

15. BUSINESS IMPROVEMENT DISTRICT

**Introduction:**

On 12 June, along with the President of the Godalming and District Chamber of Commerce and other Godalming business owners, the Town Clerk attended a presentation on Business Improvement Districts (BID) organised by Waverley Borough Council's Economic Development Department. In addition to attendees from Godalming the other three Waverley settlements of Cranleigh, Haslemere and Farnham were also represented.

The following report sets out the main points of the presentation.

**1. Overview**

Business Improvement Districts are business led partnerships which are created through a ballot process to deliver additional services to local businesses. They can be a powerful tool for directly involving local businesses in local activities and allow the business community and local authorities to work together to improve the local trading environment.

**2. What is a Business Improvement District?**

A BID is a defined area in which a levy is charged on all business rate payers in addition to the business rates bill. This levy is used to develop projects which will benefit businesses in the local area.

There is no limit on what projects or services can be provided through a BID. The only requirement is that it should be something that is in addition to services provided by local authorities. Improvements may include, but are not limited to, extra safety/security, cleansing and environmental measures, marketing and events, etc. At the meeting it was stressed there is a clear difference between statutory services that a local authority must provide and discretionary services which it may provide and that the creation of a BID does not fetter a local authority's decision-making process regarding the delivery of discretionary services. However, the point was made that a BID could support a local authority to maintain discretionary services which the BID considers important to the local business community and/or work with local authorities to enhance the provision of statutory services.

**3. How is a Business Improvement District Established?**

A Business Improvement District can be set up by the local authority, a business rate payer or a person or company whose purpose is to develop the BID area, or that has an interest in the land in the area. The BID proposer is required to develop a proposal and submit this to the local authority, along with a business plan.

The proposal should set out the services to be provided and the size and scope of the Business Improvement District. It will also set out who is liable for the levy, the amount of levy to be collected and how it is calculated.

Businesses that are subject to the levy, as set out in the proposal, vote in a ballot. This determines whether the scheme goes ahead.

A successful vote is one that has a simple majority both in votes cast and in rateable value of votes cast. Each business entitled to vote in a Business Improvement District ballot is allowed one vote in respect of each property occupied or (if unoccupied) owned by them in the geographical area of the Business Improvement District.

Once the Business Improvement District is in operation the levy is charged on all businesses within the Business Improvement District area (regardless of whether or how that business voted in the ballot).

The local authority will manage the ballot process.

#### **4. Who Pays the Levy?**

The Business Improvement District proposal must set out who is liable for the levy, the amount of levy to be collected and how it is calculated.

The proposal should also provide details of any relief from the Business Improvement District levy that may apply and who is eligible. The amount and type of relief is dependent upon local circumstances and is set out within the proposal. Usually Business Improvement Districts charge a levy rate of between 1% and 4% of rateable value, with a typical rate being 2%.

However, this is dependent upon local circumstances and there is also an increasing number of Business Improvement Districts that charge using a banded system. (Businesses are grouped together according to their rateable value. The levy charged will be a percentage of this rateable value.)

#### **5. How Long Will a Business Improvement District Last?**

The maximum period that a BID levy can be charged is 5 years.

Once the term is completed the BID will automatically cease. If the BID company wants to continue its activities it must hold a new ballot, currently 4 out of 5 BIDs who have reached the re-ballot point have held and been successful in a new ballot.

#### **6. Who Manages the Business Improvement District?**

A Business Improvement District is managed by a Business Improvement District body. This is often a private company but can be a partnership with the local authority. Most Business Improvement District bodies are not-for-profit companies. The Business Improvement District body is responsible for developing and implementing the proposal which sets out how the Business Improvement District will operate.

They will provide the local authority with this proposal along with the business plan (including the estimated cash flow and predicted revenue to be generated by the Business Improvement District) along with the financial management arrangements for the Business Improvement District body.

The local authority will manage billing and the collection of the levy and will hold the levy in a ring-fenced revenue account on behalf of the Business Improvement District body.

#### **7. What is the Vision for a Business Improvement District Within the Waverley Borough Area?**

The vision within Waverley for a Business Improvement District is an 'Academy' approach, which entails a single proposal which would essentially contain four area business plans within the one proposal, one for each of the main settlements, with the levy raised within each area, less a pro-rata proportion of the administrative costs of running the BID Company, being 'ringfenced' for the individual area where the levy was raised ie. the levy raised in the Godalming area of the BID being spent on the projects

or services agreed for the Godalming area, likewise for Cranleigh, Haslemere and Farnham.

## **8. How Will the Waverley BID be Taken Forward?**

The first requirement of any BID is to carry out a feasibility study to determine the level of support, potential viability and the ability to create a credible business plan. Waverley Borough Council have agreed to fund this element of the BID. Following the meeting held in Farnham on 12 June, WBC will look to tender and engage an appropriate consultant to conduct the feasibility study.

Depending on the outcome of the feasibility study, and subject to the appropriate internal approvals, it is hoped that WBC would provide a loan to proceed from feasibility to the successful creation of a BID Company. The intention being that the loan is repaid by the BID Company if the BID is successfully implemented. An unsuccessful BID outcome would see WBC having to accept the loss of the loan.

