

GODALMING TOWN COUNCIL

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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 Borough Hall, Bridge Street, Godalming on THURSDAY, 27 April 2023 at 7.30pm.

DATED this 21st day of April 2023.

PLEASE NOTE THERE IS CHANGE IN THE MEETING TIME AND VENUE FOR THE MEETING TO BE HELD ON THURSDAY, 27 APRIL 2023 DUE TO THE COUNCIL CHAMBER BEING USED FOR ELECTION MATERIALS.

To gain entry to the Borough Hall please use the Bridge Street entrance.

Andy Jeffery
Clerk to the Town Council

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

The meeting will be preceded by a short presentation by Mollie Coates from Broadwater School – all who wish to participate in the reflection 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 reflection. 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 16 February 2023.

2. APOLOGIES

TO RECEIVE apologies for absence.

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. 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:

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

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

5. QUESTIONS BY MEMBERS

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

6. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

7. RECEIPT OF COMMITTEE CHAIRS' REPORTS

To receive Chairmen's reports of the Committees as under:

Audit Committee

The Audit Committee makes several recommendations to Full Council regarding:

- the Internal Auditors report at year end. This recommendation to be considered at agenda item 12 below;
- the Annual Governance Statement. This recommendation to be considered at agenda item 13 below; and
- the Accounting Statements for the year ended 31 March 2023. This recommendation to be considered at agenda item 14 below.

Environment & Planning Committee

CIL Application – Farncombe Community Garden

The Environment & Planning Committee received a presentation from Deepa Craig of the Farncombe Community Garden Project and considered the Neighbourhood CIL application from the Farncombe Community Garden Project and resolved to recommend the application to Full Council for an award of £10,000 Neighbourhood CIL with the additional recommendation that the 12-month reapplication period be waived.

Policy & Management Committee

Policy Document Review

Members reviewed the policy documents listed below (attached for the information of Members) and resolved to recommend for adoption by Full Council.

- Safeguarding Policy – Youth
- Whistleblowing Policy

Management & Scrutiny Arrangements for Bereavement & Cemetery Service

Following the dissolution of the Joint Burial Committee, the Policy & Management Committee recommend that Full Council approve a change to the committee structure to establish management and scrutiny arrangements for the bereavement and cemetery service.

As with other services provided by the Town Council, such as the Museum and Youth Service, the scrutiny and management functions of the Bereavement and Cemetery Service is to be vested as appropriate within existing Council committees as indicated below:

- i. Review the schedule of Cemetery Fees & Charges on an annual basis – **P&M**
- ii. Review Cemetery Rules & Regulations on a regular basis – **P&M**
- iii. To consider the effectiveness of the risk management arrangements within the bereavement and cemetery service area – **Audit**
- iv. To ensure appropriate arboricultural testing is undertaken on an 18-month cycle and the implementation of any recommendations arising from the testing – **P&M work programme**
- v. To develop proposals for the environmental improvement of the cemeteries – **E&P**
- vi. To develop and review long term strategic management including site visits – **E&P**

8. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	17 April 2023
Environment & Planning	23 February 2023 23 March 2023 20 April 2023
Policy & Management Committee	23 March 2023 20 April 2023
Staffing Committee	16 February 2023

9. GODALMING JOINT BURIAL COMMITTEE – REPORT

In accordance with the Local Government (Parish and Parish Councils) (England) Regulations 2008, SI 625, Pt 3, Reg 13, (1c) & (2a), the minutes of the meeting have been circulated to the Chair and every other Member present at the meeting; and after taking into consideration any representations made by any such Member within seven days of the date on which those minutes were circulated, the Chair has duly signed the minutes.

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 23 February 2023.

10. JOINT BURIAL COMMITTEE FINANCIAL YEAR END 31 MARCH 2023

To complete the financial reporting requirements of the Joint Burial Committee for the year ended 31 March 2023, Members are requested to note the attached:

- accounts paid since the last Joint Burial Committee meeting & schedule of payments between 24 February and 31 March 2023;
- the Final Accounts for the year ended 31 March 2023; and
- the Internal Auditors report for the year ended 31 March 2023.

Members to agree that the Chair should sign the schedule of accounts paid.

11. ALLOCATION OF FORMER JOINT BURIAL COMMITTEE FUNDS

Recommendation: Members to resolve to approve the allocation of funds transferred from the former Joint Burial Committee accounts.

Except for £25,000 to be transferred to Busbridge Parish Council as agreed by Full Council on 15 December 2022 (Min No 420-22 refers), all assets and liabilities of the former Joint Burial Committee are transferred to Godalming Town Council. As part of the transfer process Members are required to agree the allocation of funds to reserves.

The RFO makes the following recommendation for Members' consideration:

£200,000 is allocated to GTC general reserves, with the remaining balance (£50,867), which had been allocated to earmarked reserves for the maintenance of the cemeteries, be allocated to the GTC Land and Other earmarked reserve as the reserve that best replicates the purpose for which the funds were accumulated.

12. REPORT OF THE INTERNAL AUDITOR

Members to consider the report of an internal audit conducted on 17 April 2023 by the Council's Internal Auditor Mulberry & Co (the report is attached for the information of Members) and to note the comments of the Audit Committee thereon.

Audit Point	Audit Findings	Council Response
Web site link	The council has a dedicated transparency page – although the link was difficult to locate.	There have been a few teething issues with the new website and this is one of them. We will add a link to the Financial Information icon on the front page.

13. ANNUAL GOVERNANCE STATEMENT

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

Members are advised to consider the Audit Committee's recommended answers to those questions alongside the Annual Governance Statement. The Audit Committee's recommended answers are attached for the information of Members.

14. ACCOUNTING STATEMENTS 2022/23

Members to consider and agree the Town Council's Accounting Statements for the Financial Year Ended 31 March 2023 (copy of Section 2 of the Annual Return is attached for the information of Members).

15. REVISED BUDGET 2023/24

Members to consider and approve a revised budget for 2023/24 which incorporates the new Bereavement and Cemetery Service (attached for the information of Members).

16. INCREASED NEIGHBOURHOOD CIL FUNDING FOR BROADWATER SCHOOL IMPROVEMENT PROJECT – ITEM FOR DECISION

Recommendation:

Full Council to consider the report below concerning a request to increase the existing Neighbourhood Community Infrastructure Levy award to Broadwater School relating to provision of a Canopy Garden and Arena Area, from £79,400 to a total of £108,890.

On 16 February, Full Council resolved to award up to £79,400 of Neighbourhood CIL funds to Broadwater School to enable the creation of a Canopy Garden that, as the school role expands, would help support pupils' health and well-being (Min No 503-22 refers). In making the original application the Friends of Broadwater School had hoped to be able to fund the other parts of the overall project, which included an Arena Area and a Pollinator Pathway between the school gate and main entrance, via an award of Strategic CIL funds from Waverley Borough Council.

As reported to the Environment & Planning Committee on 23 March 2023, unfortunately the project team was unsuccessful in their bid for a Strategic CIL award and as such have had to re-evaluate the project.

The Town Council received a request on 13 April from the Friends of Broadwater School (attached for the information of Members) highlighting the challenges faced by the project team and setting out how the project has been re-evaluated to seek a way to best meet the needs of the Broadwater students. Having undertaken some modification to the designs and build materials, they have identified financial savings that can be made to enable the Canopy Garden and Arena Area of the project to be effectively developed. However, despite the re-evaluation and identified cost savings, a financial shortfall of £29,490 remains. In presenting the revised plans, The Friends of Broadwater School very much hope that Godalming Town Council can support the adapted plan and would consider a special request for additional funding of £29,490 from Godalming Town Council Neighbourhood CIL to enable the project to proceed during July/August 2023.

In considering the application, if Members approve the recommendation from the Environment & Planning Committee for the Neighbourhood CIL award to the Farncombe Community Garden Project (agenda item 7 above), Godalming Town Council will have committed awards for £237,400 of Neighbourhood CIL funding. As of 14 April 2023, Neighbourhood CIL monies received from developers via WBC for the Parish of Godalming stood at £241,914. Therefore, the current uncommitted balance is £4,514.

Although not yet received, in accordance with Regulation 59A of the CIL Regulations, Waverley Borough Council will pass 25% of the relevant CIL receipts collected between the 1 October 2022 and 31 March 2023 within Godalming Parish to Godalming Town Council as 'Neighbourhood CIL'. The amount due from Waverley stands at £138,888 and is expected to be paid to GTC by the end of April 2023.

If Members are minded to approve the request for additional funding in support of the project, it is hoped that the RFO will be able to report at the meeting that notification of payment has been received from WBC. However, if notification has not been received, Members could either defer this agenda item to the next available scheduled meeting of the Full Council, which would be the Annual Meeting of the Council (mayor making) on 18 May 2023, or they could approve the award at this meeting with a caveat that the Town Clerk may not confirm the award to the applicant until notification from WBC has been received confirming that sufficient Neighbourhood CIL funds to cover the award are to be paid to GTC.

17. REVIEW OF STANDING ORDERS

Recommendation. Members to resolve to approve the amendments to Standing Orders

Members are requested to review Standing Orders (attached for the information of Members) and to approve the amendments made. Deletions to existing Standing Orders are shown in red, additions are shown in blue.

18. REVIEW OF FINANCIAL REGULATIONS

Recommendation. Members to resolve to approve the amendments to Financial Regulations.

Members are requested to review Financial Regulations (attached for the information of Members) and to approve the amendments made. Deletions to existing Financial Regulations are shown in red, additions are shown in blue.

19. REVIEW OF SCHEME OF DELEGATION

Recommendation. Members to resolve to approve the amendments to Scheme of Delegation.

Members are requested to review Scheme of Delegation (attached for the information of Members) and to approve the amendments made. Deletions to existing Scheme of Delegation are shown in red, additions are shown in blue.

20. COMMUNITY INFRASTRUCTURE LEVY MONITORING REPORT– ITEM FOR NOTE

Members to receive the annual Community Infrastructure Levy Monitoring Report to 31 March 2023 (report attached for the information of Members).

21. COUNCILLOR CO-OPTION POLICY – ITEM FOR DECISION

Recommendation: Members to resolve to approve the adoption of the Councillor Co-option Policy.

Following advice from SALC that councils should have an adopted Councillor Co-option Policy, a format widely used by other councils is attached for Members' consideration. This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of Members to Godalming Town Council (GTC). The co-option procedure is entirely managed by GTC and this policy will ensure that, if required, a fair and equitable process is carried out.

22. AUTHORISATION OF THE CLERK

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.

23. DATE OF NEXT MEETING

The date of the next Full Council meeting is the Annual Council and is scheduled to be held in the Council Chamber on Thursday, 18 May 2023 at 7.00pm.

24. ANNOUNCEMENTS

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

GODALMING YOUTH SERVICE **SAFEGUARDING & CHILD PROTECTION POLICY**

SAFEGUARDING WITHIN GODALMING YOUTH SERVICE

This document sets out Godalming Youth Service's safeguarding policy and procedures for the protection of children and young people.

This Policy applies to anyone working on behalf of Godalming Youth Service, including managers, the Youth Service Management Group, paid staff, volunteers, sessional workers, agency staff and students. Its purpose is to protect and enhance the safety and well-being of all children and young people by actively promoting awareness, good practice and sound procedures.

We believe the safety and well-being of children and young people is of the utmost importance and that they have a fundamental and equal right to be protected from harm regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We fully recognise our statutory responsibility for safeguarding; the safety, protection and well-being of all children and young people that Godalming Youth Service supports and interacts with, is paramount and has priority over all other interests. This includes responding immediately and appropriately where there is a suspicion that any young person under the age of 18 years old or vulnerable adult may be a victim of bullying, harassment, abuse (including physical, sexual, emotional) or neglect.

'Young Person' means those under 18 years old including all of those up to their 18th birthday – as designated a 'child' within the terms of the Children's Act 1989.

Godalming Youth Service encourages a culture of listening to children and engaging them in dialogue, with children seeking their views in ways that are appropriate to their age, culture and understanding.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England including the Children's Act 2004 and "Working Together to Safeguard Children 2018". [Working together to safeguard children \(PDF\)](#) (Department of Education), 2018 provides the key statutory guidance for anyone working with children and young people. All policies and procedures pertaining to safeguarding will be reviewed and updated on an annual basis, with additional reviews implemented should significant learning emerge or statutory guidance change.

Due to Godalming Youth Service being part of Godalming Town Council, an important distinction needs to be made as regards to which parts of the organisation this policy applies to. This policy applies to Godalming Youth Service activities only; non-youth service activities are governed by Godalming Town Council's Safeguarding Policy.ⁱ

Principles

- This policy is based on the legal and statutory definitions of a child (defined as being up to 18 years old).

- The organisation will safeguard the welfare of children, young people and adults at risk, within the work we do by protecting them from neglect, physical, sexual or emotional abuse.
- All young people, regardless of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, mental health status and physical appearance have the right to protection from any kind of abuse. ⁱⁱ
- All young people have the right to participate in an enjoyable and safe environment.
- Young people have the right to expect appropriate support in accordance with their personal and social development.
- Working in partnership with young people, their parent(s)/carers and other agencies is essential for the protection of young people.
- Safeguarding children and young people is the responsibility of everyone within the organisation, regardless of their role.
- A timely and appropriate response will be given to all suspicions or allegations of abuse, or poor practice.
- It is the responsibility of the Designated Safeguarding Lead/Leadership Team and any external agencies involved to uphold these safeguarding principles.
- The sharing of confidential information is restricted to the necessary external agencies.
- All personal information about children and young people is shared and stored appropriately in accordance with the Data Protection Act, the Freedom of Information Act and Information Sharing Protocols.

Godalming Youth Service recognises its statutory responsibility to ensure the welfare of young people and work with the Local Safeguarding Children's Partnership (LSCP)ⁱⁱⁱ to comply with its safeguarding procedures.

Implementation

Godalming Youth Service's Safeguarding & Child Protection Policy shall be adopted by the following:

- Godalming Youth Service and its staff, associates, volunteers, young people and management group; and
- all other bodies working in partnership with Godalming Youth Service.

Reporting Procedures

In all cases it is vital to take every action which is needed to safeguard the child, children and young person(s). Immediate action may be necessary in the following situations:

- If emergency medical attention is required, phone the emergency services or take the child/ young person to the nearest Accident and Emergency Department.
- If the child or young person is in immediate danger the police should be contacted by calling 999.
- Any suspicion, allegation or disclosure of abuse or harm must be reported immediately or as soon as practicably possible on the day of the occurrence to your Safeguarding Lead.
- Disclosure or evidence for concern may occur in a number of ways including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.
- The Safeguarding Lead must record the concern, with the staff member or volunteer using the appropriate Reporting Form. The Safeguarding Lead is responsible for ensuring that a copy of the Incident Report or Request for Support referral form is immediately passed onto the most senior person responsible for safeguarding or Surrey Children's Services, C-SPA, details below. This form must be kept strictly confidential and stored securely.
- It is the responsibility of the Designated Safeguarding Lead (DSL) or in their absence the person who has overall responsibility for safeguarding to deal with safeguarding matters. If further referral is necessary, it will either be through Surrey Safeguarding Children Partnership/Surrey Children's Services or the Police.

The DSL will be responsible for informing the employee who reported the disclosure of any action taken and any outcome if this is appropriate.

It is also the responsibility of the Safeguarding Lead to ensure any partner agencies involved with the young person are made aware of the disclosure and the action taken where relevant and where information sharing guidance permits this.

It is important to remember that often only when information held by a number of workers is put together, that a picture of child abuse emerges. All staff and volunteers must adhere to the information sharing protocol published by HM Government, adopted by the Children's Trust and endorsed by SSCP. Details can be found here: [Information sharing: advice for practitioners \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/421211/information-sharing-advice-for-practitioners.pdf).^{iv} In addition to this, whilst respecting cultural differences, the basic requirements for children is that they are kept safe across social, ethnic and cultural boundaries.

Organisational Responsibilities

- Godalming Town Council Policy & Management Committee has overall responsibility for the implementation of the Safeguarding Policy but may designate certain members of staff to manage the Safeguarding Policy and its implementation.
- It is the responsibility of the DSL to take appropriate action following any expression of concern and make referrals to the appropriate agency.
- Godalming Town Council will ensure that the DSL participates in regular safeguarding training on an annual basis so that they are aware of the procedures for identifying and reporting suspected cases of abuse and neglect, and are up to date with any legal changes.
- All staff/volunteers will be made aware of this Safeguarding Policy and related relevant procedures as part of their induction and their contract of employment.
- All staff/volunteers will be informed and have access to regular training as required to update their knowledge on safeguarding. More information can be found here: [SSCP Partnership Training Programme; Surrey Safeguarding Children Partnership \(surreyscp.org.uk\)](https://www.surreyscp.org.uk/training-programme)^v
- Godalming Youth Service will work in accordance to guidance and good practice from the Surrey Safeguarding Children Partnership. More information can be found at: [Surrey Safeguarding Children Partnership \(surreyscp.org.uk\)](https://www.surreyscp.org.uk)

Designated Safeguarding Lead – Contact Details

Godalming Youth Service adheres to current recommendations which require the appointment of a DSL who will act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities. They will also ensure this policy is implemented, updated at least annually and approved by Full Council and/or the Policy & Management Committee within Godalming Town Council.

Godalming Youth Service – Designated Safeguarding Lead Contact (Youth) Details:

Tom Manning 07706 342513 youthofficer@godalming-tc.gov.uk

Godalming Youth Service is part of Godalming Town Council. Because the town council is involved in many activities besides providing a youth service, there is a separate Safeguarding Officer for non-youth service activities.

Godalming Town Council – Designated Safeguarding Lead (non-Youth) Details:

Suzie Gortler 07765 693746/ community@godalming-tc.gov.uk

Designated Safeguarding Lead for Youth Service Responsibilities^{vi}

- Take a lead role in developing and reviewing Godalming Youth Service's safeguarding and child protection policies and procedures.
- Take a lead role in implementing Godalming Youth Service's safeguarding and child protection policies and procedures; ensuring all safeguarding and child protection issues concerning children and young people who take part in Godalming Youth Service's activities are recorded and responded to appropriately.
- Make sure that everyone working or volunteering with or for children and young people at Godalming Youth Service, including the management group members, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
- Make sure children and young people who are involved in activities at Godalming Youth Service and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
- Receive and record information from anyone who has concerns about a child who takes part in Godalming Youth Service's activities.
- Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Godalming Youth Service may present a risk to children or young people. This includes:
 - a. assessing and clarifying the information;
 - b. making referrals to statutory organisations as appropriate;
 - c. consulting with and informing the relevant members of the organisation's management; and
 - d. following the organisation's safeguarding policy and procedures.
- Liaise with, pass on information to and receive information from statutory child protection agencies such as the local authority child protection services, the police and NSPCC.
- This includes making formal referrals to agencies when necessary.
- Seek guidance where needed, from an appropriate organisation such as Surrey Children Services, the police and NSPCC.
- Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
- Work closely with the management group to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
- Report regularly to the management group on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of Godalming Youth Service.
- Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
- Be familiar with issues relating to child protection and abuse and keep up to date with new developments in this area. Attend regular training on child protection issues and share knowledge from that training with everyone who works or volunteers with or for children and young people at Godalming Youth Service.

Staff and Volunteer Responsibilities

- Any new member of staff or volunteer with direct contact with young people will be taken through this Safeguarding Policy as part of the induction process and offered training soon after commencing their post.
- All staff and volunteers to participate in timely and relevant training.

- All staff have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the procedures detailed below in this policy.
- If in any doubt about what action to take, employees must seek advice from the named Safeguarding Lead or in their absence, the Responsible Finance Officer or Town Clerk.

Training and Development

Godalming Youth Service will ensure that all members of staff/volunteers have timely and relevant safeguarding training. The DSL will ensure this happens, drawing especially on the following resources:

- training for the Safeguarding Manager can be accessed from [Surrey Safeguarding Children Partnership](#). Staff and volunteers can also access a range of multi-agency safeguarding training. We draw on the [Safeguarding Training Pathway](#) to guide our approach.
- The National Youth Agency provides training that aims to support Youth work specific safeguarding via their [Safeguarding & Risk Management Hub](#).
- In some instances, and where required by organisational needs, extra training will be sourced from reputable organisations.

Monitoring Procedures

Godalming Youth Service's Safeguarding & Child Protection Policy should be reviewed annually. The following situations may also trigger a review of the policy:

- any changes in legislation;
- any changes in youth governance;
- the result of a significant case; and
- new learnings that emerge locally.

