourhood Plan. The Neighbourhood Plan sets out how the community vision (see above) will be realised through planning and controlling land use and development change over the plan period 2017 to 2032. These form one part of this programme document, other objectives have been added to reflect the full range of Council work.

GTC Objective
Environment and Planning (encompassing NP Objectives for Environment, Housing and Transport)
Activities
Establish GTC Environment & Planning Committee.
Commit to becoming a carbon-neutral organisation by 2030, to cover scope 1, 2 and 3 emissions, including an earlier target of 2025 for all scope 1 and 2 emissions.
Conduct annual carbon audits to establish and subsequently monitor the Council's carbon footprint.
Establish a budget for environmental grants to encourage and enable carbon-reduction and mitigation schemes to improve bio-diversity within Godalming.
Establish criteria for the award of environmental grants.
Establish the protocols for reporting environmental implications of recommendations in Officer reports alongside legal, financial and equality implications. Where appropriate these will include the impact of recommendations on CO ² emissions as well as any other relevant environmental factors.
Seek ways to facilitate and encourage our community to reduce direct and indirect CO ² emissions, to conserve and enhance biodiversity and to become resilient to changes caused by the changing climate.
Take active steps where possible to encourage: <ul style="list-style-type: none"> a) increased use of sustainable transport; b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this; c) organisations undertaking construction and building works to adopt sustainable building practices and to provide sustainable developments that minimise carbon emissions; d) development and use of renewable energy sources; e) production, sale and consumption of locally sourced and sustainably produced food; f) adoption of wildlife friendly land and water management practices; g) any other sustainable methods and steps for achieving the Neighbourhood Plan objectives.
Develop, adopt, maintain and review annually a Carbon Reduction Plan.
Improve public participation in planning.
Where practicable, work with WBC to develop, maintain and run social housing.
Support Waverley Borough Council in improving the provision of affordable housing.
Oppose development of fossil fuel mineral extraction.
Discourage single use plastics and promote deposit schemes for plastic bottles.

Protect natural habitats and biodiversity.
Where practicable provide support for rewilding projects.
Promote strategies for reducing and reusing materials as much as recycling.
Provide an information hub to promote understanding of individuals' and communities' impacts on climate change.
Work with community groups and statutory bodies to improve cycling environment, safety, infrastructure and facilities.
To provide, maintain and operate public drinking water fountains/bottle refill points.
Work with local organisations to promote the transfer from incandescent lighting to LED lighting systems and where appropriate provide LED lamps for vulnerable members of the community.
Where appropriate, utilise Council maintenance staff in support of the Council's environmental objectives.
Community Safety
Liaise with police and community groups and identify the resources required to promote schemes aimed at reducing anti-social behaviour and crime.
Promote traffic slowing schemes such as Twenty's Plenty and safer walking routes to school.
Seek to create a more pedestrian friendly environment through increased pedestrianisation and residential parking schemes.
Youth Provision
Promote engagement with voluntary and statutory providers of youth services to determine how the Council can support increased provision and access to youth provision, support and services within Godalming.
Develop and support youth engagement in the democratic process.
Develop and support youth engagement programmes and activities aimed at raising awareness of environmental issues.
Support Local Business
Work with local business organisations, Waverley Borough Council, the Godalming and District Chamber of Commerce and other organisations to promote Godalming as a retail and business centre.
Work with local stakeholders to organise, manage and promote community events including town festivals, national celebrations and commemorations, markets, Staycation and other activities that enhance and support the vitality and vibrancy of the town, its retail centres, businesses and community.
Use and support ethical, local, Fair Trade and Tax Mark compliant suppliers.
Support the protection of local sustainable office and work spaces via an Article 4 Direction Order(s) for key sites in the town.
Work with local business organisations and other stakeholders; promote sustainable and regenerative business models.

Equality, Diversity, Inclusion, Health and Wellbeing
The Council is fully committed to the elimination of unlawful and unfair discrimination and will endeavour to support all groups within our community.
Work with stakeholder groups to support the establishment of the Godalming Parkrun.
Support groups, organisations and projects aimed at reducing loneliness and isolation within our community including specific support for those living with or supporting others with, mental health issues.
Work with local organisations to support and promote events and activities that inform and engage residents in creating a sense of community, safe spaces, openness and accessibility for all residents and visitors.
Community Engagement
Relocation of Godalming Town Council administrative offices to more suitable premises that will enable full access to Council services by all members of our community.
Support monthly Council Consultation & Listening Events.
Use “listening exercises” to support consultation for key issues.
Engagement with residents via traditional and social media.
Actively disseminate information on Councillor attendance, voting record etc.
Establish a large Town Hall Meeting once a year.
Engage residents in developing priorities for how to spend Community Infrastructure Levy funds.
Council Staffing
Recruit Direct Work Force to reduce and eventually replace use of contractors.
Provide appropriate staffing resource to meet the aims and objectives of the Council.
Provide appropriate training to support implementation of the Council's aims, objectives and delivery programme.