## **9. Potential BID Levy Income**

Whilst at this stage of the process, the exact BID levy income cannot be guaranteed, the potential number of affected hereditaments within the Godalming area is 386, which at a 1% levy over the five-year life of a BID could generate an additional £947,975 to support BID related projects and services aimed at supporting and improving the business environment of the town.

However, this figure should be considered as the very best outcome for a 1% levy, with figure of between £300,000 and £500,000 being a more realistic outcome. This figure is based on the Godalming BID area being predicated on the established Town Centre Area as indicated in the draft Neighbourhood Plan (the exact BID area to be established a part of the BID process).

## **10. Why Should GTC Support the BID Process?**

GTC is not only the Local Council for one of the potential areas to benefit from a successful BID, but, as a payee of Non-Domestic Rates, is also, within the terms of the BID, a local company that would be subject to any resultant BID levy. Additionally, GTC would also be enfranchised to vote in any ballot.

As a progressive local council, GTC may also wish to consider supporting the Godalming element of the BID Company. GTC might also wish to avail itself of the opportunity to tender for delivery of BID projects and services.

It should be noted that as well as having a liability to pay the BID levy, GTC would also have a vote for each of its properties subject to the BID Levy.

## **11. Recommendations:**

- It is recommended that, within the current limits of GTC staffing resources, GTC fully engages with the feasibility study element of the BID process.
- It is further recommended that if the outcomes of the feasibility study indicate that the Waverly BID should progress to the next stage, Members agree to Officers bringing further proposals for additional GTC staff resource for the development, in collaboration with local business representatives, of the Godalming element of the BID business plan.

16. GODALMING WEEKLY COMMUNITY MARKET

Following the Motion agreed by Council on 22 March, Officers explored options regarding a 'regular weekly market' for Godalming.

Research into weekday markets in communities of a similar size to Godalming has found that footfall at many weekday traditional general markets is in decline. Although the Godalming Friday Market has suffered more than most others, especially from the disturbance caused by the adjoining building works. However, there can be no doubting the reduction in footfall has been a factor affecting Godalming's Friday Market over the last few years. This decline has ultimately resulted in a spiral of stallholders leaving until it has now ceased operating.

There are a number of issues that would have to be overcome in order to make a Friday market work. The first would be to re-locate the market, the second would be to determine who would operate the market. Both of these could be overcome, although in doing so Officers believe Godalming Town Council would be committing its resources to support a failing enterprise.

However, there is a potential future for a 'market' in Godalming that would add to the vibrancy and vitality of the town centre economy – A Saturday Community Market as modelled on the Fenlands community markets.

A Saturday Community Market could be a mix of established market stalls, pop-up enterprises where people with new ideas and products can establish a market for their goods (or determine if there is actually a market for their product without the high level risk of committing to a permanent retail unit) and a limited number of local charities who book the charity pitch on a rotating basis (the charities would be restricted in what they are allowed to sell and some may just be an information stand).

Officers broached the possibility of a Saturday market with the Chamber of Commerce who are generally supportive of the idea as long as the management of the market is by GTC who they believe have the experience and understanding to work with existing retailers in order to ensure that the 'market' and the existing retail offer are mutually beneficial and complement each other.

Officers have also had discussions with WBC regarding the necessary licences for street trading and have identified a number of locations around the town that would lend themselves for a market stall. On submission of an application, a 28-day consultation period is required before a licence can be issued (assuming there have been no objections otherwise it has to go to committee).

Unlike the current Farmers' Market, a road closure order of the High Street would not be required (although normal Saturday restrictions would apply between 10.00am and 4.00pm). The areas selected are such that the traders would operate towards the pavement and not the road.

In order to support a Saturday market, there would be a need to combine the Farmers' Market, which is held on the last Saturday of the month between March and October. It should be noted that a road closure order would still need to be implemented on those Saturdays due to the increased number of stalls along the High Street. Separate arrangements would also need to be made on the festival Saturdays and Town Day.

Officers considered the pitch fees and felt that a Saturday Community Market in Godalming would support fees of £25 per 10ft frontage, which in theory would generate a potential annual income of:

12 pitches = £15,000, 6 pitches = £7,500, 4 pitches = £5,000

Operating expenditure is anticipated @ £7,549 per annum (although only £3,585 would be new expenditure) or @ £8,549 (£5,585 new expenditure) if trading is conducted in Crown Court pedestrian area – required if 9 or more stalls are trading on a non-farmers' market Saturday).

Of these costs:

£300 would be for the street trading licence

£3,285 would be cost of 6 hours per week for an on the day 'market supervisor'

£3,964 would be the nominal cost of the Community Officer's & Finance Officer's time based on a combined total of 4 hours per week.

In order to operate the market, it would be necessary to recruit a part time 'Market Manager' who would be responsible for supervising set up and take down on market days.

The signing up of traders and the promotion of the market would fall to the Community & Communications Officer and it is anticipated that 3 hours per week of her time would be allocated against this task, along with one hour of the RFO's time for invoicing at a total nominal cost of £3,964.

