

## **COMMITTEE CHAIRS' & GROUP LEADERS' MEETING**

### **INTRODUCTION**

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

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

### **TERMS OF REFERENCE**

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

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