If at any time the organisation becomes aware of knowledge that will strengthen our approach to safeguarding children, policy improvement and iteration should be implemented at the earliest opportunity

Definitions of Harm and/or Abuse

Working Together to Safeguard Children 2018 defines abuse as:

“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.”^{vii}

For the purpose of this policy, Godalming Youth Service has defined harm as:

- *Neglect* – the persistent failure to meet the basic physical and physiological needs of the young person that results in serious impairment of their health and development, including the failure to provide adequate food, clothing, shelter and failure to respond to basic emotional needs, such as being cared for when sick.
- *Abandonment* – leaving a child alone and unattended in circumstances that are inappropriate for their age and/or level of ability.
- *Emotional Abuse* – persistent, emotional ill treatment that has a severe adverse effect on the emotional development of children and young people. It may involve conveying to them that they are not wanted, not loved or worthless. It may involve inappropriate expectations (such as taking on the responsibility of an adult within the family) being placed on the young person leaving them frightened and unable to cope. It may also involve the threatening, exploitation or corruption of

children and young people. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

- *Physical Abuse* – hitting, kicking, shaking, slapping, throwing, scalding, burning, poisoning, drowning, suffocating, or other action intended to cause physical harm or ill health to the child or young person. Physical harm may also be caused when a parent or carer covers up the symptoms of, or deliberately causes ill health to a child or young person within their care.
- *Witnessing Ill Treatment (including domestic abuse of another person)* – this may impact the health or development of a child or young person.
- *Sexual Abuse or Sexual Exploitation* – forcing or enticing a child or young person to participate in sexual activities, whether or not the child or young person is aware or has knowledge of what is happening. It includes child prostitution, encouraging children or young people to watch or participate in the production of pornographic material, online grooming, encouraging children and young people to behave in sexually inappropriate ways. Sexual acts include penetrative such as rape and non-penetrative acts such as touching or stroking. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children on children.

The Sexual Offences Act 2003 defines 'consent' as '*if he agrees by choice and has the capacity to make that choice*'. The Act, removes the element of consent for many sexual offences for:

- Children/young people under 16 (including under 13).
- Children/young people under 18 having sexual relations with a person of trust (for example: teachers, youth workers, foster carers, police officers).
- Children/young people under 18 involved with family members over 18.
- Persons with a mental disorder impeding choice or who are induced, threatened or deceived.
- Persons with a mental disorder who have sexual relations with care workers.

In relation to young people under the age of 13, consent is irrelevant. The law says '*a child under the age of 13 does not, under any circumstances, have the legal capacity to consent to any form of sexual activity*'^{viii}.

The police must be informed immediately of any sexual activity involving a child under 13 years of age.

There are four major types of abuse (see SUPPORTING DOCUMENTS for definitions):

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

There are other types of abuse that fit into these categories and are key areas for children and young people in the UK. These include but are not restricted to child sexual exploitation (CSE), female genital mutilation (FGM), extremism, contextual safeguarding, mental health, domestic abuse and homelessness (Working Together guidance 2020)^{ix}.

Key areas will be covered in staff training, but it is important for staff to be aware of safeguarding areas that may affect specific programmes. The DSL will review new programmes and activities to ensure any key areas are flagged in the risk register and will identify any additional training needs if necessary.

Recognising Abuse

It is part of everyone's role at Godalming Youth Service to do everything possible to keep young people safe from abuse. There is a moral responsibility to report any concerns about a child or young person in any context. Most suspicions of abuse come about from observation of changes in the young person's behaviour, appearance, attitude or relationship with others. Training is important to support staff and volunteers to recognise abuse, and we seek to meet this need through our training matrix and continued engagement in training.

Signs of Abuse

Signs which may indicate abuse include:

- sexually explicit language and actions;
- unexplained bruising and injuries;
- sudden changes in behaviour, such as absences, withdrawal or having unexplained material goods;
- something a child has said; and
- a change observed over a long period of time e.g. losing weight or becoming increasingly dirty/unkept.

Such signs do not necessarily mean a child or young person is being abused. Equally, there may not be any signs; you may just feel something is wrong. It is not a member of staff's responsibility to decide if it is abuse, but it is their responsibility to act on such concerns and report it accordingly.

The signs of abuse are not always obvious, and a young person may not tell anyone what is happening to them. Individuals are often scared that the abuser will find out, and worried that the abuse will get worse. Quite often they think that there is no-one they can tell or that they will not be believed.

It is crucial that associates and volunteers are able to recognise signs of abuse. This training need is addressed in Godalming Youth Service's training matrix, but most importantly Godalming Youth Service is committed to undergoing ongoing professional development to continually improve child protection practice.

Vulnerable Young People

Godalming Youth Service has a responsibility to be aware that some children and young people who take part in our activities may experience difficulties that adversely affect their lives at home and/or within their lives outside of the organisation and therefore be at risk of harm.

Particularly vulnerable groups could include:

Children and young people with a disability (disability can take many forms including)

- physical disability
- sensory disability
- learning disability

Research indicates children and young people with a disability are more likely to be abused than non-disabled children. They may find it more difficult to recognise abuse. Disclosing abuse is difficult for any child; for a child with disabilities, it may be especially difficult, for the following reasons:

- their life experience may be limited, therefore struggle to recognise inappropriate behaviour;
- communication difficulties can make it hard to report abuse or they may not be able physically to leave an abusive situation or they receive intimate physical care and, therefore, the abuse may seem 'normal' or their self-esteem and self-image are poor;
- they may not be aware of how or to whom they can report abuse.

Children and young people at risk of sexual exploitation (CSE)

Young people at risk of, or engaged in, sexual exploitation may not see themselves as victims. Workers need to be aware of young people who may be at risk.

The sexual exploitation of children and young people is defined in government guidance documents (2017) as follows:

“Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.”^x

Often the exploitative situation includes contexts and relationships where young people receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or others performing on them, sexual activities. It can occur through the use of technology without the child's immediate recognition e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain.

In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised by the child's limited availability of choice, resulting from their social/economic and/or emotional vulnerability.

There are strong links between children who go missing and the internal trafficking, between towns, of young people for the purposes of sexual exploitation. Children and young people from loving and supportive families can be at risk of exploitation and workers must be careful not to stereotype specific groups of children as potential victims.

Children and young people affected by gang activity

Young people who become involved in gangs are at risk of violent crime and are, therefore, deemed vulnerable and in need of safeguarding. The nature and characteristics of gangs vary but generally:

- are predominantly young males;
- begin offending early and have extensive criminal histories;
- are often territorially based or linked to a particular religion or culture; and
- deal in drugs as a way to make money.

Girls tend to be less willing than boys to identify themselves as gang members but are often drawn into male gangs as girlfriends of existing members. They (and sisters of gang members) are at particular risk of being sexually exploited or abused, but this risk can also affect male gang members.

Youth workers have a responsibility to safeguard and promote the welfare of these young people and to prevent further harm both to themselves and to other potential victims. As the young person

may be both a victim and a perpetrator, it is vital that workers recognise their needs and provide support. To this end, Godalming Youth Service requires all workers to complete training in relation to gangs and violence, and in relation to child sexual exploitation.

Children and young people missing education

The law requires all children and young people between the ages of 5 and 16 to be in full time education. Children and young people who are not attending school or not being home-educated may be particularly vulnerable.

The local authority's children's services will be keen to be informed if you know about children and young people who are not either in school or receiving education at home, or if you have any concerns about children or young people who have gone missing from your area or neighbourhood, so that they can make sure that they are safe and that they receive an appropriate education. Raise your concerns with the DSL within the organisation, who can then make a referral.

Young people who are homeless

Homeless young people are not just those who are sleeping on the streets. Young people may be 'sofa surfing', staying on the floors and sofas of friends or family, in temporary hostel or bed and breakfast accommodation or in unsuitable or unsafe accommodation.

There are many reasons why young people are homeless but, whatever the reason, insecure housing is likely to have a debilitating impact on their lives and increase their vulnerability.

Children and young people who are experiencing domestic abuse

In a house where domestic abuse occurs, the children and young people are being abused too. Children and young people may be aware of the abuse of a parent, through hearing or seeing incidents of physical violence or verbal abuse. They may also continue to witness and/or hear abuse during post-separation contact visits.

Research shows the risks of children and young people being directly physically or sexually abused are markedly increased, in homes where domestic violence occurs.

The impact on such children and young people may be demonstrated through aggression, anti-social behaviour, anxiety or depression.

Young Carers

A young carer is a child or young person whose life is restricted by the need to take responsibility for another person. The person might be a parent, a brother or sister, grandparent or other relative who is disabled, has some chronic illness, mental health problem or other condition connected with a need for care, support or supervision. Young carers can become isolated, with no relief from the pressures at home, and no chance to enjoy a normal childhood. They are often afraid to ask for help as they fear letting the family down or being taken into care.

Godalming Youth Service seeks to identify when a young person is a young carer and to be aware of the needs of young carers in general. We intentionally build our expertise in this area to offer young carers support and/or signpost them to a charity specifically for young carers, ordinarily Surrey Young Carers. If their needs are more serious or urgent these concerns must be shared with the DSL within the organisation. All staff are required to complete Young Carer Aware training as part of their training matrix.

Children and young people whose parents/carers misuse substances

Although there are some parents/carers who are able to care for and safeguard their children despite their dependence on drugs or alcohol, parental substance misuse can cause significant harm to children at all stages of their development.

Where a parent has enduring and/or severe substance misuse problems, the children in the household are likely to be at risk of, or experiencing, significant harm primarily through emotional abuse or neglect.

The child or young person's daily life may revolve around the parent's/carer's substance misuse and they may be assuming inappropriate responsibilities within the home.

Children and young people whose parents/carers have learning disabilities

Parental learning difficulties do not necessarily have an adverse impact on a child's developmental needs. But, where it is known parents/carers do have learning disabilities, workers should be particularly aware of the developmental, social and emotional needs of the children and young people in the family.

Risk of harm or to well-being could be:

- a child having caring responsibilities inappropriate to their age, such as looking after siblings;
- a child experiencing neglect; and
- a child with a mother with learning disabilities, who may be targeted by men to gain access to children, for the purpose of sexually abusing them.

Godalming Youth Service also recognises that parents/carers with learning difficulties may need to have information about programmes and activities explained to them verbally and may need support when forms need to be completed.

Children and young people whose parents/carers have a mental illness

Parental mental illness does not necessarily have an adverse impact on a child or young person's care and developmental needs. However, studies show the chance of child death through abuse or neglect where parental mental illness is present, is greatly increased.

In a household where a parent has enduring and/or severe mental ill-health, children are more likely to be at risk of, or experiencing, significant harm.

Risk of harm or to well-being could be:

- parental aggression or rejection;
- having caring responsibilities inappropriate to his/her age;
- witnessing disturbing behaviour arising from the mental illness (e.g. self-harm, suicide, uninhibited behaviour, violence); and
- being neglected physically and/or emotionally by an unwell parent.

Unaccompanied asylum seeking and refugee children

Children who have come to the UK without parents or relatives, are some of the most vulnerable children in our society. They are alone in an unfamiliar country, at the end of what has most likely been a long, perilous and traumatic journey. They may have experienced exploitation or persecution in their home country, or on their journey to the UK. Some may have been trafficked, and many more are at risk of being trafficked or being exploited in other ways, some of which are covered here, such

as becoming homeless, becoming involved in gang activity and being out of education. Such children and young people should be living in foster care or supported accommodation.

Asylum seeking children also have a greater risk of going missing or experiencing mental health issues. Reasons for this could be:

- difficulties in communication;
- frustration at not understanding the asylum-seeking process and not feeling believed/supported;
- worries for family members that they may have lost touch with since leaving their country/during the journey to the UK;
- exploitation by the traffickers, who they may now owe money to;
- post-traumatic stress disorder; and
- isolation and loneliness.

The local authority should be aware of an unaccompanied asylum-seeking child's needs and is responsible for their safety and wellbeing. Any safeguarding concerns should be reported to them to ensure the young person's safety.

Any concerns relating to particularly vulnerable children and young people must be raised with Godalming Youth Service's DSL as soon as possible. Do not make assumptions that another agency or local authority provision is already managing this because the young person is already known to them.

Safe Recruitment

Youth services would not exist without the many staff and volunteers who deliver provision. There are many different roles to play in delivering quality services for young people and ensuring we encourage individuals who are suitable to work with young people is essential. Getting the right people in place is key to well organised and quality services delivered in a safe and supportive environment.

Safe recruitment means taking steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks, are appointed. Safe recruitment procedures should be adopted and applied consistently when appointing a staff member, associate or volunteer. Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing, an organisation are treated as employees whether working in a paid or voluntary capacity.

When recruiting staff or volunteers, the following steps will be taken to support safe recruitment:

- draw up a role profile which highlights the key responsibilities;
- draw up a person specification to define the skills and experience required for the role;
- be clear about the aims and philosophy of our organisation in our advert/information;
- emphasise the Council's stance on safeguarding children and young people and equal opportunities;
- use application forms to collect information on each applicant;
- ensure that more than one person from our organisation looks at each application form; and
- ask for original identification documents to confirm the identity of the applicant, e.g. passport or driving licence.

For volunteers, this is supported by our Volunteering Policy & Procedures that will be made available to all prospective volunteers.

Promoting good practice when delivering young people's activities

Raising awareness of what safeguarding means for everyone will create a safer environment for young people. Encouraging volunteers, staff, parents/carers and trustees to get to know the safeguarding policy and procedures will increase the likelihood of good safeguarding practice.

We make these documents available to all staff, and also require staff to complete National Youth Agency training that further supports delivering safe activities, events and site management. This is done to complement formal safeguarding training available through the Surrey Safeguarding Children Partnership, ensuring that Godalming Youth Service's youth work delivery embeds effective safeguarding practice to promote appropriate behaviour of those supervising young people's activities.

Good practice guidelines

All staff, associates and volunteers should demonstrate exemplary behaviour in order to protect young people and themselves. This includes:

- adopting Godalming Youth Service's Safeguarding & Child Protection Policy and Procedures;
- promoting Godalming Youth Service's Safeguarding & Child Protection Policy to those they manage, their teams and any associates or volunteers they may work with;
- wherever appropriate, conducting one to ones with young people in an open environment, where others are present;
- treating all young people equally, and with respect and dignity;
- always putting the welfare of young people before organisational aims;
- building and maintaining a safe and appropriate relationship with young people;
- empowering young people to share in decision-making processes;
- attending training as required;
- positive role modelling for young people; and
- developing and adopting a Group Agreement with young people, all of whom agree to adhere to these principles. Where these are breached, there should be clear sanctions implemented through our 'Three Strike' warning and behaviour contract system.

Relationships of Trust

The power and influence a member of staff or someone in a leadership role has over someone attending a group activity cannot be underestimated. Therefore, staff are expected to act within appropriate boundaries with young people, in relation to all forms of communication. Staff should be mindful of any physical contact and should not have intimate or sexual relationships with young people.

"It is an offence for a person aged 18 or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people."
(Sexual Offences Act 2003).

Godalming Town Council's Code of Conduct defines appropriate behaviours for all staff and volunteers and is to be adhered to at all times. This is complemented by the Youth Service Staff Conduct Policy that provides additional youth context-specific guidelines.

Supervision Ratios

Godalming Youth Service ensures that an appropriate staff to young person ratio is implemented which enables effective supervision of young people and effectively manage the associated risks.

The national guidance states that the level of supervision should take account of:

- the age and ability of the young people;
- the activity being undertaken;
- children's growing independence;
- children's need for privacy;
- the geography of the facility being used; and
- the Risk Assessment for the specific project.

Within Godalming Youth Service, our usual ratio is one worker for every ten young people. Our approach is outlined fully in Godalming Youth Service's Supervision Ratio Guidance document, which is also reviewed termly based on the latest contextual information.

PARTICIPATION CONSENT

Written Consent to participate in activities led by Godalming Youth Service is obtained before the events, with consent forms processed to identify specific needs and important information. Information provided on for the consent of the activity will not be kept longer than necessary.

Any young person under the age of 18 should have consent from a parent or guardian where possible, and any exceptions to this are to be recorded in the Risk Assessment for each project.

Media Consent

Media consent is obtained from all parents and young people. Materials will not be kept longer than two years and young people can withdraw consent at any time.

Different Types of Activity Consent

Shadowing the established practice in education, we recognise a distinction between centre-based activities (e.g. coming to a youth drop-in during the afternoon) and off-site activities (e.g. taking a group to a swimming pool). Our policies in regard to each are outlined below:

Centre-Based

We require completed consent forms (written or digital) for all young people who access the youth centre. However, we recognise that they may not be able to provide this when they first arrive. Therefore, we allow young people to access their first session by providing a parental contact number, then give them a physical form to take home.

Off-Site

We require completed consent forms (written or digital) for all young people who wish to participate in any off-site activities. Young people will not be allowed to participate in the activity without a completed consent form.

Guidelines on Young People and Use of the Internet and E-Safety

The internet is significant in the distribution of indecent photographs/pseudo photographs of children and young people. Adults often use the Internet to establish contact with young people to "groom" them for inappropriate or abusive relationships.

As our project provides service users with direct access to the internet, we seek to have protocols in place to ensure safe use. Many websites contain offensive, obscene or indecent material such as:

- sexually explicit images and related material;

- advocating of illegal activities; and
- advocating intolerance for others.

Recognising our duties to act in ways that provide a safe online environment, Godalming Youth Service has sourced web filters for the internet connections we provide that are compliant with the government's Friendly Wifi Scheme^{xi}. The web filter is updated regularly to ensure that it remains fit for purpose and is in use on all Godalming Youth Service devices.

However, we also recognise that the widespread availability of personal fast mobile 4G/5G internet on young people's devices limits the effectiveness of these filters. For these reasons, group agreements and ground rules address personal phone usage by young people and internet access. We also recognise that youth work is a form of social education and seek to impart social learning to young people regarding issues emerging from illicit or dangerous online activity.

Guidelines regarding staff conduct

Godalming Youth Service's Staff Conduct Policy and Social Media Policy address how staff authorised to use the internet should use these facilities. All staff must not download pornographic or any other unsuitable material on Godalming Youth Service technical equipment or distribute such material to others. In addition, users must not upload any material to the internet that could be considered inappropriate, offensive or disrespectful of others.

Disciplinary action will be taken against staff in breach of this policy. Where this is done unintentionally, the user must exit the website and/or delete all material immediately. Breach of this will be treated as gross misconduct. Where exemption is required, because of the nature of the work of the member of staff, written permission must be given in advance with the manager.^{xii}

In the event of staff accessing or distributing child pornography

When a worker or volunteer is discovered to have placed child pornography on the internet, or accessed child pornography, the police will be contacted immediately as will the Local Authority Designated Officer (LADO)^{xiii}. LADO will normally consider whether that individual might also be involved in the active abuse of young people. The individual's access to young people using the Youth Service will cease during the investigation, and we will follow guidance from the Surrey LADO throughout the investigation.

RESPONDING TO DISCLOSURE, SUSPICIONS AND ALLEGATIONS

Within Godalming Youth Service, we recognise part of our responsibility for safeguarding is to ensure that concerns and any relevant information is passed onto children's social care services, the independent (LADO) and in emergencies, the police. These organisations have the statutory responsibility to make enquiries to establish whether a child or young person is at risk of harm.

How to respond to a disclosure from a young person^{xiv}

If a young person discloses, they, or another young person, is concerned about someone's behaviour towards them, the person receiving this information should:

- remain calm and in control;
- reassure the young person by telling them they have done the right thing;
- take what the young person says seriously;
- listen carefully to what is said;
- keep questions to a minimum – only ask for clarification and no leading questions;
- don't promise to keep it a secret. Let the young person know you will need to share the information with other professionals to keep them and/or other young people safe;
- record what is said on your Incident Report; and

- tell the young person what will happen next.

In all cases consider the welfare of the young person who has disclosed as the highest priority. If there is a concern the young person is in immediate danger:

- contact the police and explain the situation to them;
- stay with the young person;
- if necessary, move to a safe place away from immediate harm and that no situation arises which could cause any further concern;
- call for immediate medical attention if the young person requires it;
- contact the DSL to let them know what is happening and ask for further advice and guidance;
- make a factual record of events as soon as possible by using the Incident Form; and
- do not investigate further, share confidential information with others, or take any further action unless authorised to do so. The police will now be in charge and anything you do without their authorisation may harm their investigation.