Having established the basic premise as detailed above, research was conducted in order to identify whether a weekly market in Godalming would be both feasible and viable. The results are shown below:

## **Market Trader Research - Potential Weekly (Saturday Market)**

### **Scope of Research**

- Ascertain what general markets are currently in operation in comparable locations;
- Vibrancy, size and product range of existing local markets;
- Would established traders with a suitable product range, who operate at other markets, be interested in trading at a Saturday Community Market in Godalming?
- Is the suggested pitch fee comparable with exiting rates at other locations?
- Identify new traders to engage with a potential Godalming Saturday Community Market;
- Identify infrastructure used at other markets.

### **Evaluation**

- Numbers of traders at many weekday markets are diminishing;
- Saturday markets are more popular. Saturday market in Lymington has growing numbers (over 100 stalls on a Saturday);
- A wide range of product is available including "traditional" general market ware such as pet food, dog equipment, slippers, clothes, household goods, haberdashery, etc., gents hankies, batteries, watch straps, pocket money jewellery and more;
- Some traders have a bigger operation and are logistically able to "split" between markets;
- Only two positive responses of interest in Godalming were received from larger market traders;
- Due to having to "buy themselves out" of their current market contract, traders at established markets are not willing to consider a new market;
- Pitch prices proposed for Godalming are in-keeping with existing rates at other locations;

- Gazebos/infrastructure – some of the more successful markets provide branded gazebos which are positioned at the pitch for stallholders to erect on the morning of their market.

## **Outcomes**

- Currently only 3 general market traders have confirmed an interest, with a 4<sup>th</sup> considering options;
- A general news item was placed on the Godalming Town Website at the beginning of June seeking new or existing market traders. To date this has yielded no response;
- Surrey Markets, who operate many of the local markets, were contacted for advice and information about the idea of a Saturday Community Market. The Surrey Markets' Manager stated that:
  - Markets can still be vibrant and assist in increasing footfall within a town centre;
  - It is increasingly difficult to find new market traders who are not replicating the existing offer;
  - A core of 4 regular traders would be considered a good start to a general trading market;
  - 3 weeks out of 4 Saturdays would not attract regular buy-in from general market traders, it would be better to combine a farmers' market and a general market once a month.

## **Conclusion**

- A Saturday Community Market in Godalming could be achieved. However, it is not without its challenges;
- In operating a market, once the cost of existing staff time is factored into the operating costs, Members must be prepared to operate the market as a potential loss making operation;
- The success of the market would, to a large extent, be based on successfully recruiting an on the day 'market supervisor';
- Negotiations would need to be had with the South West Surrey Farmers' Market Co-operative in order to amend the current arrangements for Godalming Farmers' Markets.

## **Recommendations**

- If Members resolve to agree to the operation of a community market beginning in the Autumn of 2018, it is recommended that, subject to gaining the appropriate licences and successful negotiations with the SWS Farmers' Market Co-operative, a target date for the first Saturday market is set as no later than 6 October 2018;
- It is recommended that the 'Market Supervisor' is recruited on an initial 6-month contract;
- After discussion with the Chairman of the Staffing Committee, it is recommended that the recruitment of a Market Supervisor is conducted by the Town Clerk with the support of the Chairman of the Staffing Committee;
- If Members do not wish to launch a community market at this time, it is recommended that GTC continue to seek potential traders and report back to Members when it is believed that 5 traders, which takes income beyond the break-even point of new funding commitments, have been identified;
- In order to be able to take advantage of trading opportunities, it is recommended that Members approve that an application is made to Waverley Borough Council for a Street Trading Licence, which will allow on-street trading on each Saturday throughout the year. Such application to be initially funded from the Town Promotion budget.

## Review of Standing Orders

Please note that the numbering of the Standing Orders will be amended once Members have made their decision on whether to accept proposed changes.

GTC Standing Order	NALC Standing Order	Comments
<p><b>2. When calculating the three clear days for notice of a meeting to councillors and the public, 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 shall not count.</b></p>	<ul style="list-style-type: none"> <li>● <b>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</b></li> <li>● <b>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.</b></li> </ul>	<p>Recommend we change to NALC wording (contains legal and statutory requirements so best to adopt wording provided).</p>
<p>4 After Apologies for Absence have been given the person presiding may for a period of up to fifteen minutes in total permit members of the public present at the meeting, and 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 do one of the following:</p> <ul style="list-style-type: none"> <li>a) make a statement; or</li> <li>b) ask a question relating only to the business of the Council or relevant Committee (as applicable); or</li> </ul>	<p>Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.</p> <ul style="list-style-type: none"> <li>a. The period of time designated for public participation at a meeting in accordance with Standing Order 4 shall not exceed (15) minutes unless directed by the chairman of the meeting.</li> <li>b. Subject to (a), a member of the public shall not speak for more than (4) minutes.</li> <li>c. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting</li> </ul>	<p>Recommend amend SO to read:</p> <p>"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; may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, providing they have given at least two clear days' notice to the Town Clerk, in writing of the subject matter and the Town Clerk shall be satisfied that it is a proper matter to be brought before the council.</p>

