

ACTION PLAN 2019/2020

Statement of Intent: Godalming Town Council aims to provide the best service possible within the available resource. The Council will fulfil its statutory duties and obligations and strive to maintain, improve and enhance its services provision to the community.

The Town Council has set the following general aims for the period 2018-2021:

- to Improve communications with our residents and local businesses;
- to maintain and improve the built and visual environment;
- to promote the Godalming & Farncombe Neighbourhood Plan;
- to engage with and support local community, voluntary and charitable organisations;
- to continue to support the provision of a major flood alleviation scheme;
- to promote the economic vibrancy and vitality of the town.

The day to day business of the Council is managed by the following committees:

- Policy & Management Committee
- Mayoralty Committee
- Audit Committee
- Staffing Committee

Additionally, Godalming Town Council is the majority constituent member of the Godalming Joint Burial Council (JBC) and manages all administrative, logistical, maintenance and financial functions of the JBC.

The following Action Plan summarises the activities and projects the Council aims to continue or complete during 2019/20. Godalming Town Council's budget for 2019/20 supports the Action Plan.

The Action Plan 2019/20 provides focus to ensure the best use of resources. The Action Plan is a live document that can and should be amended as circumstances change.

The Action Plan is aligned with current staffing resource for committee support, including reports, agenda, clerking of meetings and minutes. Activities such as website maintenance and IT support, HR systems and support, general administration, customer and financial support services and background communications are not identified as specific actions but are integrated services in support of the Action Plan. It should be noted that these functions are fundamental to the operation of the Council.

Full Council – STANDING BUSINESS

Task	Information	Due Date
ANNUAL TOWN MEETING	Holding of the Annual Town Meeting as required by the Local Government Act 1972	18 Apr2019
ANNUAL COUNCIL	To hold the Annual Meeting of the Council	16 May 2019
ELECTION OF CHAIRMAN	Elect a Chairman and Vice-Chairman of the Council (Town Mayor/Deputy Town Mayor)	16 May 2019
ACCEPTANCE OF OFFICE	Delivery by the Town Mayor (Chairman of the Council) and Councillors of their acceptance of office forms	16 May 2019
COMMITTEES	Agree nominations to the existing committees of the Council	16 May 2019
LEADER OF THE COUNCIL	Appoint a Leader of the Council who will normally be expected to hold the position of Chairman of the Policy & Management Committee	16 May 2019
POLICIES & PROCEDURES	Adoption of the following policies and procedures at the Annual Meeting of the Council: <ul style="list-style-type: none"> • Standing Orders • Scheme of Delegation • Financial Regulations • Treasury and Investment Strategy • Equality & Diversity Policy • Health & Safety Policy 	16 May 2019
JOINT BURIAL COMMITTEE	Review of arrangements for the Godalming Joint Burial Committee and receipt of nominations to that Committee	16 May 2019
GENERAL POWER OF COMPETENCE	To confirm eligibility to exercise the General Power of Competence	16 May 2019
BANKING	To approve GTC Bank Mandate for forthcoming civic year	16 May 2019
ANNUAL STATEMENT OF ACCOUNTS AND ANNUAL RETURN	Approve and sign the Annual Statement of Accounts and Annual Return	Apr 2019/2020
BUDGET & PRECEPT	Approve the annual budget and setting of the 2020/2021 precept	Dec 2019
ANNUAL ACTION PLAN	Agree Annual Action Plan	Apr 2020
AUDITS	To receive and, if required, respond to auditor's recommendations	as received
RISK MANAGEMENT	To receive Risk Management Policy Statement and associated risk assessments	as received
DEBT	To review and authorise the write off of debt as appropriate	as required