If a young person is not in immediate danger but a disclosure has been made:

- follow the disclosure process as above. Send the incident form to the DSL at Godalming Youth Service within 24 hours and notify your manager that you have done so;
- the DSL will then contact you to talk through this if necessary; and
- the DSL will inform you of next steps to be taken and you will receive support from your manager.

Emergency: If a young person is in immediate danger you should contact the police on 999.

Non-emergency: If there is no immediate danger or advice or information is needed the DSL can contact the relevant LADO or Children's Social Care Team. If the concern is about a young person, contact the relevant LADO for the local authority where the incident occurred. If the concern relates to a staff member, the LADO of their registered place of work should be contacted (the details can be found on the Surrey Safeguarding Partnership Board website)^{xv}.

Responding to Concerns

If there are any concerns about a young person, an Incident Form should be completed and emailed to the DSL at Godalming Youth Service (youthofficer@godalming-tc.gov.uk). This form will be used if an incident occurs that causes concern for the safety of a young person who is not in immediate danger. The DSL will then advise of next steps.

Recording of a Safeguarding Concern

If anyone has concern about a child or young person's welfare or safety, it is vital all relevant details are recorded. This must be done regardless of whether the concerns are shared with the police or other agencies.

Keep an accurate record of:

- the date and time of the incident/disclosure;
- the date and time of the report;
- the name and role of the person to whom the concern was originally reported and their contact details;
- the name and role of the person making the report (if this is different to the above) and their contact details;
- the names of all parties who were involved in the incident, including any witnesses to an event;
- what was said or done and by whom;
- any action taken to investigate the matter;
- any further action taken (such as a referral being made); and
- the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

The report must be factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such. The record should always be signed and dated by the person making the report.

With regard to storing this at Godalming Youth Service, Godalming Town Council has a system that enables us to save documents remotely to prevent physical tampering or unauthorised access. An encrypted safeguarding log will be retained on this system, with a password known only to the Youth Service Officer, Responsible Finance Officer and Town Clerk.

IF AN ALLEGATION IS MADE AGAINST A STAFF MEMBER

Any concerns involving the inappropriate behaviour of a staff member towards a young person will be taken seriously and investigated. The LADO will be informed where and when the incident occurred. The situation will be explained to the staff member (if deemed appropriate) who is at the centre of the allegation. They may be asked to cease working on a temporary basis until the matter is formally resolved, and after investigation this could lead to dismissal and further action being taken against the member of staff. This will be reviewed on a case-by-case basis. Support will be provided for the person who the allegation has been made against.

If an Allegation is Made About the Designated Safeguarding Lead

Any concerns involving the DSL directly should be reported to the Senior Manager, in our context this is the Town Clerk. It is important that all staff are aware of staff reporting structure, and to this effect signage is available within our buildings.

Malicious Allegations

An allegation may be classified as malicious. Care should be taken in dealing with such an outcome, as some facts may not be wholly untrue. Some parts of an allegation may have been fabricated or exaggerated but elements may be based on truth.

Where a preliminary enquiry/investigation was undertaken and the allegations were deemed to be malicious, a record should be made stating that:

- An allegation was made (but not what the allegation was).
- Date the allegation was made.
- The allegation was fully investigated.
- The outcome was that it was found to be malicious or unsubstantiated and that no further action was taken.

Please refer to LADO guidelines for classifications of outcomes following investigations.

Whistleblowing

Godalming Town Council has a separate Whistleblowing policy which should be read in conjunction with this policy.

Data Protection and Management of Confidential Information

Godalming Youth Service is committed to the safe and secure management of confidential information. All personal information, including volunteer information, is stored securely and can only be accessed by those that require it to carry out their role. Only relevant information is stored and this is regularly reviewed and outdated information destroyed appropriately. Godalming Youth Service is also committed to the rights of children and young people to confidentiality. However, where a worker feels that the information disclosed by a child or young people should be referred to their line manager for investigation by an appropriate agency, the young person should be told that

confidentially cannot be kept. Signs and posters that explain our approach in this area of practice are displayed throughout our buildings, and flyers are available if engaged in detached youth work.

SUPPORTING DOCUMENTS

These documents were especially influential in shaping this policy, although many documents were accessed in writing this policy.

NSPCC - [Nominated Child Protection Lead or Designated Safeguarding Officer Template](#)

Surrey Safeguarding Children Partnership – [Safeguarding Policy Template](#)


National Youth Agency – [Safeguarding for Youth Work](#)

USEFUL CONTACTS AND TELEPHONE NUMBERS


- **Designated Safeguarding Lead:** Tom Manning, 07705 342513
- **C-SPA (Children’s Single Point of Access)** 0300 470 9100
- **Children’s Services Helpline** 0300 200 1006
- **Out of hours Emergency Duty Team** 01483 517898
- **Child Line** 0800 11 11
- **NSPCC Helpline** 0808 800 5000

DISCLOSURE FLOWCHART

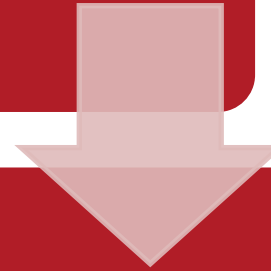
You are approached by a child, young person or adult at risk with a disclosure that they or someone else are being, or have been harmed, abused or neglected.



Make a written note of the information/observations, and include a record of the time, date and person present. Use the Incident Reporting Proforma if possible (copies available in youth centre offices, outreach and off-site bags)



Inform the Youth Service Officer as soon as possible. If you are unable to contact them, contact the Finance Officer.



The Youth Service Officer will evaluate the incident and/or make a referral to relevant agencies

CP PROFORMA TEMPLATE

Date & Times Disclosure Became Known	Date Reported to Youth Service Officer
Date This Proforma Completed	Person Completing Report
What did the child or young person say <i>word-for-word</i>? (use quotations for verbatim accounts where possible)	
Which person(s) was/were present when the disclosure was made?	Date & Time Reported to Children's Services (if applicable)
What actions have been recommended or requested by children's services?	Youth Service Officer Comments & Suggestions
Is there any additional information, eg: a case number given to us or additional services available? Please sign and date below	

Staff Member completing form Sign

Date:

Youth Service Officer Sign

Date:

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- i Godalming Town Council's Safeguarding Policy is available here: <https://godalming-tc.gov.uk/safeguarding/>
- ii Based on the [Equalities Act 2010](#)
- iii <https://www.surreyscp.org.uk/>
- iv Information regarding Surrey specific implementation is available here: <https://www.surreycc.gov.uk/council-and-democracy/your-privacy/protocol-for-multi-agency-staff/surrey-multi-agency-information-sharing-protocol>
- v The safeguarding partnership training offer is available on Olive (Surrey's LMS). The link for registration and booking is: <https://surreycoun.plateau.com/learning/user/portal.do?siteID=SCA&landingPage=login>
- vi Adapted from the NSPCC's role description for child protection leads
- vii <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- viii <https://www.cps.gov.uk/legal-guidance/rape-and-sexual-offences-chapter-7-key-legislation-and-offences>
- ix <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- x Statutory Definition of Child Sexual Exploitation, available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591512/HO_DfE_consultation_response_on_CSE_definition_FINAL_13_Feb_2017_2_.pdf
- xi An overview of this scheme can be found here: <https://www.friendlywifi.com/>
- xii An example might be testing the sufficiency of the Youth Service web filter. In these instances, it would likely be the Youth Service Officer who undertook testing whether, for example, pornographic content is blocked. The Friendly Wifi filter does this extensively without needing to attempt access, so it is difficult to anticipate a situation where permission would be needed.
- xiii Local Authority Designated Officer (LADO) - The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. <https://surreyscb.procedures.org.uk/qkyqql/safer-workforce-and-managing-allegations-against-staff-carers-and-volunteers/managing-allegations-against-people-that-work-or-volunteer-with-children>
- xiv Adapted from and reinforced by this guidance <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/what-to-do-child-reveals-abuse/>
- xv <https://www.surreyscp.org.uk/professionals/dealing-with-allegations-against-people-working-with-children/>

WHISTLEBLOWING POLICY

INTRODUCTION

Godalming Town Council is committed to the highest possible standards of honesty, openness and accountability. It seeks to conduct its affairs in a responsible manner, to ensure that all Godalming Town Council activities are open and effectively managed, and that the Council's integrity and principles of public interest disclosure are sustained.

In line with that commitment, we encourage employees, Councillors, those working on behalf of the Godalming Town Council and others that we deal with, who have serious concerns about any aspect of the Town Councils' work to come forward and voice those concerns with their immediate manager and/or more senior managers. Where any member of staff decides to report a serious incident, whether anonymous or not, this will be treated as a 'protected, internal disclosure' i.e. there will be no adverse repercussions for the member of staff.

PURPOSE OF THE POLICY

Employees are often the first to realise that there may be something seriously wrong within the Town Council. However, staff may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to Godalming Town Council. They may also fear harassment or victimisation. Each person working for Godalming Town Council needs to realise that they not only have the right, but also a duty to report any improper actions or omissions.

Godalming Town Council also recognises and appreciates that staff who raise concerns regarding malpractice or wrongdoing are an asset to the Council, and not a threat. This policy makes it clear that they can raise concerns without fear of victimisation, subsequent discrimination or disadvantage. The whistleblowing policy is intended to encourage and enable staff to raise serious concerns within the Council.

This policy aims to:

- encourage staff to feel confident in raising serious concerns and to question and act upon concerns about practice;
- provide avenues to raise those concerns and receive feedback on any action taken;
- ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied; and
- reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosure in good faith.

WHO IS TO BE COVERED BY THE POLICY?

The policy applies to all Godalming Town Council employees whether full-time or part time, permanent or temporary. To facilitate the reading of this policy, the terms 'staff' or 'members of staff' have been used, with the intention to cover all individuals mentioned above.

Whilst the policy is aimed at Godalming Town Council employees, the principles apply equally to any person who deals with the Council in any capacity and has an issue they would like to raise.

SCOPE OF THE POLICY

The Whistleblowing Policy is intended to cover serious concerns that fall outside the scope of other procedures, in accordance with the Public Interest Disclosure Act 1998. These include:

- conduct which is an offence or a breach of law;
- failure to comply with a legal obligation;
- disclosures related to miscarriages of justice;
- health and safety risks, including risks to the public as well as other employees/staff;
- damage to the environment; and
- information relating to the above issues that has been or is likely to be deliberately concealed.

Examples of the above categories are likely to include:

- the unauthorised use or misuse of public funds;
- possible fraud and corruption; and
- sexual, physical or psychological abuse of service users.

Therefore, any serious concerns that a member of staff has about any aspect of service provision or the conduct of Godalming Town Council, others acting on behalf of the service or service users, can be reported under the Whistleblowing Policy where the member of staff has a reasonable belief in those concerns and they relate to one of the specified areas set out above.

A wrongdoing disclosed under the policy should be in the public interest, this means it affects others. There are existing procedures in place to enable employees to lodge concerns relating to their own employment.

SAFEGUARDING AGAINST HARASSMENT OR VICTIMISATION

Godalming Town Council is committed to good practice and high standards and wants to be supportive of employees. It is recognised that the decision to report a concern can be a difficult one to make. If a member of staff has a reasonable belief that what they are saying is true, they have nothing to fear because they will be doing their duty to their employer and/or those for whom they are providing a service.

Godalming Town Council will take appropriate action to protect staff when they raise a concern, by supporting the member of staff and consider action under the appropriate procedure against the person or persons responsible for the reported acts, provided the allegations relate to one of the categories covered by the scope of the policy and provided the member of staff:

- discloses the information in good faith;
- believes the concern to be true;
- does not act maliciously or make false allegations; and
- does not seek any personal gain.

There are national guidelines to help you as a whistleblower. See the [government guidance](#).

There is also a whistleblowing charity Protect that has a helpline on 020 3117 2520. This helpline offers independent and confidential advice to those who are unsure whether, or how, to raise a public interest concern.

UNSUBSTANTIATED ALLEGATIONS

If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If, however, an allegation is made frivolously, maliciously or for personal gain, disciplinary action may be taken.

CONFIDENTIALITY

All concerns will be treated in confidence but at the appropriate time, the whistleblower may be asked to come forward as a witness, and this will be discussed with them.

ANONYMOUS ALLEGATIONS

This policy encourages staff to put their name to their allegation whenever possible.

The Council will take all concerns raised seriously. When carrying out an initial review of a concern, the Council will take into account the following factors:

- the seriousness of the issues raised;
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources.

HOW TO RAISE CONCERNS

Staff may raise concerns with their immediate manager or another manager or, if it is believed that such managers are involved, the Chair of Staffing, the Mayor or the Leader of the Council.

Concerns may be raised verbally or in writing. Staff who wish to make a written report are asked to provide the background and history of the concern (including relevant dates) and the reason why they are particularly concerned about the situation.

The earlier the concern is expressed, the easier it is to take action. In order to assist with the investigation, staff should provide as much detail and supporting evidence as possible. Staff are not expected to prove that an allegation is true, only to have sufficient grounds for concern.

The whistleblower may invite a recognised Trade Union representative or a work colleague to be present during any meetings or interviews in connection with the concerns raised.

HOW GODALMING TOWN COUNCIL WILL RESPOND

Godalming Town Council will investigate and respond to all concerns raised by staff or service users through any channels.

While it is not essential that the concerns be provided in writing, the person receiving the concern will, ensure that a written account of it is made. This will help with the subsequent investigation by facilitating clear record-keeping.

When a concern is raised directly with a council officer, they should undertake the following actions:

- take the concern seriously;
- consider the concerns fully and objectively;
- recognise that raising a concern can be a difficult experience for employees;
- ensure confidentiality; and
- refer to a manager of appropriate seniority, to agree the level at which the concern will be investigated and identify who will take responsibility for co-ordinating the enquiry.

INITIAL ENQUIRY

In order to protect the individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle, which the Council will have in mind, is that of the public interest. If urgent action is required, this will be taken before any investigation is conducted.

The purpose of the initial inquiry is to ascertain if the conduct or behaviour involves a Member of the Council, a senior manager or a member of staff, so that further enquiries and investigation can be progressed accordingly.

PRELIMINARY REVIEW

A preliminary review establishes the need to carry out an investigation. Further to the results of the initial enquiry and preliminary review, and at the discretion of senior management, the following steps will then need to be considered:

- concerns or allegations, which fall within the scope of specific procedures, e.g. child protection or discrimination issues, will normally be referred for consideration under those procedures;
- where there is any financial impropriety, the concern should be referred to internal audit, before taking any other action;
- inform the Council's Monitoring Officer if the concerns indicate unlawful activity;
- ensure that matters of a criminal nature are reported to the police, after consultation with internal audit;
- whether the disciplinary or other relevant management policies, procedures and processes of the Council need to be applied; and
- appointment of an officer to carry out the investigation under these procedures.

INVESTIGATION

Depending on the nature of concerns, investigation may be carried out under the Disciplinary Policy.

Investigation Timescales

Within 14 days of a report being received, the person who is dealing with the concern that has been raised will respond in writing:

- acknowledging that the concern has been received;
- supplying information on staff support mechanisms, and
- advising whether further investigations or action is required and, if not, why not.

A further update will also be provided 28 days after the report was received, advising of additional progress made and the estimated date a final response will be available.

Investigation process

The impartial investigating manager appointed to undertake the investigation will establish the facts of the matter and assess whether the concern has foundation and can be resolved internally. Other people may need to be interviewed to provide further information and/or clarification concerning the issue(s) raised.

It is essential that written records of all interviews be kept throughout the investigation, together with written details of any action taken. The investigation will result in a written report and recommendations for corrective action which will be passed to the manager responsible for deciding whether formal action shall be taken.

Where any meeting is arranged involving an individual member of staff, which can be off site, a recognised Trade Union representative or a work colleague may also attend. The Council will take steps to minimise any difficulties which may be experienced as a result of raising a concern. For instance, if a member of staff is required to give evidence in criminal or disciplinary proceedings, the Council will arrange for them to receive appropriate procedural and/or legal advice.

A member of staff raising directly with a senior officer a concern will be, subject to legal constraints, advised in writing of the outcome of the investigation and, where appropriate, what action is being taken.

MONITORING ARRANGEMENTS

The Town Clerk has overall responsibility for the maintenance and operation of this procedure. The Town Clerk maintains a record of concerns raised and the outcomes (but in a form which does not compromise confidentiality) and will report as necessary to the appropriate committee of the Council. The whistleblowing procedures are to be defined, documented, widely circulated and reviewed at appropriate intervals.

The practical aspects of monitoring are to assess whether:

- the policy is being used appropriately;
- concerns are being handled and investigated properly;
- there are any discernible patterns of concern across the Council;
- the policy has been effective in identifying and deterring malpractice, and
- more needs to be done to raise awareness of the policy.

GODALMING JOINT BURIAL COMMITTEE

The Finance Officer Reported as follows:

PAYMENTS

Payments made from 24.02.2023 TO 31.03.2023	£38,518.61
Internal transfers made from 24.02.2023 TO 31.03.2023	£20,000.00
TOTAL	£58,518.61

RECEIPTS

Receipts received from 24.02.2023 TO 31.03.2023	£15,415.77
Internal transfers made from 24.02.2023 TO 31.03.2023	£20,000.00
TOTAL	£35,415.77

BANK

HSBC CURRENT ACCOUNT

Balance as at 31 March 2023 £4,259.87

HSBC DEPOSIT ACCOUNT

Balance as at 31 March 2023 £116,815.87

CCLA DEPOSIT ACCOUNT

Balance as at 31 March 2023 £150,000.00

SIGNED BY:

DATE:

Joint Burial Committee 2022-23**HSBC Current Account****List of Payments made between 24 February 2023 to 31 March 2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
09-Mar-23	Stennetts Ltd	PR133.3	£ 702.00	Tractor Hire Feb 2023
14-Mar-23	AVS Fencing Supplies Ltd	PR135.1	£ 3,400.69	Compound
14-Mar-23	Honey Brothers Ltd	PR135.3	£ 1,799.86	Equipment
14-Mar-23	Shorts Plant Hire	PR135.6	£ 1,070.16	Equipment Hire
16-Mar-23	Godalming Town Council	PR137	£ 876.12	Expenses Reimbursement
21-Mar-23	SMW Tree Consultancy	PR136.4	£ 1,920.00	Tree Planting Scheme
21-Mar-23	Stennetts Ltd	PR136.5	£ 1,161.23	Tractor Maintenance
21-Mar-23	Surrey Groundwork Contractors	PR136.6	£ 5,496.00	Compound
21-Mar-23	Waverley Borough Council	PR136.7	£ 1,710.28	NNDR 2023/24
30-Mar-23	Francesca Elson	PR138.4	£ 510.00	Grave Repurchase
30-Mar-23	Gristman Tree Surgery Ltd	PR138.5	£ 6,456.00	Tree Works
31-Mar-23	ARC Funeral Contractors Ltd	PR139.1	£ 5,500.00	Grave Digging Services
31-Mar-23	Gristman Tree Surgery Ltd	PR140.1	£ 2,509.20	Tree Works
31-Mar-23	Marshall Design	PR140.2	£ 2,847.00	Information Boards
	Internal Transfer to Savings		£ 20,000.00	
	Total Payments under £500		£ 2,560.07	
	Confidential Payments		£ -	
	Total Payments		£ 58,518.61	