<p>c) present a petition (of at least ten signatures);</p> <p>provided that:</p> <ul style="list-style-type: none"> <li>i. at least two clear working days' notice of the matter shall have been given to the Town Clerk in writing providing details of the subject matter and of the resident and if relevant the rest of the question. The Town Clerk shall be satisfied that it is a proper matter to be brought before the Council or Committee;</li> <li>ii. the Town Clerk shall put a written copy of any question before the members present at the meeting;</li> <li>iii. the person presiding at the meeting may, at their discretion, defer the presentation of the statement, question or petition until the appropriate point in the agenda is reached;</li> <li>iv. no more than four members of the public shall be permitted to speak on any one subject;</li> <li>v. the member of the public shall identify himself/herself before speaking at the meeting;</li> <li>vi. all matters shall be addressed to the Chairman and the time allowed for making a statement or asking a question shall not exceed four minutes;</li> <li>vii. the person presiding may allow councillors to ask questions of the member of the public to clarify what is being said.</li> <li>viii. all responses to statements, questions or petitions shall be given by the person presiding at the meeting without debate,</li> </ul>	<p>may direct that a written or oral response be given.</p> <ul style="list-style-type: none"> <li>d. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.</li> <li>e. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.</li> <li>f. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.</li> </ul>	<ul style="list-style-type: none"> <li>a. The period of time designated for public participation at a meeting in accordance with Standing Order 4 shall not exceed (15) minutes unless directed by the chairman of the meeting.</li> <li>b. Subject to Standing Order 4.a, a member of the public shall not speak for more than (4) minutes.</li> <li>c. In accordance with Standing Order 4, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.</li> <li>d. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.</li> <li>e. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.</li> </ul>
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<p>save that the person presiding may direct that a response be referred to an employee for a written or oral response.</p>		
<p>5. Photographing, recording, broadcasting or transmitting the proceedings of a meeting is permitted but no-one present at the meeting may give an oral report or commentary during the meeting. The filming, recording or photographing or other reporting of children and vulnerable adults shall only take place with the consent of a responsible adult<sup>1</sup>. At the start of a meeting the Chairman will remind everyone in attendance and who will be participating in the meeting that they may be filmed, recorded, photographed or otherwise reported about. The Council may make and keep its own audio recording of proceedings for the purpose of clarifying any perceived misinterpretation or published misinformation concerning the conduct or decisions of the council. Any such recording shall be kept securely and destroyed after two years. ● ●</p> <p>6. In accordance with Standing Order 3 above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. ● ●</p>	<p><b>1. Subject to Standing Order 2 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 or commentary is available as the meeting takes place or later to persons not present.</b></p> <p><b>2. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. ● ●</b></p> <p><b>3. 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. ● ●</b></p>	<p>Recommend we change to NALC wording (contains legal and statutory requirements so best to adopt wording provided).</p>

<sup>1</sup> In the case of a vulnerable adult a responsible adult is a medical professional, the individual’s carer or legal guardian; in the case of a child it is the individual’s parent, legal guardian or teacher.

<p><b>7. Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in the Chairman's absence be done by, to or before the Vice-Chairman (if any). ●</b></p>	<p><b>Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one). ●</b></p>	<p>Recommend we change to NALC wording (contains legal and statutory requirements so best to adopt wording provided).</p>
<p><b>8. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. ●</b></p>	<p><b>The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman (if there is one), if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. ●</b></p>	<p>Recommend we change to NALC wording (contains legal and statutory requirements so best to adopt wording provided).</p>
<p><b>9. Subject to Standing Order 18 below, all questions at a meeting shall be decided by a majority of the councillors present and voting thereon. ●●</b></p>	<p><b>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. ●●</b></p>	<p>Recommend we change to NALC wording (contains legal and statutory requirements so best to adopt wording provided).</p>
<p><b>12. The minutes of a meeting shall record the names of councillors present and absent. ●●</b></p>	<p>The minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> <li>i. The time and place of the meeting;</li> <li>ii. The names of councillors who are present and the names of councillors who are absent;</li> <li>iii. Interest that have been declared by councillors and non-councillors with voting rights;</li> </ul>	<p>Recommend we change to NALC wording</p>

	<ul style="list-style-type: none"> <li>iv. The grant of dispensations (if any) to councillors and non-councillors with voting rights;</li> <li>v. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li> <li>vi. If there was a public participation sessions; and</li> <li>vii. The resolutions made.</li> </ul>	
<p>13. A councillor shall submit apologies for absence to the Town Clerk prior to a meeting.</p> <p>14. 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.</p>	<p>Not contained in NALC Standing Orders</p>	<p>13. Recommend GTC item <b>is retained</b>, if for no other reason it saves debate about whether apologies have been given or not.</p> <p>14. Recommend <b>removed from GTC Standing Orders</b> as this may infringe a person's right to either privacy, a family life, or both. Privacy covers medical issues although this is also classed as sensitive data. There is also the debate about how long is a prolonged period?</p>
<p><b>15. The Code of Conduct adopted by the Council shall apply to councillors in respect of the entire meeting. ● ●</b></p> <p><b>16. An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a councillor at a</b></p>	<p><b>A councillor or a 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. ● ●</b></p> <p>No equivalent</p>	<p>Recommend we change to NALC wording (contains legal and statutory requirements so best to adopt wording provided).</p> <p>This item to be deleted as covered elsewhere</p>