Policy & Management Committee – STANDING BUSINESS

Task	Information	Due Date
COMMUNITY CENTRES – PERFORMANCE MONITORING	Occupancy rates of the Town Council's Community Buildings: Wilfrid Noyce Centre/ Broadwater Park Community Centre/The Pepperpot	Jan/Apr/Jul/Oct
FARNCOMBE INITIATIVE	Reports of activities from the Chairman of the Farncombe Initiative (NB. Chairman of the Farncombe Initiative is an elected Member of Godalming Town Council)	May/Nov
FEES & CHARGES	Annual review of Fees & Charges: <ul style="list-style-type: none"> • Allotments • Community Buildings • Other Council Services 	Oct
ANNUAL SAFETY REPORT	Health & Safety Policy requires an annual safety report to the Council	Apr
TREES	Audit and implementation of appropriate arboricultural works of GTC tree stock	Nov 2020
APPROVAL OF VARIABLE DIRECT DEBITS	Two yearly renewal of approval of use of use of variable direct debit	May 2019
GRANTS	<ul style="list-style-type: none"> • To consider grant applications for SLA and for General Grant funding • To consider grants for Council Community Fund 	Jan/Apr/Jul/Oct As received
BUDGET MONITORING	To review budget monitoring report	All P&M meetings except December
REVISED ESTIMATE	To review and approve revised estimate	December
BUDGET PROCESS	To agree annual budget proposals and recommend precept to Full Council	December
FLORAL GODALMING	Provision and maintenance of floral displays within the Godalming primary retail area. GTC to seek sponsorship of the floral displays	Jun-Oct
GODALMING MUSEUM	To work with The Godalming Museum Trust for the continued development of Godalming Museum and to provide IT and logistical and HR support to GTC areas of responsibility	Ongoing
ALLOTMENTS	Management of GTC directly controlled allotments and liaison with the Allotment Association for leased allotment lands	Ongoing
PLANNING	To review planning applications as necessary	Ongoing
SCC LOCALISM	To administer SCC localism works	Ongoing
TRAINING	Book & record appropriate Member training	Ongoing
NEIGHBOURHOOD PLAN	Support the Godalming & Farncombe Neighbourhood Plan to achieve a positive referendum outcome	Ongoing

Any other matter within the Committee's remit

Policy & Management Committee – POLICY & PROCEDURE REVIEW

Task	Information	Due Date		
DOCUMENT REVIEW	To review P&M Committee's Policies and Procedural documents as detailed below, passing to FC for re-adoption as necessary.	Ongoing		
	Policy/Procedure	Adopted	Review	
	Supporting Our Community Document	Jul 18	May 19	Annual
	Members' Code of Conduct	Mar 18	May 19	
	Press Strategy	Jul 09	Jul 19	
	Safeguarding Policy	Jul 17	Sep 19	
	Customer Complaints Procedure – How to Handle a Complaint	Nov 18	Oct 19	
	Customer Complaints Procedure – How to Make a Complaint	Nov 18	Oct 19	
	First Aid Policy	Nov 18	Nov 19	
	Freedom of Information – Publication Schedule	Nov 18	Dec 19	
	Equality & Diversity Policy/ Statement	Nov 18	Jan 20	Annual
	Health & Safety Policy/Statement	Jan 19	Jan 20	Annual
	Annual Action Plan	Mar 19	Mar 20	Annual
	Supporting Our Community Document	May 19	Mar 20	Annual
	Standing Orders	May 19	Apr 20	Annual
	Scheme of Delegation	Mar 19	Apr 20	Annual
	Treasury & Investment Strategy	Jul 18	Apr 20	Annual
	GDPR-Removable Media Policy	Jul 18	May 20	
	GDPR-Subject Access Policy	Apr 18	May 20	
	GDPR-Privacy Notice – General	Apr 18	Sep 20	
	GDPR-Privacy Notice-Staff & Councillors	Apr 18	Sep 20	
	GDPR-Document Retention Policy	Jul 18	Oct 20	
	GDPR-Information Data Protection Policy	Jul 18	Nov 20	
	Communications Policy	Sep 18	Dec 20	
	Fire Safety Precautions & Emergency Procedures	Nov 18	Dec 20	
	Equality & Diversity Policy/ Statement	May 20	Jan 21	Annual
	Health & Safety Policy/Statement	May 20	Jan 21	Annual
	Annual Action Plan	Jan 20	Mar 21	Annual
	Supporting Our Community Document	Mar 20	Mar 21	Annual
	Standing Orders	Apr 20	Apr 21	Annual
	Scheme of Delegation	Mar 19	Apr 20	Annual
	Treasury & Investment Strategy	Apr 20	Apr 21	Annual
	New Councillor & Staff Induction & Training Policy	Mar 19	Jul 21	
Community Engagement Strategy	Mar 19	Oct 21		
CCTV Policy	Apr 19	Oct 21		