HSBC Current Account

List of Payments made between 24/02/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/02/2023	HSBC Deposit Account	TFR270223	20,000.00		Excess Funds
09/03/2023	HSBC	BT090323	8.00		Bank fees 16/1 - 15/2/23
09/03/2023	Chambers Waste Management PLC	PR133.1	289.79		6 Yard Skip
09/03/2023	Jewson Limited	PR133.2	230.09		Plumbing material
09/03/2023	Stennetts Ltd	PR133.3	702.00		Tractor Hire Feb 2023
14/03/2023	AVS Fencing Supplies Limited	PR135.1	3,400.69		Compound
14/03/2023	Chambers Waste Management PLC	PR135.2	259.92		Empty Bins Feb 23
14/03/2023	Honey Brothers Ltd	PR135.3	1,799.86		Gardening Equipment/Tool
14/03/2023	Jewson Limited	PR135.4	58.36		Community Garden
14/03/2023	Miscellaneous	PR135.5	134.74		Sanitary Bins 20/2 - 21/2/24
14/03/2023	Shorts Plant Hire	PR135.6	1,070.16		4wk Heater Hire x 2
14/03/2023	Van Arnhem Nursery Ltd	PR135.7	187.14		Plants x 6
16/03/2023	Godalming Town Council	pr134	403.20		Gardening Services Feb 23
16/03/2023	Godalming Town Council	PR137	876.12		JBC Invoices
21/03/2023	City Plumbing Supplies Holding	PR136.1	43.50		Plumbing material - tap/valve
21/03/2023	Jewson Limited	PR136.3	38.47		Progressor for wood&Metal
21/03/2023	Miscellaneous	PR136.4	1,920.00		Planting Scheme
21/03/2023	Stennetts Ltd	PR136.5	1,161.23		Tractor mtce
21/03/2023	Surrey Groundwork Contractors	PR136.6	5,496.00		Compound
21/03/2023	Waverley Borough Council	PR136.7	1,710.28		NC NNDR 2023/24
29/03/2023	Everflow Limited	DD 2134831	20.94		Water 18/4 - 17/5/23
30/03/2023	AVS Fencing Supplies Limited	PR138.1	71.76		Brown Featheredge board
30/03/2023	D Monger Heating	PR138.3	210.00		Eashing Lodge-2x float valves
30/03/2023	Miscellaneous	PR138.4	510.00		Buy back Plot 1636 O Uncon EC
30/03/2023	Gristman Tree Surgery Ltd	PR138.5	6,456.00		Tree Works
30/03/2023	Honey Brothers Ltd	PR138.6	29.06		Chainsaw mtce
30/03/2023	Jewson Limited	PR138.7	70.20		Slabs - Lo Curto Interment
30/03/2023	Kew (Electrical Distributors)	PR138.8	183.38		Shower fan kit
30/03/2023	Screwfix Direct Ltd	PR138.10	191.90		Duty gun,polyester resin
30/03/2023	Lynton Intuition Ltd T/A Suppl	PR138.11	95.94		A4 Scanner
31/03/2023	ARC Funeral Contractors Ltd	PR139.1	5,500.00		13 Adult, 1 Child
31/03/2023	Jewson Limited	PR139.2	24.30		Angle Bracket/Sealant
31/03/2023	Screwfix Direct Ltd	PR139.3	9.38		Roller & Tray set
31/03/2023	Gristman Tree Surgery Ltd	PR140.1	2,509.20		Tree Works/Waste
31/03/2023	Marshall Design	PR140.2	2,847.00		Nightingale Cemetery Projects

Total Payments	<u>58,518.61</u>
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HSBC Current Account

Receipts received between 24/02/2023 and 31/03/2023

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 24/02/2023	1,350.00						
	H Dean	1,350.00			1200	415	1,350.00	Lodge Rent
	Banked: 27/02/2023	550.00						
	Sales Recpts Page 343	550.00	550.00		101			Sales Recpts Page 343
	Banked: 03/03/2023	442.77						
	CCLA	442.77			1300	401	442.77	CCLA Interest
	Banked: 06/03/2023	2,520.00						
	Sales Recpts Page 344	2,520.00	2,520.00		101			Sales Recpts Page 344
	Banked: 09/03/2023	2,370.00						
	Sales Recpts Page 345	2,370.00	2,370.00		101			Sales Recpts Page 345
	Banked: 10/03/2023	1,050.00						
	J Handford	1,050.00			1200	425	1,050.00	Lodge Rent
	Banked: 13/03/2023	385.00						
	Sales Recpts Page 346	385.00	385.00		101			Sales Recpts Page 346
	Banked: 17/03/2023	10,000.00						
TFR170323	HSBC Deposit Account	10,000.00			202		10,000.00	General Expenses
	Banked: 17/03/2023	418.00						
	Sales Recpts Page 347	418.00	418.00		101			Sales Recpts Page 347
	Banked: 24/03/2023	800.00						
	H Dean	800.00			1200	415	800.00	Lodge Rent - reduced
	Banked: 28/03/2023	3,160.00						
	Sales Recpts Page 348	3,160.00	3,160.00		101			Sales Recpts Page 348
	Banked: 30/03/2023	10,000.00						
TFR300323	HSBC Deposit Account	10,000.00			202		10,000.00	General Expenses
	Banked: 30/03/2023	2,370.00						
	Sales Recpts Page 349	2,370.00	2,370.00		101			Sales Recpts Page 349
	Total Receipts:	35,415.77	11,773.00	0.00			23,642.77	

GODALMING JOINT BURIAL COMMITTEE**Income and Expenditure Account 2022/23**

2021/22		2022/23	2022/23	2022/23
Actual		Actual	Budget	Revised
£		£	£	Estimate
				£
	Employees			
0	Direct employee expenses	0	0	0
1,464	Indirect employee expenses	1,859	13,600	17,036
	Premises Related Expenditure			
21,107	Repairs, alteration & maintenance of buildings	48,634	7,360	44,268
1,598	Energy Costs	1,138	1,560	1,500
7,277	Rates	384	6,350	384
176	Water services	261	432	432
0	Fixture and fittings	0	0	0
6,151	Cleaning and domestic supplies	5,747	6,220	6,939
60,218	Grounds and maintenance costs	53,099	51,200	45,500
4,065	Premises insurance	4,666	5,000	4,666
0	Contribution to reserves	0	0	0
	Transport Related Expenditure			
53	Car allowances	0	500	100
2,891	Fuel & Maintenance Costs	2,023	4,200	3,300
	Supplies & Services			
52,505	Equipment, furniture and materials	13,834	12,000	9,504
187	Printing, stationery & general office expenses	599	0	599
22,140	Services	18,102	2,000	3,428
825	Professional fees	930	800	740
39,775	Audit fees	39,776	43,960	39,776
154	Admin fees	178	300	244
0	Communications & computing	0	0	0
247	Postage	119	240	180
0	Communications	0	400	400
4,225	Website	425	1,150	1,150
0	Publicity	0	0	0
251	Grants and subscriptions	3,320	400	232
251	Miscellaneous expenditure			
	Income			
0	Other grants	0	0	0
(189,866)	Customer and client receipts	(154,127)	(136,336)	(140,246)
(106)	Interest	(3,126)	(1,200)	(1,452)
(45,240)	Recharges	(40,000)	(20,000)	(40,000)
(9,905)	Net Expenditure (to/from revenue reserve)	(2,158)	136	(1,320)

GODALMING JOINT BURIAL COMMITTEE

Balance Sheet as at 31 March 2022

2021/22		2022/23
£		£
	<u>Current Assets</u>	
1,325	Debtors	5,016
278,647	Cash at Bank	271,076
4,673	VAT	6,508
<u>284,645</u>		<u>282,600</u>
	<u>Current Liabilities</u>	
(10,936)	Trading Creditors	(6,733)
0	Payroll Accruals	0
<u>273,709</u>	NET ASSETS	<u>275,867</u>
	Represented By:	
	<u>Capital and Reserves</u>	
233,741	Earmarked Reserves	243,646
39,968	Revenue Balances	32,221
<u>273,709</u>		<u>275,867</u>



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Our Ref: MARK/GOD003

Mr A Jeffery
Godalming Joint Burial Committee
107-109 High Street
Godalming
Surrey
GU7 1AQ

20th September 2022

Dear Andy

Re: Godalming Joint Burial Committee
Internal Audit Year Ended 31 March 2023 – Year-End Audit report

Executive summary

Following completion of our year-end internal audit on 17th April 2023 we enclose our report for your kind attention and presentation to the council. This report should be considered alongside the interim audit report issued following our interim audit on 20th September 2022. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Godalming Joint Burial Committee are well established and followed. Finally, we tested the year end journal that was posted to GTC and can confirm this was correct and agreed to the 31/3/2023 accounts closing balances.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness

of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry & Co. Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2022/23 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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		TEST AT INTERIM	TEST AT FINAL	PAGE
	INTERIM AUDIT – POINTS CARRIED FORWARD			2
A	BOOKS OF ACCOUNT	✓	N/A	
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	✓	✓	4
C	RISK MANAGEMENT AND INSURANCE	✓	✓	4
D	BUDGET, PRECEPT AND RESERVES	✓	✓	
E	INCOME	✓	N/A	
F	PETTY CASH	N/A	N/A	
G	PAYROLL	N/A	N/A	4
H	ASSETS AND INVESTMENTS	✓	✓	4
I	BANK AND CASH	✓	✓	4
J	YEAR END ACCOUNTS		✓	4
	ACHIEVEMENT OF CONTROL ASSERTIONS AT INTERIM AUDIT DATE			7
	INTERIM AUDIT POINTS CARRIED FORWARD			7

Interim Audit - Points Carried Forward

None at the Interim stage

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

The Joint Committee's financial regulations have been met, payments were approved and VAT was appropriately accounted for.

Audit findings

Check that the council's Financial Regulations are being routinely followed.

I confirmed again from discussion with officers at Godalming Town Council (TC) that the JBC continues to follow the standing orders and financial regulations of the Town Council.

The Council internal audit report shows that regulations are routinely followed and that they are fit for a council of that size. As such they are entirely suitable for the JBC.

The JBC grants authority to spend via the annual budget process, payments are made so long as there is available budget.

It is clear there are robust systems, policies and regulations in place and the JBC takes seriously its responsibility in this regard.

I reviewed a sample of expenditure transactions and was able to confirm the following:

- Cashbook entry could be agreed back to an invoice from the supplier
- Email Approval for the payment
- Physical payment seen on bank statement
- VAT on VAT return

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

The Joint Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The annual taxation or levy or funding requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The committee also holds £271,076 in the general reserve as represented by bank and cash balances.

The reserves will be taken over by GTC except for a payment of £25k to Busbridge Parish Council

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

I confirmed the committee has an asset register. There are £971,629 of assets held at cost or proxy cost. This comprises 2 cemeteries, 2 vehicles and small amounts of equipment.

These assets will be transferred to GTC on completion of the cancellation of the JBC.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

I reviewed the March 2023 bank reconciliation and was able to confirm the balances to the bank statements and found no errors.

Balances held are not within the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS).

The bank balancers will be closed and transferred to GTC

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We approved the accounting statements prepared in accordance with the guidance notes within this Annual Return	<i>prepared its accounting statements and approved them</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with generally accepted good practice that could have a significant financial effect on the ability of this joint committee to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with generally accepted good practice.</i>	YES – the Clerk advises the committee in respect of its legal powers.
4	We provided opportunity during the year for interested persons to inspect and ask questions about the accounts.	<i>Has given all persons interested the opportunity to inspect and ask questions about these joint committee accounts.</i>	YES – the requirements and timescales for 2021/22 year-end were followed.

5	We carried out an assessment of the risks facing the joint committee and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the joint committee's accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the joint committee.</i>	YES – the committee has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external reviews.	<i>responded to matters brought to its attention by internal and external reviewers.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the joint committee and where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.

Section 2 – Accounting Statements

AGAR box number		2021/22	2022/23	Internal Auditor notes
1	Balances brought forward	269,043	273,709	Agrees to 2021/22 carry forward (box 7)
2	Precept or rates and levies	40,000	40,000	Figure confirmed to central records
3	Total other receipts	189,972	157,253	Agrees to underlying records
4	Staff costs	0	0	
5	Loan interest/capital repayments	0	0	
6	All other payments	225,306	195,095	Agrees to underlying records
7	Balances carried forward	273,709	275,867	Casts correctly and agrees to balance sheet

8	Total value of cash and short-term investments	278,647	271,076	Agrees to bank reconciliation
9	Total fixed assets plus long-term investments and assets	971,629	971,629	Matches asset register
10	Total borrowings	0	0	

For Local Councils Only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		NO		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained using the accounting records. I tested the debtors, creditors and accruals with the Clerk and am satisfied that these are all legitimately posted to the accounts.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2021/22.

The variance analysis has been completed to explain the variances exceeding 15% where required.

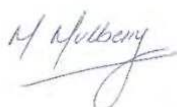
Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	The Joint Committee's financial regulations have been met, payments were approved and VAT was appropriately accounted for.	✓		
C	The Joint Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D	The annual taxation or levy or funding requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ None
G	Salaries to employees and allowances to members were paid in accordance with the joint committee approvals, and PAYE and NI requirements were properly applied.			✓ None
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic and year-end bank account reconciliations were properly carried out.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	✓		

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Mark Mulberry
For Mulberry & Co

Year-End Audit - Points Carried Forward

None



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& Chartered Tax Advisors

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Our Ref: MARK/GOD001

Ms R Tong
Godalming Town Council
107-109 High Street
Godalming
Surrey
GU7 1AQ

17 April 2023

Dear Rita

Re: Godalming Town Council
Internal Audit Year Ended 31 March 2023 – Year-End Audit report

Executive summary

Following completion of our year-end internal audit on 17th April 2023 we enclose our report for your kind attention and presentation to the council. This report should be considered alongside the interim audit report issued following our interim audit on 20th September 2022. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Godalming Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry & Co. Your auditor has over 30 years' experience in the financial sector with the last 20 years specialising in local government finance and internal audit.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2022/23 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past.
- The client uses an industry approved financial reporting package.
- The client regularly carries out reconciliations and documents these.
- There is regular reporting to council.
- The management team are experienced and informed.
- Records are neatly maintained and referenced.
- The client is aware of current regulations and practices.
- There has been no instance of high staff turnover.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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		TEST AT INTERIM	TEST AT FINAL	PAGE
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A	BOOKS OF ACCOUNT	✓	N/A	
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	✓	✓	4
C	RISK MANAGEMENT AND INSURANCE	✓	✓	5
D	BUDGET, PRECEPT AND RESERVES	✓	✓	5
E	INCOME	✓	✓	5
F	PETTY CASH	N/A	N/A	
G	PAYROLL	✓	✓	5
H	ASSETS AND INVESTMENTS	✓	✓	5
I	BANK AND CASH	✓	✓	6
J	YEAR END ACCOUNTS	✓	✓	7
K	LIMITED ASSURANCE REVIEW	N/A	N/A	9
L	PUBLICATION OF INFORMATION	✓	✓	9
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	✓	✓	10
N	PUBLICATION REQUIREMENTS	✓	✓	10
O	TRUSTEESHIP	N/A	N/A	
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Interim Audit - Points Carried Forward

None at the interim stage

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check that the council's Financial Regulations are being routinely followed.

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

FR 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.

FR4.5 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.

Further to the testing conducted at the interim visit, I tested an additional sample of invoices and found these had been approved in accordance with the thresholds contained within the Financial Regulations, and approval, where needed, recorded in the minutes of meetings.

The council has Financial Regulations in place regarding the award of contracts, and this includes:

FR 11.10 When it is to enter into a contract of between £5,000 and £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 11.6 the Clerk or RFO shall obtain 3 quotations or estimates (price descriptions of the proposed supply). Otherwise, Regulation 10(3) above shall apply.

There were no tenders during the year under review.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.82 per elector.

The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply. The council is reminded that after each scheduled election, the council must declare its eligibility and re-adopt the GPC, recording this within the minutes of the meeting.

Check receipt of VAT refund matches last submitted VAT return.

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 31 December 2023 which showed a refund amount due of £4,157.98. I was able to confirm receipt of this amount to the council's bank account on 11th January 2023. The March 2023 VAT return is ready for submission. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The accounting records show that the council ended the year with income reported as 105.4 % of budget and expenditure reported as 99.3 % of budget. A review shows that there is no one individual significant amount that has contributed to the additional income, but certain the council has benefits from additional interest, rents and CIL monies.

The council holds £434,547 in earmarked reserves (EMR), spread across a range of clearly identifiable projects. I checked the purpose of these EMRs with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The council also holds £418,991 in the general reserve.

The Joint Panel on Accountability and Governance (JPAG) Practitioner’s guide states ‘*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority’s general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*’ (para 5.33).

The general reserve balance is within the recommended range.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.

Audit findings

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and confirmed that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year’s total against the asset register.

During the year under review two assets (Shutters) with a combined value of £5,352 we added to the register. I have reviewed the nominal ledger for missing assets and found none in evidence.

The council has 4 Public Works Loan Board (PWLB) loans. I was able to confirm the year-end loan balance and in year capital and interest repayments against the PWLB year-end statement. At the year end the council owed a combined total of £1,382,692.

Loan Number	Loan Type	Repayment Method	Payment Frequency	Advance Date	Maturity Date	Previous Payment Date	Next Payment Date	Principal Balance Outstanding (£)	Loan Rate (%)
PW504288	FIXED	ANNUITY	SEMI ANNUAL	13-Aug-2015	13-Feb-2045	13-Feb-2023	13-Aug-2023	349,114.99	3.36
PW504568	FIXED	ANNUITY	SEMI ANNUAL	13-Jan-2016	13-Jul-2045	13-Jan-2023	13-Jul-2023	354,185.55	3.33
PW506047	FIXED	ANNUITY	SEMI ANNUAL	04-May-2017	04-Nov-2046	04-Nov-2022	04-May-2023	260,082.13	2.63
131999	FIXED	ANNUITY	SEMI ANNUAL	14-Nov-2019	14-May-2069	14-Nov-2022	14-May-2023	419,309.13	3.38

The council has no long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

The financial regulations at 2.2 state, *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.*

I reviewed the March 2023 bank reconciliation and was able to confirm the balances to the bank statements and found no errors. There was evidence in the file of reconciliations and the face of bank statements being signed in accordance with regulations.

Balances held are not within the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS).

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2021/22 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.

	authority and. Where appropriate, have included them in the accounting statements.		
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2021/22	2022/23	Internal Auditor notes
1	Balances brought forward	519,501	764,098	Agrees to 2021/22 carry forward (box 7)
2	Precept or rates and levies	769,225	928,755	Figure confirmed to central records
3	Total other receipts	428,417	269,160	Agrees to underlying records
4	Staff costs	420,299	536,234	Agrees to underlying records
5	Loan interest/capital repayments	77,703	77,703	Verified against PWLB records
6	All other payments	455,043	494,538	Agrees to underlying records
7	Balances carried forward	764,098	853,538	Casts correctly and agrees to balance sheet

8	Total value of cash and short-term investments	752,200	836,759	Agrees to bank reconciliation
9	Total fixed assets plus long-term investments and assets	1,980,004	1,985,356	Matches asset register
10	Total borrowings	1,415,083	1,382,692	Verified against PWLB records

For Local Councils Only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained using the accounting records. I tested the debtors, creditors and accruals with the Clerk and am satisfied that these are all legitimately posted to the accounts.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2021/22.

The variance analysis has been completed to explain the variances exceeding 15% where required, and in my opinion, contains sufficient narrative and quantitative information for the External Auditor.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick “not covered”)

Audit findings

The council did not certify itself exempt in 2021/22 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

This internal control objective has changed since last year. Where previously it related to the relevant Transparency Codes, a council with annual turnover exceeding £25,000 was recommended to follow the Local Government Transparency Code 2015, but it was not a statutory requirement.

The council has a dedicated transparency page – although the link was difficult to locate. A review of the council website shows the following:

Expenditure over £100 – expenditure items are included within the minutes of meetings, the requirement has been met.

End of year accounts – there is an accounts tab on the website showing this information published for the previous five years, with space to publish this year’s information once approved by council.

Annual Governance Statement – this has also been published for previous years on the accounts tab, with space to publish this year’s information once approved by council.

Internal Audit Report – the internal audit reports for previous years are on the accounts tab, along with the interim report for 2021/22, with space to publish this year’s information once approved by council.

Councillor responsibilities – details of councillors are published on the councillor tab on the website.

Details of public land and buildings – the asset list has been published for the previous five years on the accounts tab, with space to publish this year’s information once approved by council.

Minutes, agendas and meeting papers of formal meetings – these are published on the meetings tab, with links to agendas, minutes and additional documents for each meeting.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority’s website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGAR are available for review on the council website for the last five years.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2021/22 Actual	2022/23 Proposed
Date AGAR signed by council	28/04/2022	27 th May 2023
Date inspection notice issued	10 June 2022	TBC
Inspection period begins	13 June 2022	5 th June
Inspection period ends	22 July 2022	14 th July
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2021/22, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2022/23 meet the statutory requirements.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2021/22. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2022 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2021/22, approved and signed, page 4*
- *Section 2 - Accounting Statements 2021/22, approved and signed, page 5*

Not later than 30 September 2022 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of Audit and External Auditor Report and Certificate and the publication requirements for 2021/22 have been met.

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			None
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			N/a
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N	The authority has complied with the publication requirements for 2021/22 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Mark Mulberry
For Mulberry & Co

Year-End Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
Web site link	The council has a dedicated transparency page – although the link was difficult to locate.	