SAFEGUARDING POLICY

PHILOSOPHY:

Every child and vulnerable adult irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation, regardless of age or circumstance, has a right to be protected from harm and to feel safe and protected.

DEFINITIONS:

- The term child, or young person, is used to refer to anyone under the age of 18 years.
- The term vulnerable adult includes people with learning disabilities, older people, people with physical or sensory disabilities, people with mental ill health, people with physical illnesses and people with drug/alcohol problems.

OBJECTIVES:

- All hirers of Godalming Town Council premises organising activities or events are to provide an environment where all participants are protected from harm and feel secure and valued.
- All hirers organising activities on a regular, commercial or educational basis, which may be attended by children/vulnerable adults, are to have a safeguarding policy.
- Procedures are in place for the protection of Godalming Town Council employees and volunteer workers.

PROCEDURES:

- Godalming Town Council is to have a named Safeguarding Officer.
- Contact details for the Safeguarding Officer are to be clearly displayed at all GTC community buildings and on its website.
- Terms and conditions for hirers organising activities, which may be attended by children/vulnerable adults on a regular, commercial or educational basis are to include a requirement to have a safeguarding policy.
- All incidents or concerns related to safeguarding reported to the GTC Safeguarding Officer are to be treated seriously and managed in accordance with Surrey County Council MASH safeguarding policies.

Adopted by Full Council on 20 July 2017

DISCIPLINARY POLICY & PROCEDURES

INTRODUCTION

This policy is based on and complies with the 2015 ACAS Code of practice:
<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>

It also takes account of the ACAS guide on discipline and grievances at work:
<http://www.acas.org.uk/media/pdf/b//Discipline-and-grievances-Acas-guide.pdf>

The policy and procedures will be applied fairly, consistently and in accordance with the Equality Act 2010.

Inevitably, because the Town Council is a small organisation, Members may be involved in initiating, investigating or hearing disciplinary action. Members must always follow this procedure and should always seek external support and advice when taking disciplinary action. Suitable sources of advice include the Surrey Association of Local Councils (SALC) or the Town Council's external HR provider, the Chair of the Staffing Committee is authorised to seek advice and engage the services of the HR provider for disciplinary issues.

PURPOSE AND SCOPE

This procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, satisfactory work performance and attendance which are acceptable at all times, including the need to: -

- Fulfil the duties specified in their contract of employment,
- Be honest and act beyond suspicion of dishonesty, and,
- Maintain high standards of integrity and conduct to protect the Council's reputation with the public.

The aim is to ensure consistent and fair treatment for all staff. It does not apply to employees in their probationary period.

PRINCIPLES WHICH UNDERPIN THE DISCIPLINARY PROCEDURE

This policy confirms:

- Where required the Council will access external HR support in order to provide advice and support to the Council as an employer.
- No formal disciplinary action will be taken (i.e. a formal warning) until the necessary investigations have been completed.
- The procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
- The Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy also applies to work performance issues to ensure that alleged

instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see the ACAS publication "How to manage performance" at <http://www.acas.org.uk/media/pdf/m/0/How-to-manage-performance-advisory-booklet.pdf>

- Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.
- Employees may be accompanied by a fellow worker, a trade union representative (certified by their union as being competent to accompany a worker) or a trade union official at any disciplinary, or appeal meeting which could result in a formal warning or other disciplinary action being taken. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
- The Council will give employees reasonable notice of any meetings in this procedure. Employees must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submission.
- If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
- Recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition.
- Employees have the right to appeal against any disciplinary action. The appeal decision is final
- Except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct.
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.

EXAMPLES OF MISCONDUCT

Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct. This list is not to be regarded as exclusive or exhaustive:

- unauthorised absence;
- poor timekeeping;
- unsatisfactory work performance (either repeated instances of poor work or one piece of very poor work);
- not working co-operatively and positively as a member of a team;
- failure to preserve the dignity, respect and privacy of others or behaviour that would breach the harmony in the workplace;
- breach of confidentiality – to an extent short of that specified under the relevant example given for Gross Misconduct;
- misuse of the Council's resources and facilities including telephone, email and internet;
- inappropriate behaviour;
- failure to follow reasonable instructions;
- breach of health and safety rules;
- impropriety or disorderly conduct whether within or outside working hours which the Council reasonably considers to be detrimental to the Council;
- failure to disclose a personal interest;
- unsatisfactory manner or/and appearance;
- any act or omission which, after investigation and due consideration to the individual circumstances is believed to amount to misconduct.