<p><b>meeting shall be recorded in the minutes</b> as will whether or not that councillor left the meeting when matters that they held interests in were being considered. ●●</p>		
<p><b>18. If a meeting is or becomes inquorate no business shall be transacted</b> and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting. ●●</p>	<p><b>If a meeting is or becomes inquorate no business shall be transacted</b> and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. ●●</p>	<p>Recommend we change to NALC wording</p>
<p><b>22. If no other time is fixed, the annual meeting of the Council shall take place at 6.30pm.</b></p>	<p><b>If no other time is fixed, the annual meeting of the Council shall take place at 6pm.</b></p>	<p>Recommend we change to NALC wording (contains legal and statutory requirements so best to adopt wording provided).</p>
<p><b>24. The election of the Town Mayor and Deputy Town Mayor shall be the first business completed at the annual meeting of the Council.</b></p>	<p><b>The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.</b></p>	<p>Under the LGA 1972 Section 245 para 6(b) Where a parish has the status of a town, the chairman and vice-chairman of the council shall be respectively entitled to the style of town mayor and deputy town mayor;</p> <p>As such recommend we change to SO to read :</p> <p><b>The first business conducted at the annual meeting of the Council shall be the election of the Chairman (Town Mayor) and Vice-Chairman (Deputy Town Mayor) (if there is one) of the Council.</b></p>
<p><b>25-27. 'Town Mayor' and 'Deputy Town Mayor'</b></p>	<p><b>'Chairman of the Council' and 'Vice-Chairman of the Council'</b></p>	<p>Recommend we use terminology below in SO 25, 26 &amp; 27.</p> <p><b>Town Mayor (Chairman of the Council) and Deputy Town Mayor (Vice Chairman of the Council)</b></p>

**28. 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 must give a casting vote in the case of an equality of votes.**

**In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

NALC wording is not gender neutral, suggest use:  
**In an election year, if the current Town Mayor (Chairman of the Council) has been re-elected as a member of the Council, that Town Mayor shall preside at the meeting until a new Town Mayor has been elected. The current Town Mayor may exercise an original vote in respect of the election of the new Town Mayor and shall give a casting vote in the case of an equality of votes.**

29. Following the election of the Town Mayor/Chairman of the Council and Deputy Town Mayor/Vice-Chairman of the Council at the annual meeting of the Council, the order of business shall be as follows.

- i. 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.
- ii. Receipt of nominations to existing committees.
- iii. 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.
- iv. Review and adoption of appropriate Standing Orders and Financial Regulations.
- v. In a year of elections, review of arrangements for the Godalming Joint Burial Committee and receipt of

Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of the delegation arrangements to committees, sub-committees, staff and other local authorities;

Recommend we change to:

Following the election of the Town Mayor (Chairman of the Council) and Deputy Town Mayor (Vice-Chairman of the Council) (if there is one) at the annual meeting, the business shall include:

- i. **In an election year, delivery by the Town Mayor Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

Recommend remainder of GTC SO remains in order to reflect our practices.

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council

- nominations to that Committee.
- vi. Review of representation on or work with external bodies and arrangements for reporting back.
- vii. 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.
- viii. Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead, if not already set.

Recommend remainder of GTC SO remains in order to reflect our practices.

- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with Standing Order (section 15);
- ix. Review and adoption of appropriate Standing Orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of insurable risks;
- xv. Review of the Council's and / or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation;
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;

- 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.

	<p>xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;</p> <p>xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</p>	
<p>30. The Council's Proper Officer shall be either (i) the Town Clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.</p>	<p>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.</p>	<p>Recommend we change to NALC wording as reads more simply</p>
<p>31. Where under the Local Government Act 1972 or any other enactment, or statutory instrument or regulation made under authority of such Act or instrument any function is required to be carried out by the Proper Officer then for the purposes of the following functions under the Local Government Act 1972 viz:</p> <p>Section 115(2)    Receipt of money due from other officers</p> <p>Section 146(1)    Declaration and certificates with regard to investments</p> <p>Section 228(3)    Accounts</p>	<p>The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Finance Officer.</p>	<p>Recommend we change to NALC wording as reads more simply</p>

The Council shall appoint an appropriate officer to be the Responsible Finance Officer.

32. The Council's Proper Officer shall do the following:
- i. **Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee at least three clear days before the meeting.**
  - ii. **Give public notice of the time, date, venue and agenda at least three clear days before a meeting of the Council or a meeting of a committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - iii. Subject to Standing Orders 34-38 below, include in the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming the withdrawal of it.
  - iv. **Convene a meeting of Full Council for the election of a Town Mayor, occasioned by a casual vacancy in that office, in accordance with Standing Order 32 i above.**
  - v. Make available for inspection the minutes of meetings.
  - vi. **Receive and retain copies of byelaws made by other local authorities.**
  - vii. **Receive and retain declarations of acceptance of office from councillors.**
  - viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.