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

GODALMING TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.godalming-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

13. ANNUAL GOVERNANCE STATEMENT

The Audit Committee considered the Town Council's Annual Governance Statement for the Financial Year ended 31 March 2023 specifically considering the answers to the questions posed by the Annual Governance Statement. The proposed answers are shown below and are recommended by the Audit Committee to Full Council.

	Statement <i>Godalming Town Council</i>	Recommended Answer	Evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES	Use RBS accounting software – Officers have received training on the use of it. The budget is monitored at each ordinary meeting of the Policy & Management Committee.
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	Adequate systems of internal control maintained as evidenced by the Audit Committee's Work Programme and item on this agenda. By the introduction of new systems and controls whenever required. Assurances of Internal Audit reports Performed a separate review of the effectiveness of the Council's systems of internal control as recorded in the minutes.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or manage its finances.	YES	We employ competent staff and maintain an adequate budget for external professional advice augmented as required for specific additional advice. Staff attend sector specific conferences to ensure they are kept abreast of changes in the law.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	Relevant notices displayed outside the Town Council offices as per the Accounts & Audit Regulations. The notices are also displayed on our website. In addition, ad hoc queries during the year are addressed fully.
5	We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	Risk Assessments are all available for inspection in the Council's offices and on-going programme of risk analysis as part of the Audit Committee's Work Programme. Insurance schedule updated each year to reflect changes. The Council have engaged the services of an independent organisation to assist in the

			management of the ongoing risks around Health & Safety compliance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES	Reports of the Internal Auditor were received by the Audit Committee on 3 November 2022 and 17 April 2023. Report of the External Auditor went directly to Full Council on the 29 September 2022 The year-end report from the Internal Auditor is on the agenda for this meeting.
7	We took appropriate action on all matters raised in reports from internal and external audit.	YES	Minutes Audit Committee 349-22, Full Council 278—22 and Min 409-22 and on agenda for 27 April 2023.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	YES	Annual provision made in reserves for election expenses; ear marked reserves are used to provide for other potential commitments.
9	(For local council only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	This Council manages no trust funds.

Section 2 – Accounting Statements 2022/23 for

GODALMING TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	519,501	764,098	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	769,225	928,755	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	428,417	269,160	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	420,299	536,234	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	77,703	77,703	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	455,043	494,538	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	764,098	853,538	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	752,200	836,759	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,980,004	1,985,356	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,415,083	1,382,692	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

RC Mong REQUIRED

Date

17/04/2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Godalming Town Council
Revised Estimates 2022/23 and Budget 2023/24

GTC Summary Revenue Budget

2021/22 Actual £		2022/23			Variation	Notes
		2022/23 Budget £	Revised Estimate £	2023/24 Budget £	2021/22 to 2022/23 £	
	Employees					
420,300	Direct employee expenses	516,746	558,827	601,335	84,589	2% Award increase budgeted in 2022/23 but actual 4.5% on average; 4% Budgeted Award increase for 2023/24
4,938	Indirect employee expenses	9,800	9,923	11,000	1,200	
	Premises Related Expenditure					
46,287	Repairs, alteration & maintenance of buildings	33,830	60,987	42,340	8,510	
12,937	Energy costs	15,768	17,472	26,010	10,242	12-month inflation rates for gas and electricity are 28.1% and 18.8% respectively
6,201	Rents	5,070	4,875	5,320	250	
11,086	Rates	19,635	6,330	26,110	6,475	Cemeteries NNDR included
2,728	Water services	5,600	994	6,772	1,172	
0	Fixtures and fittings	1,000	250	1,000	0	
44,051	Cleaning & domestic supplies	53,130	55,518	65,415	12,285	£3k due to new contract for Public Conveniences after existing provider withdrew services. Impact of increased labour costs.
14,380	Grounds maintenance costs	12,900	8,728	62,600	49,700	Greening Godalming budget reduced as in maintenance mode. Cemeteries grounds maintenance costs added in
1,297	Premises insurance	1,550	1,375	1,550	0	
23,250	Contribution to premises-related provisions	19,125	19,125	12,500	-6,625	SLA for Museum finished
	Transport Related Expenditure					
0	Public transport	100	2,326	100	0	
3,202	Car allowances	5,540	5,819	10,920	5,380	Now includes tractor and electric van
	Supplies & Services					
28,622	Equipment, furniture and materials	12,630	19,593	23,220	10,590	
562	Catering & Hospitality	1,430	3,337	2,400	970	
1,101	Clothes, uniform & laundry	2,200	4,551	4,000	1,800	In line with staff uniform policy
5,461	Printing, stationery & general office expenses	8,470	9,344	8,650	180	
87,856	Services	70,410	80,539	99,020	28,610	Includes grave digging services
36,175	Communications & computing	36,839	31,779	36,439	-400	
1,010	Expenses	2,400	2,400	2,400	0	
64,030	Grants & Subscriptions	78,860	79,201	70,140	-8,720	£10k reduction in Grants
219,861	Contributions to provisions	31,270	56,227	88,000	56,730	£2k Flood Defence Wall reserve has adequate provision; £32.5 increase to General Reserve, £28.6 increase for Capital Works
4,356	Miscellaneous expenses	7,821	5,482	8,126	305	
	Third Party Payments					
37,690	Godalming Joint Burial Committee	37,743	37,744	0	-37,743	No JBC contribution required
	Income					
-174,961	Government Grants	0	-24,957	0	0	
-12,591	Other grants, reimbursements & contributions	-1,770	-15,832	-3,000	-1,230	
-164,289	Customer & client receipts	-97,209	-125,971	-238,490	-141,281	
-127	Interest	-60	-1,634	-3,000	-2,940	
-58,518	Recharges	-39,776	-69,302	-6,937	32,839	No JBC recharge
666,895	Net Cost of Services	851,052	845,050	963,940	112,888	
77,703	Capital Financing Costs (Not inc in net cost of Services)	77,700	77,704	77,704	4	
744,598	Net Expenditure (Precept)	928,752	922,754	1,041,644	112,892	
	Net Expenditure by Cost Centre					
£		£	£	£	£	
495,678	GTC	551,918	546,448	648,141	96,223	
5,264	Allotments	-530	-826	-710	-180	
879	Bandstand	850	550	850	0	
-1,900	Broadwater Park Youth Service	102,953	127,773	143,970	41,017	
45,556	Christmas Lights	39,050	43,700	43,700	4,650	
18,694	Civic Expenses	17,680	18,262	17,760	80	
-7,236	Festivals & Markets	-3,805	-4,900	-3,432	373	
71,072	Godalming Museum	66,776	69,042	70,836	4,060	
28,005	Land & Property Other	36,360	35,140	37,600	1,240	
-2,499	Pepperpot	2,779	1,973	4,454	1,675	
3,347	Staycation	4,497	2,914	4,713	216	
-8,995	The Square	-6,750	-9,641	-6,750	0	
17,772	Town Promotion	7,145	8,658	6,735	-410	
1,258	Wilfrid Noyce	32,129	5,957	21,034	-11,095	
0	Cemeteries	0	0	-24,960	-24,960	
666,895	Net Cost of Services (excl. Financing Costs)	851,052	845,050	963,941	137,849	

Cost Centre: 101 GTC Office

2021/22 Actual £		2022/23			
		2022/23 Budget £	Revised Estimate £	2023/24 Budget £	Variation £
Employees					
277571	Direct employee expenses				
26890	Salaries	289620	300700	317160	27540
50821	Er's NIC	31560	37898	39000	7440
0	Er's Supn	52500	54915	58200	5700
1494	Agency staff & Contractors	0	0	0	0
2217	Training	3000	4524	4200	1200
76	Advertising	1500	1500	1500	0
	Other	600	250	600	0
Premises Related Expenditure					
7764	Repairs, alteration & maintenance of buildings	9000	8976	9060	60
2138	Energy costs	3200	3200	3360	160
3441	Rents	2400	2400	2400	0
12048	Rates	12600	0	12600	0
0	Water services	300	300	300	0
0	Fixtures and fittings	0	0	0	0
4376	Cleaning & domestic supplies	5280	5509	5400	120
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	2500	2500	2500	0
Transport Related Expenditure					
0	Public transport	0	0	0	0
3114	Car allowances	4720	5370	5800	1080
Supplies & Services					
4185	Equipment, furniture and materials	3500	2431	2000	-1500
258	Catering & Hospitality	300	495	540	240
1084	Clothes, uniform & laundry	1200	3797	3000	1800
4664	Printing, stationery & general office expenses	6490	6376	6610	120
16089	Services				
2020	Professional Fees	10000	10932	12000	2000
8772	Audit fees	3300	3000	3300	0
218	Insurance	9200	9469	9660	460
947	Bank charges	360	288	360	0
2478	postage	1200	1050	1950	750
10914	telephones	2765	2765	2765	0
4664	computers	9540	9540	11400	1860
1220	website	1000	1000	1000	0
0	publicity advert	0	0	0	0
0	newsletter	4400	0	0	-4400
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
56969	Grants & Subscriptions				
4904	Grants	70000	70000	60000	-10000
211581	Subscriptions	4600	4600	5400	800
811	Contributions to provisions	23270	48227	82000	58730
	Miscellaneous expenses	1876	655	1876	0
Third Party Payments					
37690	Godalming Joint Burial Committee	37743	37744	0	-37743
Income					
-174961	Government Grants	0	-24957	0	0
-12591	Other grants etc	-1770	-10764	0	1770
-38286	Customer & client receipts	-16000	-16832	-16000	0
-127	Interest	-60	-1634	-1800	-1740
-39775	Recharges	-39776	-39776	0	39776
495678	Net Expenditure	551918	546448	648141	96223
77703	Capital Finance Costs (Not included in net costs of Services)	77704	77704	77704	0

Cost Centre: 102 Civic Expenses

2021/22 Actual £		2022/23			
		2022/23 Budget	Revised £ Estimate	2023/24 Budget	Variation £
	Employees				
0	Direct employee expenses	0	473	0	0
0	Salaries	0	71	0	0
0	Er's NIC	0	87	0	0
0	Er's Supn	0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
0	Other	0	0	0	0
	Premises Related Expenditure				
248	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
2420	Rents	2420	2420	2420	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	151	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	2263	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
663	Equipment, furniture and materials	0	366	0	0
20	Catering & Hospitality	600	273	600	0
0	Clothes, uniform & laundry	500	254	500	0
160	Printing, stationery & general office expenses	800	800	800	0
3345	Services	0	113	0	0
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
3961	computers	2800	1977	2880	80
0	website	0	0	0	0
1315	publicity advert	1200	650	1200	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
920	Mayor's expenses	1200	1200	1200	0
90	Members' training	1200	1200	1200	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
6280	Contributions to provisions	6000	6000	6000	0
497	Miscellaneous expenses	960	853	960	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
0	Income				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	-739	0	0
0	Interest	0	0	0	0
-1225	Recharges	0	-150	0	0
18694	Net Expenditure	17680	18262	17760	80

Cost Centre: 104 Town Promotion

2021/22		2022/23	2022/23	2023/24	
Actual		Budget	Revised	Budget	Variation £
£		£	Estimate	£	
	Employees				
0	Direct employee expenses	Salaries	0	0	0
0		Er's NIC	0	0	0
0		Er's Supn	0	0	0
700		Agency staff & Contractors	0	0	0
0	Indirect employee expenses	Training	0	0	0
0		Advertising	0	0	0
		Other	0	0	0
	Premises Related Expenditure				
254	Repairs, alteration & maintenance of buildings		0	0	0
0	Energy costs		0	0	0
0	Rents		0	250	250
0	Rates		0	0	0
0	Water services		0	0	0
0	Fixtures and fittings		0	0	0
278	Cleaning & domestic supplies		300	522	405
2827	Grounds maintenance costs		6500	4303	5000
0	Premises insurance		0	0	0
0	Contribution to premises-related provisions		0	0	0
	Transport Related Expenditure				
0	Public transport		0	13	0
0	Car allowances		0	0	0
	Supplies & Services				
11098	Equipment, furniture and materials		500	2262	500
185	Catering & Hospitality		0	1267	0
0	Clothes, uniform & laundry		0	0	0
209	Printing, stationery & general office expenses		0	283	0
2495	Services	Professional Fees	500	3000	0
0		Audit fees	0	0	0
0		Insurance	0	0	0
0		bank charges	0	0	0
0	Communications & computing	postage	0	0	0
0		telephones	0	0	0
0		computers	0	0	0
0		website	0	0	0
2104		publicity advert	2250	4625	2100
0		newsletter	0	0	0
0	Expenses	Staff expenses	0	0	0
0		Mayor's expenses	0	0	0
0		Members' training	0	0	0
0	Grants & Subscriptions	Grants	0	0	0
0		Subscriptions	0	103	0
0	Contributions to provisions		0	0	0
1112	Miscellaneous expenses		395	615	600
	Third Party Payments				
0	Godalming Joint Burial Committee		0	0	0
	Income				
0		Government Grants	0	0	0
0		Other grants etc	0	0	0
-472		Customer & client receipts	-3300	-3835	-2120
0		Interest	0	0	0
-3018		Recharges	0	-4500	0
17772	Net Expenditure		7145	8658	6735
					-410

Cost Centre: 105 Staycation

2021/22 Actual £		2022/23				Variation £
		2022/23 Budget £	Revised Estimate £	2023/24 Budget £		
	Employees					
0	Direct employee expenses	Salaries	152	83	100	-52
0		Er's NIC	15	8	15	0
0		Er's Supn	0	15	18	18
0		Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
0		Other	0	0	0	0
	Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings		0	0	0	0
243	Energy costs		250	0	250	0
180	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
0	Cleaning & domestic supplies		900	1311	1300	400
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
	Transport Related Expenditure					
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
	Supplies & Services					
0	Equipment, furniture and materials		520	0	520	0
0	Catering & Hospitality		350	0	0	-350
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
935	Services	Professional Fees	950	1322	1950	1000
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
2300		publicity advert	1500	650	750	-750
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	170	0	170	0
0	Contributions to provisions		0	0	0	0
64	Miscellaneous expenses		90	0	90	0
	Third Party Payments					
0	Godalming Joint Burial Committee		0	0	0	0
	Income					
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-375		Customer & client receipts	-400	-475	-450	-50
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
3347	Net Expenditure		4497	2914	4713	216

Cost Centre: 106 Festivals & Markets

2021/22			2022/23		2023/24	
Actual			2022/23	Revised	2023/24	Variation
£			Budget £	Estimate £	Budget £	£
	Employees					
196	Direct employee expenses	Salaries	1090	800	1542	452
19		Er's NIC	164	120	232	68
36		Er's Supn	201	147	284	83
0		Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
		Other	0	0	0	0
	Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings		0	0	0	0
0	Energy costs		0	0	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
420	Cleaning & domestic supplies		600	410	600	0
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
	Transport Related Expenditure					
0	Public transport		0	0	0	0
0	Car allowances		400	200	0	-400
	Supplies & Services					
166	Equipment, furniture and materials		510	510	600	90
93	Catering & Hospitality		180	195	180	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		530	530	530	0
1153	Services	Professional Fees	1650	3245	1650	0
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
790		publicity advert	3250	2470	3250	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
470		Subscriptions	220	594	600	380
0	Contributions to provisions		0	0	0	0
51	Miscellaneous expenses		1000	809	700	-300
	Third Party Payments					
0	Godalming Joint Burial Committee		0	0	0	0
	Income					
0		Government Grants	0	0	0	0
0		Other grants etc	0	-1160	0	0
-10630		Customer & client receipts	-13600	-13770	-13600	0
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
-7236	Net Expenditure		-3805	-4900	-3432	373

Cost Centre: 108 Christmas Lights

2021/22		2022/23		2022/23		2023/24		
Actual		Budget	£	Revised	£	Budget	£	Variation £
£								
	Employees							
0	Direct employee expenses		0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0	Indirect employee expenses		0	0	0	0	0	0
0			0	0	0	0	0	0
			0	0	0	0	0	0
			0	0	0	0	0	0
	Premises Related Expenditure							
0	Repairs, alteration & maintenance of buildings		0	0	0	0	0	0
0	Energy costs		0	0	0	0	0	0
0	Rents		0	0	0	0	0	0
0	Rates		0	0	0	0	0	0
0	Water services		0	0	0	0	0	0
0	Fixtures and fittings		0	0	0	0	0	0
0	Cleaning & domestic supplies		0	0	0	0	0	0
0	Grounds maintenance costs		0	0	0	0	0	0
0	Premises insurance		0	0	0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0	0	0
	Transport Related Expenditure							
0	Public transport		0	0	0	0	0	0
0	Car allowances		0	0	0	0	0	0
	Supplies & Services							
0	Equipment, furniture and materials		0	0	0	0	0	0
0	Catering & Hospitality		0	0	0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0	0	0
45535	Services		39050	43700	43700	43700	4650	
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0	Communications & computing		0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0	Expenses		0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0	Grants & Subscriptions		0	0	0	0	0	0
0			0	0	0	0	0	0
0	Contributions to provisions		0	0	0	0	0	0
21	Miscellaneous expenses		0	0	0	0	0	0
			0	0	0	0	0	
	Third Party Payments							
0	Godalming Joint Burial Committee		0	0	0	0	0	0
	Income							
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
	45556 Net Expenditure		39050	43700	43700		4650	

Cost Centre: 201 Broadwater Park Youth Service

2021/22			2022/23		2023/24	
Actual			Budget	Revised	Budget	Variation
£			£	£	£	£
Employees						
0	Direct employee expenses	Salaries	70143	80186	91980	21837
0		Er's NIC	3650	6225	8100	4450
0		Er's Supn	3700	11485	16920	13220
0		Agency staff & Contractors	0	0	0	0
330	Indirect employee expenses	Training	2500	2500	2500	0
366		Advertising	1200	500	1200	0
		Other	0	0	0	0
Premises Related Expenditure						
15228	Repairs, alteration & maintenance of buildings		3000	25918	3000	0
2916	Energy costs		3750	4126	4200	450
0	Rents		0	0	0	0
1347	Rates		1400	1347	1400	0
36	Water services		500	340	500	0
0	Fixtures and fittings		0	0	0	0
8335	Cleaning & domestic supplies		9500	11017	10980	1480
2491	Grounds maintenance costs		400	662	400	0
0	Premises insurance		0	0	0	0
2500	Contribution to premises-related provisions		2500	2500	2500	0
Transport Related Expenditure						
0	Public transport		100	50	100	0
88	Car allowances		100	89	100	0
Supplies & Services						
5641	Equipment, furniture and materials		3000	6261	3000	0
6	Catering & Hospitality		0	1107	1080	1080
17	Clothes, uniform & laundry		500	500	500	0
398	Printing, stationery & general office expenses		350	939	350	0
475	Services	Professional Fees	350	485	350	0
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
548		telephones	960	866	960	0
68		computers	850	1289	900	50
0		website	0	0	0	0
0		publicity advert	0	0	250	250
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
189		Subscriptions	0	0	0	0
0	Contributions to provisions		0	0	0	0
0	Miscellaneous expenses		500	250	500	0
Income						
0		Government Grants	0	0	0	0
0		Other grants etc	0	-3908	-3000	-3000
-28379		Customer & client receipts	-6000	-5961	-4800	1200
0		Interest	0	0	0	0
-14500		Recharges	0	-21000	0	0
-1900	Net Expenditure		102953	127773	143970	41017