EXAMPLES OF GROSS MISCONDUCT

Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct. This list is not to be regarded as exclusive or exhaustive.

- intentionally making false statements when incidents or accidents are being investigated, or when applying for employment or in connection with medical examination;
- bullying, discrimination and/or harassment;
- incapacity at work because of alcohol or drugs;
- violent behaviour;
- fraud or theft;
- gross negligence;
- gross insubordination;
- serious breaches of health and safety rules;
- serious and deliberate damage to property;
- use of the internet or email to access pornographic, obscene or offensive material;
- disclosure of confidential information;
- impropriety or disorderly conduct whether within or outside working hours which the Council reasonably considers to bring or potentially bring the Council into disrepute;
- failure to disclose a personal interest;
- unsatisfactory manner or/and appearance;
- any act or omission which, after investigation and due consideration to the individual circumstances is believed to amount to gross misconduct.

EXAMPLES OF UNSATISFACTORY WORK PERFORMANCE

The following list contains some examples of unsatisfactory work performance:

- inadequate application of office procedures;
- inadequate IT skills;
- unsatisfactory management of staff;
- unsatisfactory communication skills.

DISCIPLINARY INVESTIGATION

Necessary investigations of potential disciplinary matters will be carried out without unreasonable delays. The nature and extent of the investigations will depend upon the seriousness of the matter and the more serious it is then the more thorough the investigation will be.

It will not always be necessary to hold an investigatory meeting. If a meeting is held, the employee will be given advance warning and time to prepare.

Investigations are intended to establish the facts.

Where practicable, different people should carry out the investigations and the disciplinary hearing.

Where investigations are carried out against the Town Clerk, the Chair of the Staffing Committee will appoint an investigator who will be responsible for undertaking the investigation – a fact-finding exercise to collect all relevant information. The investigator will be independent and will normally be a councillor. If the Chair of the Staffing Committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The investigator will be appointed as soon as possible after the allegations have been made. The Chair of the Staffing Committee will inform the investigator of the terms of reference of the investigation. The terms of reference should deal with the following:

- what the investigation is required to examine;
- whether a recommendation is required;
- how the findings should be presented, for example, an investigator will often be required to present the findings in the form of a report;
- who the findings should be reported to (normally the Chair of the Staffing Committee) and who to contact for further direction if unexpected issues arise or advice is needed.

The investigator's report will contain recommendations and the findings on which they were based. The investigator will recommend either:

- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure;
- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or;
- the employee has a case to answer and the matter should proceed to the Council's disciplinary procedure.

The investigator will submit the report to the Chair of the Staffing Committee, who will present the report to the Staffing Committee without delay. The Staffing Committee will decide whether further action is to be taken.

Where investigation of potential disciplinary matters are carried out against other staff members, The Town Clerk will request that the Chair of the Staffing Committee appoints an independent person to conduct an investigation, informing the investigator of the terms of reference of the investigation. The terms of reference are to follow the guidelines set out above. The investigator is to report recommendations and findings to the Town Clerk. The investigator's report is to contain recommendations as set out above.

THE DISCIPLINARY HEARING

Disciplinary hearings will consider the outcome of the investigation, together with the employee's representations and any other matters or further investigations it wishes to conduct before deciding whether to issue a warning or dismissal.

The Town Clerk will usually conduct disciplinary hearings with staff members. However before holding the hearing, the Town Clerk is to seek advice from the Council's HR advisers and discuss the matter with the Chair of the Staffing Committee.

In the case of the Town Clerk, if the Staffing Committee decides that, following an investigation, there is a case to answer, it will appoint a Disciplinary Hearing Panel (The Panel) of three councillors (The Panel members could, if appropriate be Councillors who are not members of the Staffing Committee). The Panel members will appoint a Chair from one of its members. The original investigator shall not sit on the panel. No councillor with direct involvement in the matter shall be appointed to The Panel. The employee will be invited, in writing, to attend a disciplinary hearing. The Disciplinary Hearing Panel's letter will confirm the following:

- the names of its Chair and the other two members;
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the hearing;
- a copy of the investigation report and all the supporting evidence;
- the time and place for the hearing; the employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it.

DISCIPLINARY ACTION

If the Disciplinary Hearing Panel decides that there should be disciplinary action, it may be any of the following:

First written warning

A first warning is issued for most first instances of misconduct. The Council will notify the employee:

- of the reason for the warning, the improvement required (if appropriate) and the time period for improvement;
- that further misconduct/failure to improve will result in more serious disciplinary action;
- the employee's right to appeal;
- that a note confirming the oral warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force a period of time, usually for six months.

Final written warning

If there is further misconduct during the period of a written warning or if the misconduct is sufficiently serious, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement;
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal;
- the employee's right of appeal;
- that the letter confirming the final written warning will be placed on the employee's personnel file, and that the warning will remain in force for 18 months.