The Proper Officer shall:

- i. **At least three clear days before a meeting of the council, a committee or a 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 1.2 for the meaning of clear days for a meeting of the full council and meeting of a committee.*
- ii. Subject to Standing Order 34-38, 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 his withdrawal of it;
  - iii. **Convene a meeting of the Council for the election of a new Chairman of the**

Recommend we change to NALC wording – many of the changes are due to the new data protection legislation. With the exception of NALC xiii and xiv. Insert GTC xvi so as SO reads:

The Proper Officer shall:

- i. **At least three clear days before a meeting of the council, a committee or a 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) for a meeting of a committee.*



<ul style="list-style-type: none"> <li>ix. Keep proper records required before and after meetings;</li> <li>x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.</li> <li>xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.</li> <li>xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.</li> <li>xiii. Arrange for legal deeds to be sealed using the Council's common seal and witnessed (See also Standing Orders 90 and 91.)</li> <li>xiv. Retain custody of the seal of the Council which shall not be used without a resolution to that effect.</li> <li>xv. Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.</li> <li>xvi. After consultation with the Chairman of the Policy &amp; Management Committee, and where appropriate the Chairman 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.</li> </ul>	<p style="text-align: center;"><b>Council, occasioned by a casual vacancy in his office;</b></p> <ul style="list-style-type: none"> <li>iv. <b>Facilitate inspection of the minute book by local government electors;</b></li> <li>v. <b>Receive and retain copies of byelaws made by other local authorities;</b></li> <li>vi. Hold acceptance of office forms from councillors;</li> <li>vii. Hold a copy of every councillor's register of interests;</li> <li>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;</li> <li>ix. Liaise, as appropriate, with the Council's Data Protection Officer;</li> <li>x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;</li> <li>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);</li> <li>xii. Arrange for deeds to be executed; (<i>see also Standing Order (x)</i>);</li> <li>xiii. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;</li> <li>xiv. Refer a planning application received by the Council to the Chairman or in his</li> </ul>	<ul style="list-style-type: none"> <li>ii. Subject to Standing Order (34 – 38), 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 his withdrawal of it;</li> <li>iii. <b>Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;</b></li> <li>iv. <b>Facilitate inspection of the minute book by local government electors;</b></li> <li>v. <b>Receive and retain copies of byelaws made by other local authorities;</b></li> <li>vi. Hold acceptance of office forms from councillors;</li> <li>vii. Hold a copy of every councillor's register of interests;</li> <li>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;</li> <li>ix. Liaise, as appropriate, with the Council's Data Protection Officer;</li> <li>x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;</li> <li>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</li> </ul>
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	<p>absence Vice-Chairman of the Policy &amp; Management Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Policy &amp; Management Committee;</p> <p>xv. Manage access to information about the Council via the publication scheme; and</p> <p>xvi. Retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (See also <i>Standing Order section 14</i>).</p>	<p>and other legitimate requirements (e.g. the Limitation Act 1980);</p> <p>xii. Arrange for deeds to be executed; (see also <i>Standing Order (90 &amp; 91)</i>);</p> <p>xiii. After consultation with the Chairman of the Policy &amp; Management Committee, and where appropriate the Chairman 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.</p> <p>xiv. Manage access to information about the Council via the publication scheme; and</p> <p>xv. Retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (See also <i>Standing Order section 14</i>).</p>
<p>39. Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.</p>	<p>Motions received shall be recorded and numbered in the order that they are received.</p>	<p>Recommend we change to NALC wording as reads more simply</p>
<p>40. Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall</p>	<p>Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for the rejection.</p>	<p>Recommend we change to NALC wording as reads more simply</p>

<p>be open to inspection by all councillors.</p>		
<p>41. Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.</p>	<p>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.</p>	<p>Recommend we change to NALC wording as adds clarification</p>
<p>42. Motions in respect of the following matters may be moved without written notice:</p> <ul style="list-style-type: none"> <li>i. To appoint a person to preside at a meeting.</li> <li>ii. To approve the accuracy of the minutes of the previous meeting.</li> <li>iii. To correct an inaccuracy in the minutes of the previous meeting.</li> <li>iv. To dispose of business, if any, remaining from the last meeting.</li> <li>v. To alter the order of business on the agenda for reasons of urgency or expedience.</li> <li>vi. To proceed to the next business on the agenda.</li> <li>vii. To close or adjourn debate.</li> <li>viii. To refer by formal delegation a matter to a committee or an employee.</li> <li>ix. To appoint a committee or any councillors (including substitutes) thereto.</li> <li>x. To receive nominations to a committee.</li> <li>xi. To dissolve a committee.</li> <li>xii. To note the minutes of a meeting of a committee.</li> <li>xiii. To consider a report and/or recommendations made by a committee or an employee.</li> <li>xiv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.</li> <li>xv. To authorise legal deeds to be sealed by the Council's common seal and witnessed.</li> </ul>	<p>The following motions may be moved at a meeting without written notice to the Proper Officer:</p> <ul style="list-style-type: none"> <li>i. To correct an inaccuracy in the draft minutes of a meeting;</li> <li>ii. To move to a vote;</li> <li>iii. To defer consideration of a motion;</li> <li>iv. To refer a motion to a particular committee or sub-committee;</li> <li>v. To appoint a person to preside at a meeting;</li> <li>vi. To change the order of business on the agenda;</li> <li>vii. To proceed to the next business on the agenda;</li> <li>viii. To require a written report;</li> <li>ix. To appoint a committee or sub-committee and their members;</li> <li>x. To extend time limits for speaking;</li> <li>xi. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;</li> <li>xii. To not hear further from a councillor or a member of the public;</li> <li>xiii. To exclude a councillor or member of the public for disorderly conduct;</li> <li>xiv. To temporarily suspend the meeting;</li> </ul>	<p>Recommend we change to NALC wording</p>