Cost Centre: 202 The Pepperpot

2021/22		2022/23				
Actual		2022/23	2022/23	2023/24		
£		Budget	Revised	Budget	Variation	
£		£	£	£	£	
Employees						
0	Direct employee expenses					
	Salaries	0	0	0	0	
0	Er's NIC	0	0	0	0	
0	Er's Supn	0	0	0	0	
0	Agency staff & Contractors	0	0	0	0	
0	Indirect employee expenses					
	Training	0	0	0	0	
	Advertising	0	0	0	0	
	Other	0	0	0	0	
Premises Related Expenditure						
2051	Repairs, alteration & maintenance of buildings	2510	2510	2700	190	
1058	Energy costs	1560	2110	2600	1040	
	0 Rents	0	0	0	0	
175	Rates	735	343	760	25	
	0 Water services	0	0	0	0	
	0 Fixtures and fittings	0	0	0	0	
2332	Cleaning & domestic supplies	3000	3575	3720	720	
	0 Grounds maintenance costs	0	0	0	0	
	0 Premises insurance	0	0	0	0	
2500	Contribution to premises-related provisions	2500	2500	2500	0	
Transport Related Expenditure						
	0 Public transport	0	0	0	0	
	0 Car allowances	0	0	0	0	
Supplies & Services						
125	Equipment, furniture and materials	600	600	600	0	
	0 Catering & Hospitality	0	0	0	0	
	0 Clothes, uniform & laundry	0	0	0	0	
	0 Printing, stationery & general office expenses	0	0	0	0	
	0 Services					
	Professional Fees	0	0	0	0	
	Audit fees	0	0	0	0	
	Insurance	0	0	0	0	
	bank charges	0	0	0	0	
	0 Communications & computing					
	postage	0	0	0	0	
485	telephones	504	490	504	0	
	computers	0	0	0	0	
	website	0	0	0	0	
	publicity advert	0	0	0	0	
	newsletter	0	0	0	0	
	0 Expenses					
	Staff expenses	0	0	0	0	
	Mayor's expenses	0	0	0	0	
	Members' training	0	0	0	0	
	0 Grants & Subscriptions					
	Grants	0	0	0	0	
354	Subscriptions	70	70	70	0	
	0 Contributions to provisions	0	0	0	0	
	0 Miscellaneous expenses	0	0	0	0	
Third Party Payments						
	0 Godalming Joint Burial Committee	0	0	0	0	
Income						
	Government Grants	0	0	0	0	
	Other grants etc	0	0	0	0	
-11579	Customer & client receipts	-8700	-9665	-9000	-300	
	Interest	0	0	0	0	
	Recharges	0	-560	0	0	
-2499	Net Expenditure	2779	1973	4454	1675	

Cost Centre: 203 The Square

2021/22		2022/23		2022/23		2023/24		
Actual		Budget	£	Revised	Estimate £	Budget	£	Variation £
£								
	Employees							
0	Direct employee expenses		0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0	Indirect employee expenses		0	0	0	0	0	0
0			0	0	0	0	0	0
			0	0	0	0	0	0
			0	0	0	0	0	0
	Premises Related Expenditure							
0	Repairs, alteration & maintenance of buildings		0	0	0	0	0	0
0	Energy costs		0	0	0	0	0	0
0	Rents		0	0	0	0	0	0
0	Rates		0	0	0	0	0	0
0	Water services		0	0	0	0	0	0
0	Fixtures and fittings		0	0	0	0	0	0
0	Cleaning & domestic supplies		0	0	0	0	0	0
0	Grounds maintenance costs		0	0	0	0	0	0
1297	Premises insurance		1550	1375	1550	1550	0	0
0	Contribution to premises-related provisions		0	0	0	0	0	0
	Transport Related Expenditure							
0	Public transport		0	0	0	0	0	0
0	Car allowances		0	0	0	0	0	0
	Supplies & Services							
0	Equipment, furniture and materials		0	0	0	0	0	0
0	Catering & Hospitality		0	0	0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0	0	0
0	Services		0	0	0	0	0	0
0		Professional Fees	0	0	0	0	0	0
0		Audit fees	0	0	0	0	0	0
0		Insurance	0	0	0	0	0	0
0		Bank charges	0	0	0	0	0	0
0	Communications & computing		0	0	0	0	0	0
0		postage	0	0	0	0	0	0
0		telephones	0	0	0	0	0	0
0		computers	0	0	0	0	0	0
0		website	0	0	0	0	0	0
0		publicity advert	0	0	0	0	0	0
0		newsletter	0	0	0	0	0	0
0	Expenses		0	0	0	0	0	0
0		Staff expenses	0	0	0	0	0	0
0		Mayor's expenses	0	0	0	0	0	0
0		Members' training	0	0	0	0	0	0
0	Grants & Subscriptions		0	0	0	0	0	0
0		Grants	0	0	0	0	0	0
0		Subscriptions	0	0	0	0	0	0
0	Contributions to provisions		0	0	0	0	0	0
0	Miscellaneous expenses		0	0	0	0	0	0
	Third Party Payments							
0	Godalming Joint Burial Committee		0	0	0	0	0	0
	Income							
0		Government Grants	0	0	0	0	0	0
0		Other grants etc	0	0	0	0	0	0
-10292		Customer & client receipts	-8300	-11016	-8300	-8300	0	0
0		Interest	0	0	0	0	0	0
0		Recharges	0	0	0	0	0	0
-8995	Net Expenditure		-6750	-9641	-6750		0	

Cost Centre: 204 Allotments

2021/22		2022/23		2022/23	2023/24	
Actual		Budget	£	Revised	Budget	Variation £
£				Estimate £	£	
	Employees					
0	Direct employee expenses		0	0	0	0
0			0	0	0	0
0			0	0	0	0
0			0	0	0	0
0	Indirect employee expenses		0	0	0	0
0			0	0	0	0
0			0	0	0	0
	Premises Related Expenditure					
164	Repairs, alteration & maintenance of buildings	300		322	300	0
0	Energy costs	0		0	0	0
0	Rents	0		0	0	0
0	Rates	0		0	0	0
460	Water services	240		262	260	20
0	Fixtures and fittings	0		0	0	0
0	Cleaning & domestic supplies	430		215	430	0
7114	Grounds maintenance costs	1000		1025	1000	0
0	Premises insurance	0		0	0	0
0	Contribution to premises-related provisions	0		0	0	0
	Transport Related Expenditure					
0	Public transport	0		0	0	0
0	Car allowances	0		0	0	0
	Supplies & Services					
0	Equipment, furniture and materials	0		0	0	0
0	Catering & Hospitality	0		0	0	0
0	Clothes, uniform & laundry	0		0	0	0
0	Printing, stationery & general office expenses	0		0	0	0
0	Services					
0			Professional Fees	0	0	0
0			Audit fees	0	0	0
0			Insurance	0	0	0
0			bank charges	0	0	0
0	Communications & computing		postage	0	0	0
0			telephones	0	0	0
0			computers	0	0	0
0			website	0	0	0
0			publicity advert	0	0	0
0			newsletter	0	0	0
0	Expenses		Staff expenses	0	0	0
0			Mayor's expenses	0	0	0
0			Members' training	0	0	0
0	Grants & Subscriptions		Grants	0	0	0
0			Subscriptions	0	0	0
0	Contributions to provisions			0	0	0
0	Miscellaneous expenses			0	0	0
	Third Party Payments					
0	Godalming Joint Burial Committee	0		0	0	0
	Income					
0			Government Grants	0	0	0
0			Other grants etc	0	0	0
-2474			Customer & client receipts	-2500	-2650	-2700
0			Interest	0	0	0
0			Recharges	0	0	0
5264	Net Expenditure	-530		-826	-710	-180

Cost Centre: 205 Wilfrid Noyce Centre

2021/22		2022/23	2022/23	2023/24	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
Employees					
0	Direct employee expenses	2826	1235	3000	174
0	Salaries				
0	Er's NIC	425	186	452	27
0	Er's Supn	520	227	552	32
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
0	Other	0	0	0	0
Premises Related Expenditure					
9921	Repairs, alteration & maintenance of buildings	10800	13407	11340	540
5598	Energy costs	5808	7072	12720	6912
160	Rents	250	55	250	0
1184	Rates	4900	4640	5000	100
976	Water services	1320	-2075	2040	720
0	Fixtures and fittings	0	0	0	0
15794	Cleaning & domestic supplies	18600	18288	18900	300
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
2500	Contribution to premises-related provisions	2500	2500	2500	0
Transport Related Expenditure					
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
Supplies & Services					
2888	Equipment, furniture and materials	4000	2000	4000	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
1600	Services	1650	1400	1650	0
0	Professional Fees				
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	communications & computing	0	0	0	0
786	postage	0	0	0	0
0	telephones	780	1170	780	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
618	Grants	550	644	650	100
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	1200	500	1200	0
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0
Income					
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-40767	Customer & client receipts	-24000	-45292	-44000	-20000
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
1258	Net Expenditure	32129	5957	21034	-11095

Cost Centre: 206 Bandstand

2021/22		2022/23		2022/23		2023/24		
Actual		Budget	£	Revised	£	Budget	£	Variation £
£								
	Employees							
0	Direct employee expenses		0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0			0	0	0	0	0	0
0	Indirect employee expenses		0	0	0	0	0	0
0			0	0	0	0	0	0
			0	0	0	0	0	0
			0	0	0	0	0	0
	Premises Related Expenditure							
313	Repairs, alteration & maintenance of buildings	600		265		600		0
0	Energy costs	0		240		0		0
0	Rents	0		0		0		0
0	Rates	0		0		0		0
0	Water services	0		0		0		0
0	Fixtures and fittings	0		0		0		0
88	Cleaning & domestic supplies	0		0		0		0
0	Grounds maintenance costs	0		0		0		0
0	Premises insurance	0		0		0		0
0	Contribution to premises-related provisions	0		0		0		0
	Transport Related Expenditure							
0	Public transport	0		0		0		0
0	Car allowances	0		0		0		0
	Supplies & Services							
72	Equipment, furniture and materials	0		0		0		0
0	Catering & Hospitality	0		0		0		0
0	Clothes, uniform & laundry	0		0		0		0
0	Printing, stationery & general office expenses	0		0		0		0
0	Services							
0			Professional Fees	0		0		0
0			Audit fees	0		0		0
0			Insurance	0		0		0
0			bank charges	0		0		0
0	Communications & computing		postage	0		0		0
0			telephones	0		0		0
0			computers	0		0		0
0			website	0		0		0
0			publicity advert	0		0		0
0			newsletter	0		0		0
0	Expenses		Staff expenses	0		0		0
0			Mayor's expenses	0		0		0
0			Members' training	0		0		0
0	Grants & Subscriptions		Grants	0		0		0
406			Subscriptions	250		70		250
0	Contributions to provisions	0		0		0		0
0	Miscellaneous expenses	0		0		0		0
	Third Party Payments							
0	Godalming Joint Burial Committee							0
0	Income							
0			Government Grants	0		0		0
0			Other grants etc	0		0		0
0			Customer & client receipts	0		-25		0
0			Interest	0		0		0
0			Recharges	0		0		0
879	Net Expenditure	850		550		850		0

Cost Centre: 207 Museum

2021/22		2022/23				
Actual		2022/23	Revised	2023/24		
£		Budget £	Estimate £	Budget £	Variation £	
Employees						
51209	Direct employee expenses	Salaries	46380	45811	48720	2340
4254		Er's NIC	5520	5048	6060	540
8604		Er's Supn	8280	7207	9000	720
0		Agency staff & Contractors	0	5900	0	0
0	Indirect employee expenses	Training	1000	500	1000	0
135		Advertising	0	149	0	0
320		Other	0	0	0	0
Premises Related Expenditure						
5057	Repairs, alteration & maintenance of buildings		2520	2184	2700	180
0	Energy costs		0	-267	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
240	Cleaning & domestic supplies		0	0	0	0
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
13250	Contribution to premises-related provisions		6625	6625	0	-6625
Transport Related Expenditure						
0	Public transport		0	0	0	0
0	Car allowances		320	160	320	0
Supplies & Services						
2074	Equipment, furniture and materials		0	0	0	0
0	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
30	Printing, stationery & general office expenses		300	416	360	60
0	Services	Professional Fees	0	0	0	0
0		Audit fees	0	0	0	0
3219		Insurance	3400	3361	3500	100
0		bank charges	0	0	0	0
748	Communications & computing	postage	960	960	960	0
167		telephones	180	180	180	0
2680		computers	2700	2097	2820	120
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
120		Subscriptions	3000	3120	3000	0
0	Contributions to provisions		0	0	0	0
0	Miscellaneous expenses		0	0	0	0
Third Party Payments						
0	Godalming Joint Burial Committee					0
Income						
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-21035		Customer & client receipts	-14409	-14409	-7784	6625
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
71072	Net Expenditure		66776	69042	70836	4060

Cost Centre: 208 Land & Property Other

2021/22 Actual £		2022/23 Budget £	2022/23 Revised Estimate £	2023/24 Budget £	Variation £	
Employees						
0	Direct employee expenses	Salaries	0	0	0	
0		Er's NIC	0	0	0	
0		Er's Supn	0	0	0	
0		Agency staff & Contractors	0	0	0	
0	Indirect employee expenses	Training	0	0	0	
0		Advertising	0	0	0	
		Other	0	0	0	
Premises Related Expenditure						
5287	Repairs, alteration & maintenance of buildings		5100	7405	5100	0
984	Energy costs		1200	991	1320	120
0	Rents		0	0	0	0
-3668	Rates		0	0	0	0
1256	Water services		3240	2167	3240	0
0	Fixtures and fittings		1000	250	1000	0
12188	Cleaning & domestic supplies		14520	14520	17640	3120
1948	Grounds maintenance costs		5000	2738	5000	0
0	Premises insurance		0	0	0	0
2500	Contribution to premises-related provisions		2500	2500	2500	0
Transport Related Expenditure						
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
Supplies & Services						
1710	Equipment, furniture and materials		0	5163	0	0
0	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
2000	Services	Professional Fees	0	0	0	0
0		Audit fees	0	0	0	0
0		Insurance	0	224	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	0	0	0	0
2000	Contributions to provisions		2000	2000	0	-2000
1800	Miscellaneous expenses		1800	1800	1800	0
Third Party Payments						
0	Godalming Joint Burial Committee		0	0	0	0
Income						
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
0		Customer & client receipts	0	-1302	0	0
0		Interest	0	0	0	0
0		Recharges	0	-3316	0	0
28005	Net Expenditure		36360	35140	37600	1240

Cost Centre: 301 Cemeteries

2021/22		2022/23	2022/23	2023/24	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
	Employees				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
0	Other	0	0	0	0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	0	7540	7540
0	Energy costs	0	0	1560	1560
0	Rents	0	0	0	0
0	Rates	0	0	6350	6350
0	Water services	0	0	432	432
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	6040	6040
0	Grounds maintenance costs	0	0	51200	51200
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	4700	4700
	Supplies & Services				
0	Equipment, furniture and materials	0	0	12000	12000
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services				
0	Professional Fees	0	0	15600	15600
0	Audit fees	0	0	0	0
0	Insurance	0	0	5000	5000
0	bank charges	0	0	300	300
0	Communications & computing				
0	postage	0	0	0	0
0	telephones	0	0	240	240
0	computers	0	0	0	0
0	website	0	0	400	400
0	publicity advert	0	0	1150	1150
0	newsletter	0	0	0	0
0	Expenses				
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions				
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	400	400
	Third Party Payments				
0	Godalming Joint Burial Committee				0
	Income				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	0	-129736	-129736
0	Interest	0	0	-1200	-1200
0	Recharges	0	0	-6936	-6936
0	Net Expenditure	0	0	-24960	-24960



Friends of Broadwater School
C/ O Broadwater School
Summers Road
Godalming GU7 3BW

13 April 2023

Mr Andrew Jeffery
Town Clerk
Godalming Town Council
107-109 High Street
Godalming GU7 1AQ

Dear Andy

REF: Proposed amendments to CIL funding application – Broadwater School

As you are aware we would like to propose an amendment to our plans for the Broadwater School Recreational Garden. We were very pleased to be awarded funding of up to £79,400 from the Godalming Neighbourhood CIL Funding. However, we were unsuccessful in our application to Waverley BC for Strategic CIL funding for the Arena garden component of the project. This has led us to re-evaluate how we can best meet the needs of the Broadwater students and we propose that with some modification to the designs and build materials, financial savings can be made and both areas can be effectively developed. We very much hope that Godalming Town Council can support this adapted plan.

We have also been made aware that we will be able to reclaim VAT on the project costs which means we can make a saving of 20% on our original costings.

Our original application to Godalming TC was for the funding of the Canopy garden, however we have liaised with the school and with our preferred contractor and we now have updated costs along with an adapted design and specification to incorporate both the Canopy and Arena garden. Attached are images of the new designs, please note the following main changes:

- *A simplified more linear design in both The Arena and Canopy garden resulting in reduced build and material costs*
- *A change to materials to a slightly lower specification of composite decking in the Arena garden has resulted in cost savings to release budget for the Canopy garden*
- *Change of material from 'Recycle Bound' to Wet pour rubber in the Arena garden and significant part of the pathways in the Canopy garden*

- *Resin bound gravel instead of 'Recycle Bound' gravel*
- *Simplified planting with addition of timber knee rails to protect planting next to walk ways*

The new proposal has the following cost implications:

- Canopy Garden = £67,500
- Arena Garden = £46,300
- Contingency @ 5% = £5,690
- **TOTAL COSTS = £119,490**

Please note the following key information:

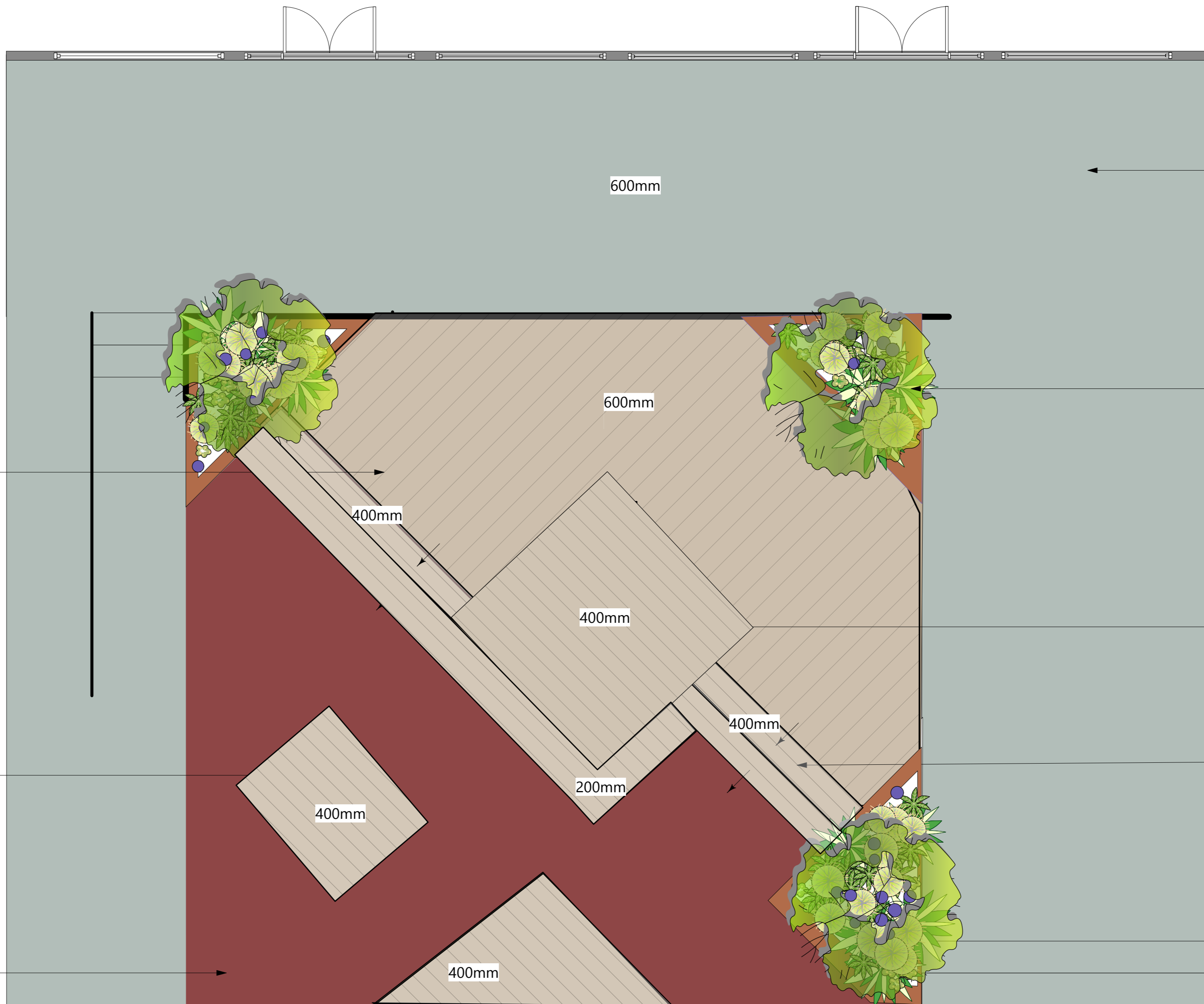
- Savings of £23,000 have been made across both gardens with adapted designs and specifications
- Savings of £35,000 have been made due to VAT exemption
- Having reassessed and discussed the project with the school and students it is apparent that both the Canopy and Arena garden have equal importance. The Canopy garden grass area and seating is in very bad condition and the Arena garden area offers very limited usable space for students in its current state
- The contractor has explained that costs are based on completing both areas, there will be increased cost implications if only one area is completed due to economies of scale on manpower and material costs
- The contractor may not be able to commit to working on just the Canopy garden, to make it financially viable they require commitment to both the Canopy and Arena garden areas.