Dismissal

The Council may dismiss:

- for gross misconduct;
- if there is no improvement within the specified time period in the conduct which has been the subject of a final written warning;
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal.

If the Council decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action imposed as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal.

THE APPEAL

An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

The appeal will be heard by a panel of three members of the Staffing Committee who have not previously been involved in the case, this includes the investigator. There may be insufficient

members of the Staffing Committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the Staffing Committee. The appeal panel will appoint a Chair from one of its members.

Where the Town Clerk has received a warning or been dismissed, the appeal will be heard by a panel of three members of the Council not previously involved in the case. Where three members of the Council are not available, the Staffing Committee can appoint others to make up a panel. This might be councillors from other councils or other appropriate people.

The employee will be notified, in writing, usually within 10 working days of receipt of the notice of appeal of the date, time and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

The appeal panel may decide to uphold the decision of the Staffing Committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

The appeal panel's decision is final.

DATA PROTECTION

The Council processes personal data collected during the investigation stage and any subsequent stages of disciplinary action in accordance with its Data Protection Policy. In particular, data collected as part of the investigation stage and any subsequent stages of disciplinary action is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the disciplinary procedure. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Council's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

GRIEVANCE POLICY & PROCEDURES

INTRODUCTION

Grievances are concerns, problems or complaints that employees raise with their employers. This document sets out the procedures that Godalming Town Council will use to deal with their employees' grievances.

This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>). It also takes account of the ACAS guide on discipline and grievances at work. (<http://www.acas.org.uk/media/pdf/b/l/Discipline-and-grievances-Acas-guide.pdf>). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

In most cases of grievance an informal approach between employee and line manager is the best way to proceed. This procedure is for use when an informal approach has not resolved matters to the satisfaction of an employee or when the informal approach seems inappropriate.

Inevitably, because the Town Council is a small organisation, Members will be required to hear either a grievance or an appeal. Members must always follow this procedure and should always seek external support and advice when dealing with a grievance raised by an employee (particularly when the grievance is raised by, or is about, the Town Clerk). Suitable sources of advice include the Surrey Association Local Councils (SALC) or the Town Council's external HR provider, the Chair of the Staffing Committee is authorised to seek advice and engage the services of the HR provider for HR advice.

This policy confirms:

- Employees have the right to be accompanied at a grievance meeting or appeal by a workplace colleague, a trade union representative (certified by their union as being competent to accompany a worker) or a trade union official. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
- The Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
- An employee has the right to appeal against the decision about their grievance. The appeal decision is final.

- Recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition.
- If an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure.
- If a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith.
- The Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Council's and the employee's consent.

INFORMAL GRIEVANCE PROCEDURE

The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage.

FORMAL GRIEVANCE PROCEDURE

If it is not possible to resolve the grievance informally, the employee may submit a formal grievance. It should be submitted in writing to the employee's manager or, if it is about the employee's manager, to their manager. If the Grievance is about the Town Clerk it should be raised with the Chair of the Staffing Committee.

The Manager receiving the grievance will arrange a meeting to discuss the grievance. Depending upon the complexity of the matter(s) raised the Manager will either look into the matter themselves or appoint someone to investigate.

If the grievance is against the Town Clerk, the Chair of the Staffing Committee will appoint a sub-committee of three members to hear the grievance. Depending on the complexity of the matter they will either look into the matter themselves or appoint someone to investigate.

NOTIFICATION

The employee will be asked, in writing, to attend a grievance meeting. The letter will include the following:

- the names of the person or people hearing the grievance;
- a summary of the employee's grievance based on their written submission;
- the date, time and place for the meeting; the employee will be given reasonable notice of the meeting;
- the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official;
- a copy of the Council's grievance policy;
- confirmation that, if necessary, witnesses may attend on the employee's behalf and that the employee should provide the names of their witnesses at least five working days before the meeting;
- confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting.

THE APPEAL

If an employee decides that their grievance has not been satisfactorily resolved they may submit a written appeal to the Chair of the Staffing Committee. An appeal must be received by the Council within five working days of the employee receiving the decision and must specify the grounds of appeal.

The appeal will be heard by a panel of three Members of the Staffing Committee, appointed by the Chair of the Staffing Committee, who have not previously been involved in the case. There may be insufficient members of the Staffing Committee who have not previously been involved. If so, the appeal panel will be a committee of three Council Members who may include Members of the Staffing Committee. The appeal panel will appoint a Chairman from one of its members.

The employee will be notified, in writing, of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.

The decision of the appeal panel is final.