<p><i>(See Standing Orders 90 and 91 below.)</i></p> <p>xvi. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.</p> <p>xvii. To extend the time limit for speeches.</p> <p>xviii. To exclude the press and public for all or part of a meeting.</p> <p>xix. To silence or exclude from the meeting a councillor or a member of the public for disorderly conduct.</p> <p>xx. To give the consent of the Council if such consent is required by Standing Orders.</p> <p><b>xxi. To suspend any Standing Order except those which are mandatory by law.</b></p> <p>xxii. To adjourn the meeting.</p> <p>xxiii. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.</p> <p>xxiv. To answer questions from councillors.</p>	<p>xv. To suspend a particular Standing Order <b>(unless it reflects mandatory statutory or legal requirements);</b></p> <p>xvi. To adjourn the meeting;</p> <p>xvii. To close the meeting.</p>	
<p>43. If a motion falls within the terms of reference of a committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.</p>	<p>No equivalent</p>	<p>Recommended deletion of this SO</p>
<p>47. A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are</p>	<p>An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.</p>	<p>Recommend we change to NALC wording as reads more simply</p>

considered.		
56. The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding two minutes.	The mover of an amendment has no right of reply at the end of debate on it.	Recommend adoption of NALC model SO
58. Subject to Standing Orders 55 and 56 above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.	Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except: <ul style="list-style-type: none"> <li>i. To speak on an amendment moved by another councillor;</li> <li>ii. To move or speak on another amendment if the motion has been amended since he last spoke;</li> <li>iii. To make a point of order;</li> <li>iv. To give a personal explanation; or</li> <li>v. To exercise a right of reply.</li> </ul>	Recommend we change to NALC wording
61. With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.	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.	Recommend we change to NALC wording
63 In respect of Standing Order 62 iv above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive their right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption	Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.	Recommend we change to NALC wording

No equivalent	Excluding motions under Standing Order 62, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (2) minutes without the consent of the chairman of the meeting.	Recommend adoption of NALC model SO
65. All councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.	No equivalent	Recommend deletion of GTC SO 65
No equivalent	<ol style="list-style-type: none"> <li>1. Upon notification by the District or Unitary 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 Order (Management of Information), report to this Council.</li> <li>2. Where notification in Standing Order 1 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact, and the Chairman shall nominate another staff member to assume the duties of 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 7.72.</li> <li>3. The Council may: <ol style="list-style-type: none"> <li>i. Provide information or evidence where such a disclosure is necessary to investigate the complaint or it is a legal requirement;</li> </ol> </li> </ol>	This is new – recommend adoption of NALC model SO's.

	<ul style="list-style-type: none"> <li>ii. Seek information relevant to the complaint from the person or body with statutory responsibility for the investigation of the matter</li> </ul>	
<p>73. A councillor may seek an answer to a question concerning any business of the Council provided two clear days' notice of the question has been given to the Proper Officer.</p> <p>74. 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 such questions.</p> <p>75. Every question shall be put and answered without discussion</p>	No equivalent in NALC's model Standing Orders	Recommend retention of GTC SO 73 – 75
<p>80. Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.</p>	Subject to Standing (168 – 171) and 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.	Recommend we change to NALC wording
<p>Section 13: Expenditure</p>	<p>Replacement section is renamed Accounts and Accounting Statements</p> <p><b>SECTION THIRTEEN: ACCOUNTS AND ACCOUNTING STATEMENTS</b></p> <p>87. Accounts and Accounting Statement</p> <ul style="list-style-type: none"> <li>a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".</li> </ul>	Recommend we adopt NALC section in its entirety

	<ul style="list-style-type: none"><li>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.</li><li>c. The Responsible Financial 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:<ul style="list-style-type: none"><li>i. the Council's receipts and payments (or income and expenditure) for each quarter;</li><li>ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;</li><li>iii. the balances held at the end of the quarter being reported and</li></ul>which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.</li></ul> <p>88. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:</p> <ul style="list-style-type: none"><li>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</li></ul>	
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	<p>b. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.</p> <p>89. 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. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. 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.</p>	
<p>Section 17: Financial Matters</p>	<p>Replacement section is renamed Financial Controls and Procurement</p> <p><b>SECTION SEVENTEEN: FINANCIAL CONTROLS AND PROCUREMENT</b></p> <p>137. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:</p>	<p>Recommend we adopt NALC section in its entirety</p>

	<ul style="list-style-type: none"><li>a. the keeping of accounting records and systems of internal controls;</li><li>b. the assessment and management of financial risks faced by the Council;</li><li>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;</li><li>d. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and</li><li>e. whether contracts with an estimated value below <b>£25,000</b> due to special circumstances are exempt from a tendering process or procurement exercise.</li></ul> <p>138. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.</p> <p>139. <b>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 in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless</b></p>	
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**of what other means it uses to advertise the opportunity.**

140. 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:

- a. a specification for the goods, materials, services or the execution of works shall be drawn up;
- b. 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;
- c. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
- d. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
- e. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders

	<p>has passed;</p> <p>f. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.</p> <p>141. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.</p> <p>142. <b>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.</b></p> <p>143. <b>A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or</b></p>	
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	<p><b>the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.</b></p>	
<p>93. Each standing committee may appoint ad hoc advisory committees as they see fit.</p>	<p><b>Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.</b></p> <p><b>a. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.</b></p>	<p>Recommend we change to NALC wording (contains legal and statutory requirements so best to adopt wording provided).</p>
<p>130. The standing committee will determine the membership of the advisory committee noting that all the members of an advisory committee may be non-councillors.</p>	<p><b>Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.</b></p>	<p>Recommend we change to NALC wording (contains legal and statutory requirements so best to adopt wording provided).</p>

<p>159. Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.</p>	<p>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.</p>	<p>Recommend we change to NALC wording</p>
<p>162. Only the Town Clerk or the Chairman of the Staffing Committee or, in the absence of the Chairman, the Vice-Chairman of the Staffing Committee shall have access to employee records referred to in Standing Orders 160 and 161 above if so justified.</p>	<p>In accordance with Standing Order (Management of Information 1) persons with line management responsibilities shall have access to staff records referred to in Standing Order (159).</p>	<p>Officers recommend the following wording:</p> <p>Only the Town Clerk, or the appropriate line manager or the Chairman of the Staffing Committee or, in the absence of the Chairman, the Vice-Chairman of the Staffing Committee shall have access to employee records referred to in Standing Orders (160 and 161) above if so justified.</p>
<p>Section 21: Freedom of Information Act</p> <p>This has been superseded by Responsibilities to Provide Information</p>	<p><b>SECTION TWENTY-ONE: RESPONSIBILITIES TO PROVIDE INFORMATION.</b></p> <p><b>1. 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.</b></p> <p><b>2. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.</b></p>	<p>Recommend we change to NALC wording (contains legal and statutory requirements so best to adopt wording provided).</p>

166. All requests from the press or other media for an oral or written statement or comment from the council shall be processed in accordance with the council's policy in respect of dealing with the press.

167. In accordance with the council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

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.

Recommend we change to NALC wording

No equivalent

**(New SECTION TWENTY-THREE)**

**RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).  
*See also Standing Orders Section 25.*

*166. The Council's responsibilities under the data protection Legislation includes the following, this list is not exclusive, see also Standing Orders section 25.*

- 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.**

New Standing Order Section

Recommend add this section (contains legal and statutory requirements so best to adopt wording provided).

	<p>e <b>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.</b></p> <p>f <b>The Council shall maintain a written record of its processing activities.</b></p>	
<p>No equivalent</p>	<p><b>(New SECTION TWENTY-FOUR)</b></p> <p><b>Section Twenty-four: Management of Information.</b> (see also Standing Order 164 &amp; 165)</p> <p>168. <b>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.</b></p> <p>169. <b>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</b></p>	<p>New Standing Order Section</p> <p>Recommend add this section (contains legal and statutory requirements so best to adopt wording provided).</p>



	<p>used to determine that period (e.g. the Limitation Act 1980).</p> <p>170. <b>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.</b></p> <p>171. <b>Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.</b></p>	
<p>172. A councillor's failure to observe Standing Orders more than three times in one meeting may result in that councillor being excluded from the meeting in accordance with Standing Orders.</p>	<p><b>No equivalent</b></p>	<p>Delete existing as it is already covered by SO 81 &amp; 82.</p>
<p>No equivalent</p>	<p><b>COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS</b></p> <p>a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.</p> <p>b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.</p>	<p>This is not a statutory requirement and is considered by Officers as unnecessary as all agendas are posted on GTC's website, notice of meetings displayed and all state all members of the public are welcome.</p> <p>Additionally GTC's distribution list already includes Ward or County Councillors who are not also Town Councillors.</p> <p>Recommend that this is not included in Standing Orders.</p>



# GODALMING TOWN COUNCIL

## REMEMBRANCE BADGES



1918



## **Farncombe Day Centre – June 2018**

**Farncombe Day Centre** continues to provide an excellent service to the older people in Godalming and Farncombe. Most of the users are transported in from their homes and many would be socially isolated without this service.

### **The services they offer include:**

- Lunches – approx. 135 per week, plus refreshments
- Bathing
- Hairdressing
- Eye clinic
- Chiropody and Podiatry

### **The activities they offer include:**

- Exercise sessions
- Arts and crafts, knitting
- Bingo and quizzes
- Entertainments
- Local trips out – canal trip, garden centres, bandstand concerts, other day centres and care homes
- Day trips to the seaside with fish and chip lunch

**Volunteers.** The centre relies heavily on volunteers who assist the Manager and deputy manager. More volunteers are always needed. Training is given, and DBS checks made

### **Recent changes/works.**

1. The organisation has changed from Age Concern to Farncombe Day Centre Limited, with charity status.
2. Total kitchen refurbishment.
3. Outside garden project.
4. New minibus.

**Funding.** FDC Ltd relies heavily of funding via an SLA from WBC. Grants from GTC and other local organisations, such as the chamber of commerce. Fund raising activities, such as fetes, quizzes. Sponsorship from local organisations and shops. Self-generated funding from lunches and muni bus.

The end of year accounts – January 2018, showed a short fall of £9,500.

**The future.** Demographically, the number of older people will rise significantly and the demand for all types of care will increase. The Day Centre will be more in demand and therefore it is important that they receive sufficient funding to meet this increase, and hopefully GTC can continue to help support them with this.

**Anne Gray**

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> in the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

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