Current Funding:

- **£79,400 – Godalming Town Council (less any additional fundraising)**
 - **£5,600 – Friends (bank account funds)**
 - **£5,000 – Fundraising (plus additional if successful)**
- TOTAL FUNDS = £90,000**

Outstanding Funding: £119,490 - £90,000 = £29,490

Taking into account the above figures, This extra funding will enable us to provide Broadwater School with two garden areas that will give the expanding student population a much-improved outdoor experience during their breaks and time out of the classroom. We will endeavour to fundraise beyond £5,000 and will be launching our campaign as soon as we know the final plans.



Existing path that surrounds the proposed area. It allows flow from the hall onto the stage and down into the garden

Planter the same height as the stage containing a tree underplanted with grasses

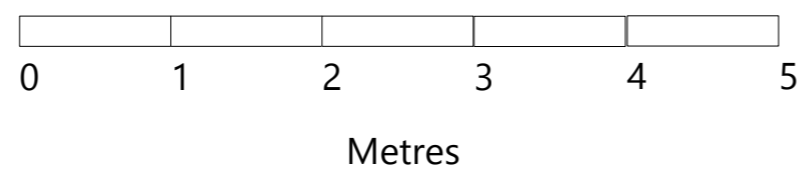
A lower wooden square to create options for further seating or allow more scope for the drama department to experiment with (3.5m x 3.5m)

400mm and 200mm high steps made of composite decking, allowing further seating for students

Stage made of composite decking
This allows an extension to the existing path, increasing flow around this space, providing an entertainment area and creating an outdoor space for the drama department to use

Podiums clad with composite decking . Suitable for seating, lazing on or standing on for additional interest for the drama department

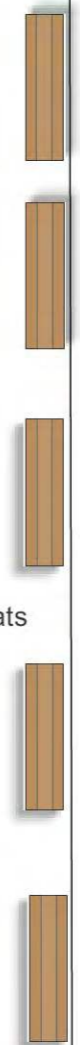
Floor made of recycled coloured material



INSPIRED EARTH DESIGN			
	117 Kings Road, Godalming, GU7 3EU		07799 292573 hello@inspireearthdesign.co.uk
	Emily Grayshaw	Scale : 1:50	Date : 25/08/2022
	Broadwater School	Format : .VWX	Rev. Date : 03/03/2023
	Courtyard	Page : A2	Drawn By : EG
Drawing No. / File Name :			



- a Resin bound gravel to match Arena garden
- b Block paving paths/tarmac paths or resin bound if budget allows
- c Softwood picnic tables
- d Bins
- e Timber Knee rail



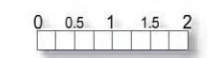
bench seats

bench seats

The Canopy Garden
Broadwater School

1:100 A3
Version 4

03/03/23



STANDING ORDERS

SECTION ONE: MEETINGS

Mandatory for Full Council meetings ●

Mandatory for committee meetings ●

References to committees shall apply equally to sub-committees

1. **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.** ●
2. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.** ●
3. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.** ●
4. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.** ●●

Public Questions and Statements

5. A standard item will appear on all agendas of Ordinary Meetings of the Council and Standing Committees to allow, at the discretion of the Town Mayor/Chair, those -members of the public on the electoral roll of Godalming Town Council; or a young person under 18 whose parent or guardian is on the electoral roll; or with business premises in the town (evidenced by a business rates bill); or user of the Town Council's premises; to make representations, ask or answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or other matters not on the agenda-
 - i. The period of time designated for public participation at a meeting in accordance with Standing Order 5 shall not exceed 15 minutes unless directed by the chair of the meeting.
 - ii. Subject to Standing Order 5i. a member of the public shall not speak for more than three minutes.
 - iii. A question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils or other authorities, the person making representations will be informed of the appropriate contact details.

- iv. A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- v. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

Questions by Members

- 6. At a Council meeting, any member of the Council may ask a question of the Town Mayor/Chair or the Town Clerk which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given.
 - i. Notice of the question must be given in writing and delivered to the Town Clerk at least two clear working days before the meeting, signifying to whom the question is put.
 - ii. A reply to the question can be given verbally at the meeting or by written reply or by indicating that the question will be referred to a future meeting of the Council or of a Committee, Working/Task Group
 - iii. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for questions.
 - iv. Each question will be put and answered without discussion, but the person questioned may decline to answer.
- 7. **Subject to Standing Order 8 below, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of the meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report of commentary is available as the meeting takes place or later to persons not present.**
- 8. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. ●●**
- 9. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. ●●**
- 10. **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in their absence be done by, to or before the Deputy Town Mayor. ●**
- 11. **The Town Mayor, if present, shall preside at a meeting. If the Town Mayor is absent from a meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and the Deputy Town Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. ●**
- 12. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. ●●**
- 13. **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not the Chair gave an original vote. (See also Standing Orders 28 and 29 below.) ●●**
- 14. **Unless Standing Orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded**

so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. ●

15. The minutes of a meeting shall include an accurate record of the following:
 - i. The time and place of the meeting;
 - ii. The names of councillors who are present and the names of councillors who are absent;
 - iii. Interest that have been declared by councillors and non-councillors with voting rights;
 - iv. The grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered
 - vi. If there was a public participation sessions; and
 - vii. The resolutions made.
16. A councillor shall submit apologies for absence to the Town Clerk prior to a meeting.
17. During a prolonged period of absence, a meeting may be asked to approve, by a resolution, a councillor's reason for absence, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
18. **A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on the matter.** ●●
19. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. ●●
20. Meetings shall not exceed a period of three hours or by resolution of the meeting three hours and thirty minutes.

SECTION TWO: ORDINARY COUNCIL MEETINGS

See also Section One above

21. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
22. **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
23. **If no other time is fixed, the annual meeting of the Council shall take place at 6.00pm.**
24. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
25. **The first business conducted at the annual meeting of the Council shall be the election of the Town Mayor and Deputy Town Mayor of the Council.**
26. **The Town Mayor, unless the individual has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until a new Town Mayor is elected at the next annual meeting of the Council.**

27. **The Deputy Town Mayor, unless the individual has resigned or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.**
28. **In an election year, if the current Town Mayor has not been re-elected as a member of the Council that Town Mayor shall nonetheless preside at the annual meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**
29. **In an election year, if the current Town Mayor has been re-elected as a member of the Council, that Town Mayor shall preside at the meeting until a new Town Mayor has been elected. The current Town Mayor may exercise an original vote in respect of the election of the new Town Mayor and shall give a casting vote in the case of an equality of votes.**
30. Following the election of the Town Mayor and Deputy Town Mayor at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Town Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - iii. Receipt of nominations to existing committees.
 - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - v. Review and adoption of appropriate Standing Orders and Financial Regulations.
 - ~~vi. In a year of elections, review of arrangements for the Godalming Joint Burial Committee and receipt of nominations to that Committee.~~
 - vii. Review of representation on or work with external bodies and arrangements for reporting back.
 - viii. In a year of elections, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
 - ix. Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead, if not already set.

SECTION THREE: PROPER OFFICER/RESPONSIBLE FINANCE OFFICER/LEADER OF THE COUNCIL

Proper Officer

31. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
32. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Finance Officer.
33. The Proper Officer shall:
 - i. **At least three clear days before a meeting of the Council, a committee or sub-**

committee,

- **Serve on councillors by delivery or post at their residence or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

- ii. Subject to Standing Order 36-43, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming withdrawal of it;
- iii. **Convene a meeting of the Council for the election of a new Town Mayor, occasioned by a casual vacancy in the office;**
- iv. **Facilitate inspection of the minute book by local government electors;**
- v. **Receive and retain copies of byelaws made by other local authorities;**
- vi. Hold acceptance of office forms from councillors;
- vii. Hold a copy of every councillors' register of interests;
- viii. Assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. Liaise, as appropriate, with the Council's Data Protection Officer;
- x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information and other legitimate requirements (e.g. The Limitation Act 1980);
- xii. Arrange for deeds to be executed; (*see also Standing Orders 91 & 92*);
- xiii. After consultation with the Chair of the Policy & Management Committee, ~~and where appropriate the Chair of the Joint Burial Committee,~~ along with the appropriate Ward Members, respond on behalf of Godalming Town Council/~~Godalming Joint Burial Committee~~ to interested party's planning notification letters received by Godalming Town Council ~~or the Joint Burial Committee~~ relating to applications on premises adjacent to council land/property;
- xiv. Manage access to information about the Council via the publication scheme; and
- xv. Retain custody of the seal of the Council (if there is one) which shall not be used without resolution to that effect. (*See also Standing Orders 91 & 92*).

Responsible Finance Officer

34. The Responsible Finance Officer shall do the following:
 - i. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.

Leader of the Council/Spokesperson

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

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

- Day to day decisions on the implementation of Council Policy
- Overseeing work to implement Council Strategy
- Managing Urgent Business
- Liaising with political groups to propose a consensus on Council priorities

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

SECTION FOUR: MOTIONS REQUIRING WRITTEN NOTICE

36. In accordance with Standing Order 33ii above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least nine clear days before the next meeting.
37. The Proper Officer may, before including a motion in the agenda received in accordance with Standing Order 36 above, correct obvious grammatical or typographical errors in the wording of the motion.
38. If the Proper Officer considers the wording of a motion received in accordance with Standing Order 36 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least four clear days before the meeting.
39. If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
40. Having consulted the Chair or councillors pursuant to Standing Order 39 above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
41. Motions received shall be recorded and numbered in the order that they are received.
42. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for the rejection.
43. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

SECTION FIVE: MOTIONS NOT REQUIRING WRITTEN NOTICE

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

SECTION SIX: RULES OF DEBATE

45. Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.
46. Subject to Standing Orders 36-43 above, a motion shall not be considered unless it has been proposed and seconded.
47. Subject to Standing Order 33ii above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
48. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
49. A councillor may move amendments to their own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
50. Any amendment to a motion shall be either:
- i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.

The amendment shall not negate the motion.

51. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

52. Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
53. One or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
54. The number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
55. If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
56. If an amendment is carried, the original motion, as amended, shall take the place of the original motion, and shall become the substantive motion upon which any further amendment may be moved.
57. The mover of an amendment has no right of reply at the end of debate on it.
58. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
59. Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. To speak on an amendment moved by another councillor;
 - ii. To move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. To make a point of order;
 - iv. To give a personal explanation; or
 - v. To exercise a right of reply.
60. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which that councillor considers has been breached or specify the irregularity in the meeting which concerns the councillor.
61. A point of order shall be decided by the Chair and the Chair's decision shall be final.
62. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
63. Subject to Standing Order 60 above, when a councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for that person to leave the meeting;
 - vi. to refer a motion to a committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend any Standing Order, except those which are mandatory.

64. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
65. Excluding motions under Standing Order 62, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the Chair of the meeting.

SECTION SEVEN: CODE OF CONDUCT

66. All councillors shall observe the Code of Conduct adopted by the Council.
67. Unless granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which that councillor has a disclosable pecuniary interest. The councillor may return to the meeting after it has considered the matter in which the disclosable pecuniary interest existed.
68. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
69. A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, or committee for which the dispensation is required, and that decision is final.
70. A dispensation request shall confirm:
 - i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. An explanation as to why the dispensation is sought
71. Subject to Standing Orders 68 and 69 above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required or at the beginning of the meeting of the council, or committee or for which the dispensation is required.
72. **A dispensation may be granted in accordance with Standing Order 69 above if having regard to all relevant circumstances the following applies:**
 - i. **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **Granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **It is otherwise appropriate to grant a dispensation**
73. Upon notification by the Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to Standing Orders ~~158 to 161~~ 160 to 163 (Management of Information), report the matter to the Council.

74. Where notification in Standing Order 73 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Town Mayor of this fact, and the Town Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 75.
75. The Council may:
- i. Provide information or evidence where such a disclosure is necessary to investigate the complaint or it is a legal requirement;
 - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for the investigation of the matter.
76. **Upon notification by the Borough Council that a councillor has breached the Council's Code of Conduct, the council shall consider what, if any, action to take against that councillor. Such action excludes disqualification or suspension from office.**

SECTION EIGHT: MINUTES

77. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
78. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 44i above.
79. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
80. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, that Chair shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but that view was not upheld by the majority of the () and the minutes are confirmed as an accurate record of the proceedings.”
81. Following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.

SECTION NINE: DISORDERLY CONDUCT

82. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
83. If person(s) disregards the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
84. If a resolution made under Standing Order 83 above is ignored, the Chair of the meeting may

take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

SECTION TEN: RESCISSION OF PREVIOUS RESOLUTIONS

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

SECTION ELEVEN: VOTING ON APPOINTMENTS

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

SECTION TWELVE: ACCOUNTS & ACCOUNTING STATEMENTS

88. Accounts and Accounting Statement
 - a. "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
 - b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
 - c. The Responsible Finance Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. The Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. The Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. The balances held at the end of the quarter being reported, andWhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
89. As soon as possible after the financial year end at 31 March, the Responsible Finance Officer shall provide:
 - a. Each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - b. To the Council the accounting statement for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
90. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The annual governance and accountability return

of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

SECTION THIRTEEN: EXECUTION AND SEALING OF LEGAL DEEDS

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

SECTION FOURTEEN: COMMITTEES

See also Standing Orders 1- 20 above

93. For the conduct of day-to-day business of the Council there shall be established four standing committees to be known as the:
- Policy & Management Committee
 - Environment & Planning 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.

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 made by local organisations;
- x. To ensure the proper management of the properties and amenities owned, controlled or provided by the Council;
- xi. To develop strategy on media relations, and to formulate policy on public participation;
- xii. In consultation with the Town Clerk, to agree priorities for the Management of Committee business;
- xiii. To recommend appointment to outside bodies;
- xiv. To act as a channel for communications with external organisations;
- xv. To oversee the maintenance and development of the Council's website;
- xvi. On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters;
- xvii. To recommend to the Full Council a policy for the appointment of Town Mayor and Deputy Town Mayor and to keep it under review;
- ~~xviii. To nominate a Town Mayor and Deputy Town Mayor each year for approval by the Council;~~
- xix. To consider and determine in consultation with the Town Mayor all matters relating to the Council's civic and ceremonial functions, and events; and
- xx. To recommend to Full Council an allowance for the Town Mayor.

Environment & Planning Committee

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. To develop proposals for the environmental improvement of Council land;
- iii. Consideration and comment on issues relating to local and regional plans and any other planning or highway matters the Town Council is consulted upon;
- iv. To maintain an overview of Council environmental and planning initiatives and report to the Council on their impact and effectiveness;
- v. To decide on applications made by local organisations for funding from the Council's Carbon-reduction and Mitigation biodiversity fund grant scheme, when such grant funds are contained within the annual budget;
- vi. To consider applications for Neighbourhood Community Infrastructure Levy (CIL) funding and where appropriate make recommendations to Full Council for the award of Neighbourhood CIL
- vii. 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
- viii. Monitoring and reviewing the continued validity of the Neighbourhood Plan
- ix. Consideration and comment on issues relating to Street naming.
- x. To agree priorities for the Management of Committee business;
- xi. On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters.

- xii. To develop and review long term strategic management of Nightingale and Eashing Cemeteries, including site visits by elected Members – E&P

Staffing Committee

99. Purpose of the Staffing Committee

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

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.

101. Delegated Spending Authority

In order to undertake its functions, the [Town Clerk](#) is authorised to spend up to £5,000 per annum allocated from the professional fees revenue budget [when such expenditure is necessary to provide advice to the Staffing Committee ~~agreed by a resolution of the committee~~, additionally, the Chair of the Staffing Committee may seek advice from the Council's HR Service provider when seeking advice on behalf of the Staffing Committee on matters relating to the performance or conduct of the Town Clerk.](#) 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.

102. Deliberately left blank

103. Deliberately left blank

Audit Committee

104. Purpose of the Audit Committee

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

105. Functions of the Audit Committee

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

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~~ all elected councillors ~~excepting that~~ 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.

108. The Environment & Planning Committee shall comprise ~~18~~ all elected councillors ~~excepting that~~ The Town Mayor shall not be a member of the Environment & Planning Committee. The Town Clerk shall be responsible for Clerking the Environment & Planning Committee.

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

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.

111. Deliberately left

112. The Audit Committee shall comprise five councillors, none of whom may serve on the Staffing Committee. ~~one 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

113. ~~With the exception of the Policy & Management Committee,~~ Substitutes may be used when councillors are unable to attend a meeting of ~~The Staffing or Audit~~ a committees ~~of the Council.~~ Such substitutes may be called for any Committee meeting up to 4.00pm on the day of the meeting,
114. A maximum of ~~three~~ two substitutes per Committee shall be permitted. ~~It shall be the responsibility of each councillor who gives notice of apology for non-attendance for a committee meeting to arrange an appropriate substitute. Whilst preferable to maintain political balance, substitutes nominated by the councillor who is unable to attend do not have to be of the same political group.~~

Frequency of Committee Meetings

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 ~~but at least once per quarter.~~

Appointment of Committee Members

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.
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 116.

Term of Office of Standing Committees

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

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

120. Except for 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 standing committees shall be circulated to all councillors at the same time as they are circulated to members of committees.

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.
122. The provisions of Standing Orders 1 to 20 shall apply mutatis mutandis to all Committee proceedings provided that where, at any Committee, any resolution is carried by a majority of less than two votes, then immediately after the vote is taken it shall be open to any councillor present to propose that the motion shall be referred to the Town Council in the form of a recommendation for adoption at its next meeting. If such a proposition is supported by not less than one third of the councillors present at a meeting, then the motion to which it relates shall be treated as a recommendation instead of a decision taken under delegated powers.
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 specific 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 other** 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

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

125. ~~Deliberately left blank~~ ~~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.~~

Task & Finish Groups

126. Every standing committee may appoint one or more Task & Finish Group 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 Task & Finish Group must complete its work. A Task & Finish Group shall be disbanded as soon as it has completed the tasks given to it.
127. Each Task & Finish Group 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 Task & Finish Group may be informal. A Task & Finish Group has no authority to make decisions on behalf of the Council. Decisions based on the work of a Task & Finish Group are the responsibility of the appointing committee to which the Task & Finish Group makes its report.

Ad hoc Advisory Committees

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.

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.**
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~~ other registerable interests at meetings of the advisory committee as though they were bound by the Code.
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 ~~121~~ 120 above and will be received on the next agenda of the parent Committee.

SECTION FIFTEEN: EXTRAORDINARY MEETINGS

See also Section One above

132. **The Town Mayor may convene an extraordinary meeting of the Council at any time.**
133. **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
134. The Chair of a committee may convene an extraordinary meeting of the committee at any time.
135. If the Chair of a committee does not or refuses to call an extraordinary meeting within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of a committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by two councillors.

SECTION SIXTEEN: FINANCIAL CONTROLS & PROCUREMENT

136. The Council shall consider and approve financial regulations drawn up by the Responsible Finance Officer, which shall include detailed arrangements in respect of the following:
 - a. The keeping of accounting records and systems of internal controls;
 - b. The assessment and management of financial risks faced by the Council;
 - c. The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - d. The inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - e. Whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
137. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
138. **Public contracts must be made in accordance with GTC Financial Regulations Section 11.**

SECTION SEVENTEEN: CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

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

SECTION EIGHTEEN: INSPECTION OF DOCUMENTS, CONFIDENTIAL OR SENSITIVE INFORMATION & UNAUTHORISED ACTIVITIES

142. Subject to Standing Orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of official duties (but not otherwise), inspect any document in the possession of the Council or a committee, and request a copy for the same purpose. The minutes of meetings of the Council, or its committees shall be available for inspection by councillors.
143. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
144. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
145. A councillor in breach of the provisions of Standing Order 143 above may be removed from a committee by a resolution of the Council.
146. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council or a committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

SECTION NINETEEN: MATTERS AFFECTING COUNCIL STAFF

147. If a meeting considers any matter personal to a Council employee, it shall not be considered until the body meeting has decided whether the press and public shall be excluded pursuant to Standing Order 4 above.
148. Subject to the Council's policy regarding absences from work, the Leader of the Council and Chair of the Staffing Committee [are to be informed](#) if any absence is likely to occasion the closing of the Town Council's offices. The Town Clerk shall make a summary report of staff absences to each meeting of the Staffing Committee.
149. Annual staff appraisals shall be conducted in accordance with the Council's Appraisal Scheme.