Policy & Management Committee – PROJECTS

Task	Information	Due Date
COUNCILLOR INDUCTION	To provide an Induction event for all Councillors following the local elections 2019	8 May 2019
FLOOD ALLEVIATION	Construction of Flood Alleviation Scheme underway. Support required to assist the Allotment Association re-establish allotment plots affected by the construction works to be determined on completion of the works	Works due for completion mid 2019
OUTSIDE WORKS & MAINTENANCE SERVICES	Determination of method of delivery for conducting outside works and maintenance services	May 2019
ASSET WORKING GROUP	The Asset Working Group to progress its work. <ul style="list-style-type: none"> • land registrations to be reviewed and where required submissions made to the Land Register; • lease of occupancy of Municipal Buildings to be agreed; • land and external fixed assets to be logged and land mapped 	Oct 2019
3 YEAR BUSINESS PLAN	GTC business plan covering a financial forecast for period 2020/21 – 2022/2023 linked to revenue and capital plans for the council and its community	Apr 2020
THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018	GTC website compliance with the regulations: <ul style="list-style-type: none"> • identify suitable technical support to conduct an accessibility audit of the Godalming Town Council's website; • the cost of an accessibility audit and the proposed funding cost centre be identified prior to work being undertaken; and • the Support Services Executive to undertake appropriate training to ensure future content meets the requirements of the 2018 regulations 	Sep 2020
MUSEUM FIRE ESCAPE	Replacement of Means of Escape Stairwell to enable future provision of ground floor accessible toilet – awaiting Bat Survey for planning application	May 2020
PUBLIC NOTICE BOARDS	Program of replacement of Public Noticeboards	Apr 2019
NEW PUBLIC BENCHES	Provision of public benches Green Lane & Spring Grove (S106 Funding)	Mar 2019
FARNCOMBE PUBLIC TOILETS	Renovation of Farncombe public toilet facilities	Mar 2019
MAINTENANCE OF PUBLIC REALM	Maintenance of street furniture	ongoing
COMPOUND	Construction of Green Waste Compound-BWP	Jul 2019

Policy & Management Committee – EVENTS

Council Managed & Partnership Events

Task	Information	Due Date
SPRING FESTIVAL	Godalming Town Centre Spring Festival Street Market & Entertainment	1 st Sat Apr
GODALMING RUN	Partnership Event with Sport Godalming – GTC to manage road closure & event safety	3 rd Sun May
SUMMER FOOD FESTIVAL	Partnership Event with Godalming & District Chamber of Commerce – Town Centre Food Festival & Entertainment GTC provides administration and marketing support plus on day management	1 st Sun Jul
STAYCATION	70+ events promoting Godalming, local clubs, community groups, businesses and organisations, incorporating Staycation Live Music Festival and Dogalming	1 st Week Aug
TOWN FIREWORKS	Partnership Event with Rotary in Godalming, Round Table, 41 Club and Godalming Scouts, Torch-lit procession through Town Centre and Musical Firework Display on The Burys Field	1 st Friday Nov
GODALMING CHRISTMAS FESTIVAL & LIGHTS SWITCH-ON	Partnership Event - Town Centre Christmas Street Market and Entertainment, incorporating the Chamber of Commerce Christmas Grotto and the Town Council's Christmas Lights Switch On event	Last Sat Nov
FARNCOMBE CHRISTMAS LIGHTS SWITCH ON EVENT	Partnership Event with Farncombe Day Centre for Switch On of Farncombe Village Christmas Lights	Friday following Godalming Christmas Festival

Council Supported Events

Task	Information	Due Date
FARMERS' MARKETS	GTC manages road closures and on day management	Last Sat in month Mar-Oct
ST JOHN'S SPRING FAIR	Logistical support for marquees and use of WNC	May
ROUND TABLE TOWN SHOW	Logistical support for marquees and use of WNC, road closure support for Carnival	Jun
FARNCOMBE DAY CENTRE FETE	Logistical support for marquees	29 Jun
CHURCHES TOGETHER TOWN DAY	Logistical and administrative support for road closures and setting out of Street Market	Dec
DEMENTIA FRIENDLY FILM SCREENINGS	Godalming Film Society, Godalming Dementia Action Alliance, logistical, administration and marketing support for Dementia Friendly Film Screenings (potentially three times per annum)	2019

All Managed, Partnership and Supported Events are promoted via GTC communication channels, all town centre events operate on GTC street trading licence and premises entertainment licence