GRIEVANCES AGAINST COUNCILLORS

Complaints about the conduct of parish and town councillors are handled by the Waverley Borough Council's Monitoring Officer, Case law, *R (Harvey) v Ledbury Town Council*, has found that complaints must be investigated under the standards procedures and not through other processes such as staff grievance procedures.

DATA PROTECTION

The Council processes personal data collected during the Grievance Procedure in accordance with its data protection policy. In particular, data collected as part of the investigation stage and any subsequent stages of the Grievance Procedure is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the Grievance Procedure. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Council's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

Dated _____ 2019

GODALMING TOWN COUNCIL

-and-

CITIZENS' ADVICE WAVERLEY

SERVICE LEVEL AGREEMENT
2020-2024

Date of Agreement:-

Parties

This is an Agreement between:

- (i) Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.
- (ii) Citizens' Advice Waverley (registered under company number 4823693 and registered charity number 1098859) whose registered office is situated at Citizens' Advice Waverley, 36 Bridge Street, Godalming, Surrey, GU7 1HP

1. Authorised Representatives

The Parties' Authorised Representatives for the purposes of this Agreement shall be:

The Council: The Proper Officer
Citizens' Advice Waverley: Chair of Trustees

2. Object of Agreement

The Council wishes for Citizens' Advice Waverley to produce and deliver from the Commencement Date a service in accordance with this agreement.

3. Period of Agreement

This Agreement shall begin on 1st April 2020 ("the Commencement Date") and shall expire on 31st March 2024 unless terminated earlier in accordance with clause 13.

4. Status of Citizens' Advice Waverley

In carrying out this Agreement Citizens' Advice Waverley is acting in its own right and not as an agent of the Council.

5. Status of Agreement

5.1 The Parties intend this Agreement to be legally binding.

6. Citizens' Advice Waverley Obligations

Citizens' Advice Waverley agrees operate and maintain a direct client contact advice provision within Godalming that provides 5 day per week access (excluding public holidays).

Citizens' Advice Waverley agrees, by the 31st March of each year of an SLA agreement, to inform Godalming Town Council of its intention to continue to operate and maintain a direct client contact advice provision within Godalming that provides 5 day per week access (excluding public holidays). over the following 12 months (1April - 31 March).

In the event that Citizens' Advice Waverley agrees ceases to provide this service, this agreement shall terminate.

Citizens' Advice Waverley agrees that all monies paid by the Council will be spent on the above Service.

7. Performance Information and Quality Control

7.1 Citizens' Advice Waverley shall maintain a proper set of financial accounts of its activities and shall arrange for the accounts to be independently verified by a qualified examiner in accordance with the General Directions given by the Charity Commission's requirements. Draft accounts shall be provided to the Council within four months of the end of each financial year (1 April to 31 March each year) and full accounts shall be provided to the Council within eight months of the end of each financial year.

7.4 Citizens' Advice Waverley shall maintain records of how any monies paid to it under this Agreement have been spent and shall make these records available to the Council within four weeks of any written request to see them.

8. Policies, procedures and principles

Citizens' Advice Waverley shall hold such policies as required by Statute and will maintain their principles at all times.

9. Use of Other Organisations

The Service shall be provided solely by Citizens' Advice Waverley unless the Council otherwise agrees, at its absolute discretion, in writing.

10. Insurance and Indemnity

Citizens' Advice Waverley shall indemnify and keep the Council indemnified against any legal liability (including any legally recoverable costs and expenses) which arises as a result of default on the part of Citizens' Advice Waverley in the performance of this Agreement, except in so far as such liability was caused or contributed to by the Council its employees or agents.

11. The Council's Obligations

In consideration of the provision of the Service the Council agrees to contribute £28,000 per year towards the costs to deliver the service.

12. Monitoring

Citizens' Advice Waverley shall provide to the Council, for each year of this agreement running an analysis of the numbers of in-person, and telephone advice contacts of GU7 residents it has processed. The analysis may be based on Citizens' Advice Waverley annual general meeting reporting requirements, the dates of the reporting period are [date.....] to [date.....] to be received by the Council within 3 weeks of the conclusion of the agreed period

13. Termination

13.1 Either Party may terminate this Agreement upon giving not less than six months' notice in writing to the other or a lesser period if the Parties agree in writing.

13.2 Either Party may terminate this Agreement immediately by notice in writing to the other in the event of any new legislation or Government ruling coming into force which renders unlawful or substantially more burdensome or impracticable the performance of its obligations under this Agreement.

13.3 Where a Party fails to carry out its obligations under the Agreement and has exhausted the Disputes and Mediation mechanism under clause 14, the other Party may terminate this Agreement upon giving to the other 3 months' notice in writing.