150. All grievance matters shall be handled in accordance with the Council's adopted Grievance Policy and Procedures.
151. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
152. The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
153. Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
154. Only the Town Clerk, or the appropriate line manager or the Chair of the Staffing Committee or, in the absence of the Chair, the Vice-Chair of the Staffing Committee shall have access to employee records referred to in Standing Orders 150 and 151 above if so justified.
155. Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 150 and 151 above shall be provided only to the Town Clerk or the Chair of the Staffing Committee.

SECTION TWENTY: RESPONSIBILITIES TO PROVIDE INFORMATION

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

SECTION TWENTY-ONE: RELATIONS WITH THE PRESS/MEDIA

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

SECTION TWENTY-TWO: RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

159. *The Council's responsibilities under the data protection legislation includes the following, this list is not exclusive, see also Standing Orders Section Twenty-Three Management of Information.*
 - a. **The Council shall appoint a Data Protection Officer.**
 - b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
 - c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
 - d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
 - e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
 - f. **The Council shall maintain a written record of its processing activities.**

SECTION TWENTY-THREE: MANAGEMENT OF INFORMATION

(See also Standing Order ~~155 & 156~~ 154 & 155)

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

SECTION TWENTY-FOUR: STANDING ORDERS GENERALLY

164. Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
165. A motion to add to or vary or revoke one or more of the Council's Standing Orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of as least two councillors.
166. The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor upon delivery of that councillor's declaration of acceptance of office.
167. The Chair's decision as to the application of Standing Orders at meetings shall be final.

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FINANCIAL REGULATIONS

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 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;
 - 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 Accounts and Audit (England) Regulations 2011/817

- 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 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.

2.6. 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.

2.7. 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.

2.8. 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.

2.9. 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 Chair 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 Chair 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 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. 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.~~

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- 6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water), 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, p~~Payment ~~for certain items may~~ will be made by BACS or CHAPS methods provided that the instructions for each payment are signed (or otherwise evidenced) by two authorised ~~bank signatories~~ Members, 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, 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 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, which are used for internet banking, 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 RFO or in their absence the 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. 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.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. 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.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

- 9.8. 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.
- 9.9. 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:
- 11.2. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- 11.3. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up. The Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the

Proper Officer;

- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- 11.4 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- 11.5 **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
- 11.6 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 legal professionals acting in disputes and provision of Christmas lights;
 - 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 and Vice Chair 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.
- 11.7 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.
- 11.8 If fewer than three tenders are received for contracts above £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.
- 11.9 Any invitation to tender issued under this regulation shall be subject to Standing Order 141 and shall refer to the terms of the Bribery Act 2010.
- 11.10 When it is to enter into a contract of between £5,000 and £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 11.6 the Clerk or RFO shall obtain 3 quotations or estimates (price descriptions of the proposed supply). Otherwise, Regulation 10(3) above shall apply.
- 11.11 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.

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 £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. 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 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 all new risks, properties or vehicles which require to be insured or any alterations affecting existing insurances.
- 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 prepare, 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 prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.
- 16.3. [The Audit Committee will ensure key internal controls are being complied with through a programme of testing, and report its findings at the next available meeting.](#)

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.

SCHEME OF DELEGATION

This 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. This 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.

COUNCIL AND ITS COMMITTEES

1. Council

The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- Approval of Budget and setting the Precept
- Authorisation of Borrowing
- Approval of the Council's Annual Governance Statement and the Accounting Statement.
- Addressing recommendations in any report from the internal or external auditors
- Making, amending, or revoking Standing Orders, Financial Regulations and the Scheme of Delegation
- Appointment to Standing Committees
- Filling of vacancies occurring on any Standing Committee of the Council during the Civic year
- Making, amending, or revoking bylaws
- Making of orders under any statutory powers
- Approving and adopting the Council's Aims and Objectives
- The appointment of the Town Clerk and the Responsible Finance Officer taking into account the advice of the Staffing Committee
- The dismissal of the Town Clerk or Responsible Finance Officer
- The dismissal of members of staff, excluding during probationary periods
- Dates of meetings of the Council
- Agreement to take on new, including devolved services, subject in all cases to the recommendation of the Staffing and Policy & Management Committee
- Matters of principle or policy
- Noting all the minutes approved by Committees
- Approval of application for the Local Council Award Scheme
- Nomination and appointment of representatives of the Council to any other authority, organisation, or body
- Any proposed undertaking committing expenditure above £50,000
- Responses to legislative and other allied consultations excluding planning related matters dealt with by the Policy & Management Committee
- Prosecution or defence in a Court of law other than an Employment Tribunal
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee

- Decisions to adopt the General Power of Competence
- Write off bad debts
- All other matters which must, by law, be reserved to the Full Council

2. Delegation to Committees

For the day-to-day business of the Council, there are ~~three~~ **five** Standing Committees of the Council

- Policy & Management
- **Environment & Planning**
- Audit
- Staffing
- **Cemeteries**

The terms of reference and accountability of each committees is set out in Chapter 15 of the Council's Standing Orders.

The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where decisions are delegated to a Committee, so as far as is legally permissible, they are deemed the acts and proceedings of the Council.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

All Committees shall be delegated to make a decision on behalf of the Council to approve of the Committees Minutes as a true and correct record and to pass such minutes for Noting by the Council.

PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER

3. Proper Officer

The Town Clerk is designated and authorised to act as Proper Officer of the Council for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer other than as required by the LGA 1972 S151 (Responsible Finance Officer) and as such is authorised to carry out the functions specified in Chapter 3 of the Council's Standing Orders. Additionally to the above, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council.

- Oversee all of the Council's services
- Manage the Council Staff in accordance with the Council's policies, procedures and budget
- Authorisation of expenditure as detailed in the Councils Financial Regulations
- Take, discontinue and/or appear in any legal action authorised by the Council
- Take Counsel's advice or instruct Counsel to represent the Council in any legal action authorised by the Council
- To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest
- In consultation with the Leader of the Council, negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal
- Terminate employment during probation and to review salary on completion of probationary periods (in consultation with the Chairman of the Staffing Committee)

- Commission legal and professional advice on staffing matters
- To apply for planning consent for carrying out of development by the Council
- Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land
- Negotiating the terms of any lease, licence conveyance or transfer of land or property
- The granting or refusal of the Council's consent under the terms of any lease
- The granting of easements, wayleaves and licences over Council land
- Exercise in his own right or to authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control
- Serve requests for information as to ownership, occupation and other interests in land for the purpose of any function under their control
- Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Standing Orders and Financial Regulations.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Town Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements.

The Town Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

Provided that such authorisation is not prohibited by statute, the Town Clerk, to whom a power, duty or function is delegated, may authorise another Officer to exercise that power, duty or function, subject to:

- Such authorisation being in writing
- Only to be given to an Officer below the delegated officer in the organisational structure
- Only being given where there is significant administrative convenience in doing so
- The Officer authorised by the Town Clerk acting in the name of the Town Clerk

A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

4. Position of Leader of the Council

The Council will appoint a Leader of the Council who will normally hold the position of Chair of the Policy & Management Committee.

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

- Day to day decisions on the implementation of Council Policy
- Overseeing work to implement Council Strategy
- Managing Urgent Business
- Liaising with political groups to propose a consensus on Council priorities

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

5. Urgent Matters

In the event of any matter arising which requires an urgent decision, the Town Clerk shall forthwith consult with the Leader and Mayor and other relevant Committee Chairs and/or Vice Chairs before acting on behalf of the Council.

Before the Town Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter justifies summoning an Extraordinary Meeting of the Council or appropriate Committee.

Whenever any action is taken as a matter of urgency, full details of the circumstances justifying the action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.

6. Absence of the Town Clerk

The Town Clerk has broadly two roles within the organisation of the Council, firstly to fulfil the functions of the designated Proper Officer of the Council as detailed in para 3 above and Section Three of the Council's Standing Orders and secondly to act as the council's senior executive and head of paid services with overall responsibility for the strategic delivery of council services.

Delivery of Council Services: The tactical delivery of council services lies with the staff member responsible for the day-to-day delivery of the service. However, in the event that a staff member requires guidance on an urgent & significant issue which cannot wait until the return to work of the Town Clerk, the Corporate Services Officer acting as Deputy Town Clerk is authorised to act as the Proper Officer and head of paid services. The Corporate Services Officer, where necessary, will raise the matter directly with the Chair of the Committee responsible for the service. Emergency expenditure may be incurred within the criteria set out in table 1 below. The Town Clerk is to be briefed on the issue in question at the earliest opportunity upon his/her return to work.

Delivery of Democratic Services: In the unplanned/unexpected absence of the Town Clerk, the Corporate Services Officer is to inform the Chair of the Council and the Chair of the Staffing Committee of the situation and is authorised to carry out the functions of the Proper Officer necessary to ensure the continued delivery of the council's democratic services, specifically those required under Standing Order 32 – the serving of a duly signed summons confirming the time, place and the agenda for a meeting of the Council or one of its committees and the posting of the appropriate public notices.

Additionally in the unplanned absence of the Town Clerk which has or is likely to exceed 7 days, the Corporate Services Officer is authorised to liaise with the Chair of the Council (Mayor) in order to call an extra-ordinary meeting of the Council as provided by Standing Order 134, for the purposes of agreeing arrangements appropriate for the situation.

7. Responsible Financial Officer

The Responsible Finance Officer to the Council is the designated Local Government Act 1972 Section 151 Officer and shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

The Responsible Finance Officer is authorised to:

- Operate the Council's banking arrangements.
- Pay all accounts properly incurred

- Pay all subscriptions to organisations to which the Council belongs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate
- Enter into leasing and contract hire agreements for the acquisition of vehicles, machinery and equipment approved by Council or an appropriate Committee on such terms as are considered appropriate
- Manage investments as authorised by the Councils investment strategy
- Raise and repay loans approved by the Council
- Authorise action for the recovery of debt
- Maintain a Register of Assets and Inventory of Equipment
- Determine the Town Council's insurance requirements.
- Make all necessary arrangements for the Council's insurance
- Prepare a draft budget for consideration by Council (in consultation with the Town Clerk)
- Prepare the final accounts for each financial year

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Responsible Finance Officer will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements

The Responsible Finance Officer may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

8. Authority to Incur Expenditure

Table 1 details the authorised limits of expenditure and certification of invoices, costs above these limits are to be referred upwards to the Town Clerk, appropriate Committee or Full Council as appropriate to the circumstances.

Table 1.

AUTHORITY	LIMIT	OFFICER	COMMENTS
1. To incur expenditure	Within budget	Town Clerk	As Proper Officer for the Council, the Town Clerk is tasked with enacting the decisions of the Council and does this within approved budget parameters
	Less than £2,1,000 and within budget cost centre <ul style="list-style-type: none"> • Allotments • JBC • Land & Property for grounds maintenance 	Grounds Maintenance Supervisor	Items above this amount to be authorised by the Town Clerk. Higher expenditure reflects anticipated costs of equipment and materials.

	Less than £1,000 and within budget cost centre <ul style="list-style-type: none"> Land & Property for buildings maintenance Vehicle maintenance 	Grounds Buildings Maintenance Supervisor	Items above this amount to be authorised by the Town Clerk
	Less than £1,000 and within budget cost centres: <ul style="list-style-type: none"> BWP Pepperpot WNC Bandstand Museum Land & Property – Other (Public Toilets) Public Realm JBC 	Facilities Supervisor	Items above this amount to be authorised by the RFO
	Less than £1,000 and within budget cost centres: <ul style="list-style-type: none"> Head Office Costs Civic Expenses Town Promotion 	Services Support Executive	Items above this amount to be authorised by the RFO
	Less than £500 £1,000 and within budget cost centres: <ul style="list-style-type: none"> Town Promotion Staycation Festivals & Markets 	Community Services & Communications Officer	Items above this amount to be authorised by the Town Clerk
	Less than £1,000 and within budget cost centres: <ul style="list-style-type: none"> Youth Service 	Youth Services Officer	Items above this amount to be authorised by the RFO
2. Emergency Expenditure	Less than £4,500	Town Clerk	Report to next Council/Committee Meeting as appropriate
	Less than £2,000	Responsible Finance Officer	In the absence of the Town Clerk, or acting on behalf of the Town Clerk, the Responsible Finance Officer (RFO) is authorised to also action emergency measures when necessary as detailed under paragraph 5 -Urgent Matters
3. Certification of Invoices	Invoices of £2,500 and above for all budget cost centres	Town Clerk	The RFO carries out an additional level of checks whilst inputting into the accounts system
	Invoices below £2,500 for budget cost centres delegated to the listed officers	Facilities Supervisor, Grounds Supervisor, Maintenance Supervisor, Support Services Executive, Community & Communications Officer	The RFO carries out an additional level of checks whilst inputting into the accounts system

COMMUNITY INFRASTRUCTURE LEVY

Financial Year Ended 31 March 2023

A Local Council must use Community Infrastructure Levy (CIL) receipts passed to it to support the development of the local council's area, by funding:

- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
- b) Anything else that is concerned with addressing the demands that development places on an area.

The local council will be required to publish the following report on its website and on the website of the Borough Council.

The report should be published no later than 31 December following the reported year.

Regulation 121B Reference	Description	Amount
2(a)	Total CIL receipts for the reported year	£24,957.04
2(b)	Total CIL expenditure for the reported year	£NIL
2(c)	Summary details of CIL expenditure during the reported year including: (i) The items to which CIL has been applied (ii) The amount of CIL expenditure on each item	£NIL
2(d)	Details of any notices received in accordance with regulation 59E*, including: (i) The total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year (ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year	NONE
2(e)(i)	The total amount of CIL receipts for the reported year retained at the end of the reported year	£24,957.04
2(e)(ii)	The total amount of CIL receipts from previous years retained at the end of the reported year	£216,564.62

*Regulation 59E – Recovery of CIL passed to Local Councils. This will apply where a Local Council has not spent its CIL in accordance with the CIL Regulations or has not spent CIL within 5 years of its receipt.

COUNCILLOR CO-OPTION POLICY

1. INTRODUCTION

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Godalming Town Council (GTC). The co-option procedure is entirely managed by GTC and this policy will ensure that a fair and equitable process is carried out.

2. CO-OPTION

The co-option of a Town Councillors occurs when:-

- Insufficient candidates stand for election at a normal election; or
- A casual vacancy has arisen on the Council and no poll (by-election) has been called.

A casual vacancy occurs when:-

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend meetings of a council committee or sub-committee or to attend as a representative of the Council a meeting of an outside body.

GTC must notify Waverley Borough Council (WBC) of a casual vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors write to the Borough Council stating that an election is requested.

If a by-election is called, this will be managed by WBC's electoral services. GTC will pay the costs of the election. The residents have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the Electoral Officer will advise the Town Clerk of the closing date.

If more than one candidate is then nominated a by-election takes place, but if only one candidate is put forward they are duly elected without a ballot.

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advised by the Borough Council, GTC is able to co-opt a volunteer.

3. CONFIRMATION OF CO-OPTION

On receipt, of written confirmation, from the Electoral Services Office from WBC, the casual vacancy can be filled by means of co-option, the Town Clerk will:

- Advertise the vacancy for four weeks on the Council notice boards and website
- Advise GTC that the Co-option Policy has been instigated.

GTC is not obliged to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

However, it is not desirable that electors in a particular ward be left partially or fully underrepresented for a significant length of time.

Councillors elected by co-option are full members of GTC.

4. ELIGIBILITY OF CANDIDATES

GTC is able to consider any person to fill a vacancy provided that:

- They are an elector for the Town Council area (Parish); or
- Has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
- Has their principal place of work in the parish; or
- Lives within three miles (direct) of the parish.

There are certain disqualifications for election, of which the main are (see Part V. Section 80 of the Local Government Act 1972):

- Holding a paid office under the local authority;
- Bankruptcy;
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

5. APPLICATIONS

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no statutory requirement to do so, candidates will be requested to:

- Submit information about themselves, by way of completing a short application form (Appendix A)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix B)

Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of Town Councillor and to co-opt a candidate(s) to fill the existing vacancy(s)'.

Copies of the candidates' applications will be circulated to all Councillors by the Town Clerk at least 3 clear days prior to the meeting of the Full Council, when the co-option will be considered. All such documents will be treated by the Town Clerk and all Councillors as Strictly Private & Confidential.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of GTC. Candidates will also be informed that they will be invited to speak about their application at the meeting.

6. AT THE CO-OPTION MEETING

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of GTC.

The process will be carried out by adjourning the meeting to allow the candidate to speak. Where the Council wishes to discuss the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Council will resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions, the Council will proceed to a vote on the acceptability of each candidate utilising the 'person specification' criteria set out in Appendix C and any personal statements provided by candidates, with each candidate being proposed and seconded by the Councillors in attendance and a vote by anonymous ballot will be held.

For a candidate to be elected to GTC, it will be necessary for them to obtain an absolute majority of votes cast (50% +1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chair of the meeting has a second or casting vote.

The ballot(s) will be counted by the Town Clerk, being observed by the Responsible Finance Officer (or other appropriate officer(s) if they are unavailable).

After the vote has been concluded, the Chair will declare the successful candidate duly elected and after signing their Declaration of Acceptance of Office, may take their seat immediately.

The Town Clerk will notify Electoral Services of the new Councillor appointment. The successful candidate(s) must complete the 'Register of Interests' within 28 days of being elected. The form should be handed to the Town Clerk.

If insufficient candidates come forward for co-option, or if no candidate receives an affirmative majority of 50% +1, the process should continue, whereby the vacancies are again advertised.



APPENDIX A

Application for Co-option

Thank you for your interest in becoming a Town Councillor. Please provide the below information to assist the Council in making its decision.

Full Name & Title	
Home Address inc. Post Code	
Home Telephone	
Mobile Telephone	
Email Address	
Which Ward are you applying for?	Binscombe/Central & Ockford/Charterhouse/Farncombe & Catteshall/Holloway*

*Delete whichever isn't applicable

About You

Please provide the Council with some background information about yourself.

Reasons for Applying

Please provide the Council with your reasons for wanting to become a Town Councillor

Signature _____

Your application also requires signatures of 2 registered electors (known as a proposer and seconder) from the parish area:

Proposer

Name _____

Address _____

_____ Post Code _____

Signature _____

Secunder

Name _____

Address _____

_____ Post Code _____

Signature _____

Please return your completed application to the Town Clerk to the Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide whether the Council agrees to co-opt you to Godalming Town Council.

The information provided on this application will remain Private and Confidential.



APPENDIX B

Co-option Eligibility Form

In order to be eligible for co-option as a Godalming Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e.. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

I am registered as a local government elector for the parish; or

I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

My principal or only place of work during those twelve months has been in the parish; or

I have, during the whole the twelve months preceding the day of my co-option, resided in the parish or within 3 miles of it.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- o Holds any paid office or employment of the local council (other than the office of Chair) or of a joint committee on which the Council is represented; or
- o Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- o Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- o Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I _____ hereby confirm that I am eligible for the vacancy of Godalming Town Councillor, and the information given on this form is a true and accurate record.

Signature _____

Date _____

Godalming Town Council will treat this information as strictly confidential.

APPENDIX C

Co-opted Councillor Person Specification

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> - Sound knowledge and understanding of local affairs and the local community - Forward thinking 	<ul style="list-style-type: none"> - Can bring expertise or key local knowledge to the Council
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> - Ability to listen constructively - A good team player - Interest in local matters - Ability and willingness to represent the Council and their community - Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions - Ability to communicate succinctly and clearly - Ability and willingness to work closely with other Members and to maintain good working relationships with all members and staff - Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities) - Ability and willingness to undertake induction training and other relevant training. 	<ul style="list-style-type: none"> - Experience of working or being a member in a local authority of other public body - Experience of working with voluntary and or local community/interest groups - Basic knowledge of legal issues relating to town and parish councils or local authorities - Experience of delivering presentations.
Availability	<ul style="list-style-type: none"> - Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies). 	

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a registerable interest (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 Interests	Other Registerable Interests (Non-Pecuniary Interests)	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 registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.