Policy & Management Committee – EXPLORATORY ACTIVITIES

Task	Information	Due Date
YOUTH AWARDS	Possibility of introducing Godalming Young People's civic award scheme	Apr 2020
YOUTH PROVISION	Investigation of youth provision within Godalming	TBC
DISABILITY ACCESS GUIDE	Collate information from volunteers into a user friendly disability access guide for the retail centre	2019
BUSINESS IMPROVEMENT DISTRICT	Working with WBC economic development team to support and promote a Godalming BID	2020
FARNCOMBE STREET MARKET	Explore options for Street/Farmers' Market in Farncombe	2020

Mayoralty Committee – STANDING BUSINESS

Task	Information	Due Date
TOWN MAYOR	To consider and make recommendations to the Full Council on the selection and appointment of the Town Mayor (Chairman of the Council) and Deputy Town Mayor	Mar 2020
ALLOWANCE	To recommend to Full Council an annual allowance to support the civic activities of the Town Mayor	Nov 2019
EVENTS	To review and agree standing Mayoral & Civic events arranged/managed/supported by GTC Staff for following civic year <ul style="list-style-type: none"> • Mayor Making • Civic Service • Remembrance Day • Town Carol Service • Mayor's Christmas Cards • Fundraising Support • Pancake Race • Mayor's Awards for Volunteers • Civic Reception 	Nov 2019
DIARY	Support Services Executive to manage Mayoral and Civic diary	Ongoing
TITLE OF DIGNITY	To review nominations for Titles of Dignity and make appropriate recommendations	Ongoing

Mayoralty Committee – PROJECTS

REGALIA	To consider inspection report on the condition of Councillors' robes and to make appropriate recommendations on repair/replacement/future of civic robing	2019 date tbc
PAST MAYOR'S BADGES	With only 1 Past Mayor's Badge in stock, the Committee to consider the continuance of presentation of Past Mayors' Badges and if agreed seek appropriate funding from P&M	Nov 2019

Mayoralty Committee – POLICY & PROCEDURE REVIEW

DOCUMENT REVIEW	Criteria for Nomination of Town Mayor and Deputy Mayor – 7 January 2001 Review Honorary Freeman Scheme Protocols and Procedures – A Basic Guide for the Mayoralty	Nov 2019 Jul 2022 Jul 2022
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Any other matter within the Committee's remit

Staffing Committee – STANDING BUSINESS

Task	Information	Due Date
STAFFING STRUCTURES	Utilising appropriate evidence based systems including reports from the Council's adopted time recording facility, to review the staffing structures to ensure they are sufficient to deliver the aims of the Council	Ongoing
APPRAISAL SYSTEM	To provide oversight and monitor the effectiveness of the staff appraisal system	Ongoing
STAFF & MEMBERS' TRAINING	Ensure Staff & Members are appropriately trained to adequately provide service provision in an efficient and professional manner	Ongoing
LEAVE & TOIL	Monitor staff leave and toil to ensure compliance with employment regulations and directives	Ongoing
HR SERVICES	Provide HR services to meet requirement	Ongoing
JOINT BURIAL COMMITTEE	Where necessary provide HR support to the Joint Burial Committee	Ongoing

Staffing Committee – PROJECTS

PENSION REVIEW	Review of future pension arrangements	2019 date tbc
OUTSIDE WORKS & MAINTENANCE SERVICES – OPERATIVES	If required by P&M, implement the employment requirements, including particulars of employment, job descriptions etc., and recruitment of outside works and maintenance operatives	2019 date tbc

Staffing Committee – POLICY & PROCEDURE REVIEW

DOCUMENT REVIEW	To review the Staffing Committee's Policies and Procedural documents as detailed below, passing to FC for re-adoption as necessary			Ongoing
	Policy/Procedure	Adopted	Review	Review
	Appraisal Scheme	Jul 17	Mar 19	Mar 21
	Absence & Sick Pay Policy/ Procedure	Jul 18	Jul 19	Jul 21
	Leave Policy	Jul 18	Jul 19	Jul 21
	Disciplinary Procedure	Jul 18	Sep 19	Sep 21
	Grievance Procedure	Jul 18	Sep 19	Sep 21
	Employee Code of Conduct	Sep 18	Nov 19	Nov 21
	Dignity at Work Policy	Sep 18	Nov 19	Nov 21
	Fire Safety Precautions & Emergency Procedures	Nov 18	Jan 20	Jan 22
	First Aid Policy	Nov 18	Jan 20	Jan 22
	Lone Working Policy	Nov 18	Jan 20	Jan 22
	Code of Conduct – IT Facilities	Mar 18	Jan 20	Jan 22
	Social Media Policy	Mar 18	Jan 20	Jan 22
	DBS Data Handling Policy	Nov 18	Sep 20	Sep 22
	Recruitment of Ex-Offenders Policy	Nov 18	Nov 20	Nov 22
Recruitment of Ex-Offenders Policy Statement	Nov 18	Nov 20	Nov 22	
Exercise of Employer Discretions	Apr 19	Apr 20	Apr 22	