14. Disputes and Mediation

14.1 The Council and Citizens' Advice Waverley will use their best endeavours to resolve disputes.

14.2 Either Party may invoke the following procedure to resolve disputes.

(a) request a meeting between Authorised Representatives within 10 working days or such other period as may be agreed between the Parties.

(b) a further meeting involving the Council and Citizens' Advice Waverley may be requested within 14 working days should any dispute remain unresolved.

14.3 Use of the disputes procedure will not delay or take precedence over any use of the default or termination procedures.

14.4 If the Parties are unable to settle the dispute in accordance with the procedures in 14.2 above, the Parties will attempt to resolve the dispute by mediation using Waverley Borough Council as arbiters.

15. Review

15.1 This Agreement shall be reviewed six months before the end of the four year period of the Agreement.

16. Variation

The terms of this Agreement may only be varied by agreement in writing between the Parties.

16. REVIEW OF FINANCIAL REGULATIONS

GTC Financial Regulation	NALC Financial Regulation	Comments
1.7 Members of Council are expected to follow the instructions within these Regulations and not to encourage employees to breach them...	Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them...	One word change. Recommend we change to NALC wording.
2.5The appointment will be reviewed every seven years.		Recommend we remove as does not add any benefit and can cause confusion.
5.9 Any changes in the recorded details of suppliers, such as bank accounts, shall be approved in writing by the Town Clerk.	Any changes in the recorded details of suppliers, such as bank accounts, shall be approved in writing by the Town Clerk.	Recommend change from Town Clerk to RFO as in practice, this is who performs the check.
6.4 ...No Councillor should be a signatory to a transaction in which they have declared a disclosable pecuniary interest or in which they have any other interest.	A Member who is a bank signatory, having connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.	Recommend we change to NALC wording.
6.6 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two Members and any payments are reported to the Policy & Management Committee as made.	If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two Members and any payments are reported to the Policy & Management Committee as made.	<p>Recommend that wording be changed as follows: If thought appropriate by the Council, payment for utility supplies (energy, telephone and water), National Non-Domestic Rates or any other regularly occurring supply</p> <p>The Fuel Card recently approved is not technically a utility, and there could reasonably be other supplies that could usefully be paid by direct debit that also do not fit the 'utility' definition.</p>

GTC Financial Regulation	NALC Financial Regulation	Comments
<p>6.14 Where internet banking accounts arrangements are made with any bank, an Officer (not the Town Clerk or RFO) shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly who and what approvals are needed for each type of payment.</p>	<p>Where internet banking accounts arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Administrator with a stated number of approvals.</p>	<p>Recommend we change to NALC wording as first difference reflects current practice, and second would provide options.</p>
<p>6.16 Changes to account details for suppliers, whether used for internet banking or not, may only be changed on hand written hard copy notification by the supplier, verified by a telephone call, and supported by hard copy authority for change signed by the Town Clerk or in her absence the Deputy Town Clerk. A programme of regular checks of standing data with suppliers will be followed.</p>	<p>Changes to account details for suppliers, which are used for internet banking, may only be changed on hand written hard copy notification by the supplier, verified by a telephone call, and supported by hard copy authority for change signed by the Town Clerk or in their absence the RFO. A programme of regular checks of standing data with suppliers will be followed.</p>	<p>Recommend we change to NALC wording, however, suggest we swap the order of RFO and Town Clerk as this check is normally performed by RFO so would better reflect actual practice.</p>
<p>[currently do not have this in the GTC Financial Regulations]</p>	<p>Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month end. Personal credit or debit cards of Members or staff shall not be used under any circumstances.</p>	<p>As trade accounts will predominantly be used by our direct labour force, it is not practical that use be restricted per NALC recommendation. Therefore suggest the following: Any corporate credit card, corporate credit account or trade card account opened by the Council will be used only with the Clerk, RFO or Facilities Supervisor's authorisation. Wherever possible, delivery notes (or similar) must be obtained to enable reconciliation to invoices.</p>

GTC Financial Regulation	NALC Financial Regulation	Comments
[currently do not have this in the GTC Financial Regulations]		Members wish to add the following: The Council will pay all authorised invoices in a timely manner.
[currently do not have this in the GTC Financial Regulations]	The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk or RFO.	This is an important control in smaller Councils where the Town Clerk is often the RFO and a signatory for payments. At GTC, there is an appropriate level of segregation of duty. However, the Town Clerk receives all mail, including bank statements, and reviews for oddities and discrepancies. A statement along those lines could be added if Members feel this is helpful.
9.2 When raising an invoice for the Joint Burial Committee an Officer will deliver the top copy to the debtor, send one of the copies to the RFO and retain the second copy in their own records. If an invoice is voided all three copies should be kept in the Officer's own records.		This no longer reflects current practice for JBC since the introduction of the Cemeteries Management System. Recommend it is now removed.
9.3 Each invoice pad shall be held securely by the Officer to which it is issued and from time to time that Officer may be called upon to account for each of the sequentially numbered pads.		This no longer reflects current practice. Recommend it is now removed.
10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order.	10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order.	Recommend the addition of the following: ... and is satisfied best available terms have been achieved.
11.1.a.ii for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;	for specialist services such as provided by legal professionals acting in disputes;	Recommend we change to NALC wording.

GTC Financial Regulation	NALC Financial Regulation	Comments
11.1.g If less than three tenders are received for contracts above £60,000 ...	If less than three tenders are received for contracts above £25,000	Recommend we change to NALC wording as a legal requirement but exchange the phrase "less than" with "fewer than".
11.1.i When it is to enter a contract of less than £60,000 ...	When it is to enter a contract of less than £25,000 ...	Recommend we change to NALC wording as a legal requirement.
	<p>Stores and Equipment</p> <p>13.1 The Officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.</p> <p>13.2 Delivery notes shall be obtained in respect of all goods received into the store or otherwise delivered and goods must be checked as to order and quality at the time of delivery.</p> <p>13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.</p> <p>13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.</p>	<p>New section.</p> <p>Recommend we adopt given we currently have a variety of stores (e.g. stationery, Community Centre kitchenware) and will get more with direct labour force.</p> <p>Will require renumbering of existing regulations.</p>
13.2 Movable property does not exceed £250		Recommend we increase to £2,000 to align with Fixed Asset Policy.
14.2 The Town Clerk shall ensure that all new risks, properties or vehicles which require to be insured or any alterations affecting existing insurances is effected immediately.	The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.	Recommend we change to NALC wording

GTC Financial Regulation	NALC Financial Regulation	Comments
15.1 and 15.2 The Town Clerk shall cause to be prepared...	The Clerk shall prepare	Recommend we change to NALC wording
		In entire document, replace the word 'Chairman' with the word 'Chair' to reflect decisions made by this administration.



GODALMING TOWN COUNCIL

FINANCIAL REGULATIONS

**Adopted by Full Council on
15 November 2018**

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These Financial Regulations are made under Standing Order 140 and were adopted by the Council at its Meeting held on ~~30 March 2017~~ 15 November 2018.

1. General

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with Godalming Town Council Standing Orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these regulations and not to ~~encourage~~ entice employees to breach them. Failure to follow instructions within these regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Finance Officer (RFO) holds a statutory office to be appointed by the Council.

- 1.9. The RFO;
- acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations¹.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;

¹ Accounts and Audit (England) Regulations 2011/817

- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the Full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £50,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and Audit (Internal and External)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including exceptions, to and noted by the Audit Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed annually by the Council and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices. ~~The appointment will be reviewed every seven years.~~
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual Estimates (Budget) and Forward Planning

- 3.1. The RFO must each year, by no later than the end of December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Management Committee and the Council no later than the end of January of the following year.
- 3.2. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary Control and Authority to Spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.
- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure, or that is not contained within the revenue budget or within the Clerks delegated authority of £4,500, other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (virement).
- Any time the Clerk exercises a delegated financial authority, the Clerk will agree expenditure with the Chair or Vice Chair of the appropriate Committee and shall report the action taken and costs incurred to the same Committee as soon as practicable thereafter.
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually as part of the budget preparation process for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement, health and safety or other work which is of such extreme urgency that it must be done at once, whether or not there is any budget provision for the expenditure, subject to a limit of £4,500. Before doing so, the Clerk will agree expenditure with the Chair or Vice Chair of the appropriate Committee and shall report the action taken and costs incurred to the same Committee as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual and projected annual expenditure against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of

material variances. For this purpose “material” shall be in excess of 15% of the budget or 2% of the precept.

- 4.9 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking Arrangements and Authorisation of Payments

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for security and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation and, together with the relevant invoices, present the schedule to the Policy & Management Committee. The Committee shall review the schedule for compliance and, having satisfied itself, shall confirm by a resolution of the Committee that the payments made were appropriate. The approved schedule shall be signed by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be verified and certified by the officer procuring the good/services to confirm that the work, goods or services to which each invoice relates has been received or carried out. All invoices for payment shall be checked by the officer arranging payment to confirm that the invoice represents expenditure previously approved by the Council and has not previously been paid.
- 5.4. The RFO shall ensure that all invoices are examined for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all properly verified and certified invoices submitted.
- 5.5. The Clerk and RFO shall have delegated authority to authorise Fund transfers within the Council's banking arrangements up to the sum of £250,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Management Committee.
- 5.6. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.8. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.9. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the **Clerk RFO**.