Any other matter within the Committee's remit

Audit Committee – STANDING BUSINESS

Task	Information	Due Date
RISK MANAGEMENT	Through the Committee's work programme, to consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements	Ongoing
INTERNAL AUDIT	To appoint the external auditor To review annually the internal audit	Oct - Annually Apr - Annually
EXTERNAL AUDIT	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	Ongoing
ANNUAL GOVERNANCE STATEMENT	Annual Review to be conducted as part of Annual Governance and Accountability Return	Apr - Annually
ANNUAL ACCOUNTING STATEMENT	Annual Review to be conducted as part of Annual Governance and Accountability Return	Apr - Annually

Audit Committee – PROJECTS

SUSTAINABILITY	To develop a sustainability policy	2019 tbc
STANDING AND EMERGENCY OPERATING PROCEDURES	To ensure all Standing and Emergency Operating Procedures (SOPs & EOPs) are clearly documented	2019 date tbc

Audit Committee – POLICY & PROCEDURE REVIEW

DOCUMENT REVIEW	To review the Audit Committee's Policies and Procedural documents as detailed below, passing to FC for re-adoption as necessary			Ongoing
	Policy/Procedure	Adopted	Review	Review
	Fixed Asset Policy	Sep 18	Sep 20	Sep 22
	Financial Regulations	Annually	Mar 20	Mar 21
	Business Continuity Plan	Annually	Jan 20	Jan 21
	Risk Management Strategy	Annually	Jan 21	Jan 23

Any other matter within the Committee's remit

Joint Burial Committee – STANDING BUSINESS

Task	Information	Due Date
BEREAVEMENT SERVICE	To provide a bereavement service related to Nightingale and Eashing Cemeteries	Ongoing
INTERNAL AUDIT	To appoint the external auditor To review annually the internal audit	Oct - Annually Jan - Annually
EXTERNAL AUDIT	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	Ongoing
ANNUAL GOVERNANCE STATEMENT	Annual Review to be conducted as part of Annual Governance and Accountability Return	May - Annually
ANNUAL ACCOUNTING STATEMENT	Annual Review to be conducted as part of Annual Governance and Accountability Return	May - Annually
BUDGET MONITORING	To review budget monitoring report	All meetings except November
REVISED ESTIMATE	To review and approve revised estimate	Nov - Annually
BUDGET PROCESS	To agree annual budget proposals and recommend precept to Full Council	Nov - Annually
FEES & CHARGES	Annual review of Fees & Charges	Nov - Annually
STAFF ISSUES	Liaising, where necessary, with Chairman of the Staffing Committee, provide appropriate HR support for cemetery staff	Ongoing
CEMETERY OPERATIONS	To operate Nightingale & Eashing Cemeteries in accordance with Burial Law and Health & Safety requirements, ensuring adherence to best practice, maintenance of grounds and property and attainment of best value to the JBC and its constituent members.	Ongoing
TREES	Audit and implementation of appropriate arboricultural works of JBC tree stock	Nov 2020
LANDLORD RESPONSIBILITIES	To review JBC duties and responsibilities to its residential, commercial and voluntary sector tenants, ensuring adherence to best practice, maintenance of property and attainment of best value to the JBC and its constituent members	Ongoing

Joint Burial Committee – PROJECTS

SAFEGUARDING OF RECORDS	To digitise manuscript records	Jul 2019
SECTION 25 OF THE BURIAL ACT 1857 (AMENDED)	To submit an application for a faculty under Section 25 of the Burial Act 1857 (amended)	Apr 2020
STANDING AND EMERGENCY OPERATING PROCEDURES	To ensure all Standing and Emergency Operating Procedures (SOPs & EOPs) are clearly documented	Apr 2020

Any other matter within the Committee's remit