6. Instructions for the Making of Payments

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. The Clerk/RFO shall give instruction that each payment authorised in accordance with Regulation 5 above shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council. ~~No Councillor should be a signatory to a transaction in which they have declared a disclosable pecuniary interest or in which they have any other interest. A member who is a bank signatory, having connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.~~
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil or payment schedule and the invoice or other voucher.
- 6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water), ~~and any~~ National Non-Domestic Rates ~~or any other regularly occurring supply~~ may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to the Policy & Management Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Policy & Management Committee at least every two years.
- 6.7. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed (or otherwise evidenced) by two members, are retained and any payments are reported to the Policy & Management Committee as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Policy & Management Committee at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed (or otherwise evidenced) by two authorised bank signatories, are retained and any payments are reported to Policy & Management Committee as made. The approval of

the use of BACS or CHAPS shall be renewed by resolution of the Policy & Management Committee at least every two years.

- 6.9. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be kept securely in the Council's strongroom in a sealed dated & timed envelope signed by two Councillors across the seal. This envelope may not be opened other than in the presence of two Councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council or the Policy & Management Committee. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or the Policy & Management Committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and at a different location from the original data.
- 6.13. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, ~~an officer (not the Clerk or RFO)~~ the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly ~~who and what approvals are needed for each type of payment the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Administrator with stated number of approvals.~~
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, ~~whether which are~~ used for internet banking ~~or not~~, may only be changed on written hard copy notification by the supplier, verified by a telephone call, and supported by hard copy authority for change signed by the

~~Clerk~~ RFO or in ~~her~~ their absence the ~~Deputy Clerk~~. A programme of regular checks of standing data with suppliers will be followed.

- 6.17. The RFO may provide imprests to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall advance imprests up to a maximum of £500 for the purpose of defraying operational and other expenses to officers named by the Policy & Management Committee.
 - b) The RFO shall maintain a petty cash float of a maximum of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - c) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - d) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.
- 6.18. Any corporate credit card, corporate credit account or trade account opened by the Council will be used only with the Clerk, RFO or Facilities Supervisor's authorisation. Wherever possible, delivery notes (or similar) must be obtained to enable reconciliation to invoices.
- 6.19. The Council will pay all authorised invoices in a timely manner.

7. Payment of Salaries

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Policy & Management Committee (or Council if the matter affects the Clerk alone).
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for all staff.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Policy & Management Committee must consider a full business case.

8. Loans and Investments

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. ~~When raising an invoice for the Joint Burial Committee an officer will deliver the top copy to the debtor, send one of the copies to the RFO and retain the second copy in their own records. If an invoice is voided all three copies should be kept in the officer's own records.~~
- 9.3. ~~Each invoice pad shall be held securely by the officer to which it is issued and from time to time that officer may be called upon to account for each of the sequentially numbered invoices in the pad.~~
- 9.4. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.5. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.6. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.7. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.8. The origin of each receipt shall be entered on the paying-in slip.
- 9.9. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.10. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.11. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for Work, Goods and Services

- 10.1. An official order or letter may be issued for work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order **and is satisfied best available terms have been achieved**.

11. Contracts

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by ~~solicitors, accountants, surveyors and planning consultants~~ **legal professionals acting in disputes**;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair~~man~~ and Vice Chair~~man~~ the Policy & Management Committee); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts

Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.

- c. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of the Council.
- g. If ~~less~~ ~~fewer~~ than three tenders are received for contracts above ~~£60,000~~ ~~£25,000~~ or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall be subject to Standing Order 142 and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than ~~£60,000~~ ~~£25,000~~ in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Clerk or RFO shall obtain 2 estimates. Otherwise, Regulation 10(3) above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

- I. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. Stores and Equipment

- 12.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 12.2. Delivery notes shall be obtained in respect of all goods received into the store or otherwise delivered and goods must be checked as to order and quality at the time of delivery.
- 12.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 12.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

13. Payments Under Contracts for Building or Other Construction Works

- 13.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 13.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 13.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

14. Assets, Properties and Estates

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other

consents required by law, save where the estimated value of any one item of tangible movable property does not exceed ~~£250~~ £2,000.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. ~~13-2~~ 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

- 15.1. Following the annual risk assessment (per Financial Regulation ~~15-16~~), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The Clerk shall ~~give prompt notification to the RFO of ensure that~~ all new risks, properties or vehicles which require to be insured or any alterations affecting existing insurances ~~is effected immediately~~.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16. Risk Management

- 16.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall ~~cause to be~~ prepared, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 16.2. When considering any new activity, the Clerk shall ~~cause to be~~ prepared a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. Suspension and Revision of Financial Regulations

- 17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Godalming Town Council – SU0039**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:
None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP SIGNATURE REQUIRED

Date

22/08/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a non-pecuniary interest]³ 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 _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² 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

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