

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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5 July 2019

I HEREBY SUMMONS YOU to attend the Extraordinary **MAYORALTY COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 11 JULY 2019 at 8.00 pm or at the conclusion of the preceding Policy & Management Committee, whichever is later.

Andy Jeffery
Town Clerk

Committee Members:

Councillor Cosser - Chair
Councillor Purvis
Councillor Rivers
Councillor Rosoman – Vice Chair
Councillor Stubbs
Councillor Wardell

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting of the Extraordinary Committee held on the 29 May 2019, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

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

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman to allow members of the public to ask the Council questions, or make a statement or present a petition. This forum to be conducted in accordance with Standing Order 5.

5. QUESTIONS BY MEMBERS

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

6. PAST MAYORS' BADGES – ITEM FOR DECISION

Recommendation – Members to resolve to authorize the ordering of 10 Past Mayors' badges (10 year supply) at a cost of £687.60 funded from Civic Expenses – Clothes & Uniform which has a current balance of £1,000.

Members to decide whether to re-order new stock of Past Mayors' Badges, one of which has previously been issued to each outgoing Mayor at the end of their mayoral term. The cost of

re-ordering a quantity of 10 badges would be £687.60 plus VAT and delivery (each badge £68.76 nett) (quotation tabled for the information of Members). Members to note that the quote given on 7 June 2019 is valid for 30 days so the price may be subject to slight variation.

7. COUNCILLORS' BADGES – ITEM FOR DECISION

Recommendation – Members to consider the information below and to form a recommendation for consideration and adoption by Full Council on 25 July 2019.

On 29 May 2019, the Mayoralty Committee requested staff investigate protocols and/or symbols of office for the recognition of Council Members used on civic occasions, such as Remembrance Day, in local council areas where robes are not worn (Min No 79-18 refers).

Of those Councils contacted (and from information provided by Committee Members who had experience or information from other local council areas) who used some form of identifier the predominant method is the use of a 'Councillors' Badge'.

In light of this, the Support Services Executive has investigated the cost of purchasing suitable badges which would be held by the Town Council and issued to and collected from Members by the Sergeant-at-Mace as and when required.

The approximate costings for producing these badges are as follows:

Production of dye:	£600.00
Cost Per Badge:	£70.00 plus VAT & Carriage

The cost of producing the dye may be more or less than the £600.00 dependent upon how intricate and size of the design, the indicative cost is based on the size of the existing Past Mayors' badges which are 28mm x 36mm and oval in shape. Cost of each badge is also based on this premise. The cost of 24 badges (19 required for full quota of Members – the Mayor would not require a badge – plus 5 spare) would be in the region of £2,280.

Should a more basic badge be required, based on the costings for the Remembrance Badges, which was metal gilt, sandblasted all over featuring a clutch fitting on the reverse and no enameling or colour, the dye would cost approximately £300.00 and dependent upon the quantity ordered each badge would be in excess of £4.00 each (original quote tabled for the information of Members), however, it is likely that the unit cost would be higher due to smaller order volume. The cost of 25 badges, at an indicative cost of £10 per badge plus production of the dye would be in the region of £550.

If provision of Councillors' badges is agreed the funding of the badges would be required to be taken from General Reserves.

8. TOWN CAROL SERVICE – ITEM FOR DECISION

Recommendation – Members to consider the role of the Council in the delivery of the annual Town Carol Service. If the committee agrees that GTC should continue to support this event Members are requested to indicate the level of assistance that should be provided.

Although the review of Standing Mayoral and Civic event arrangements is shown on the GTC Action Plan 2019/20 for consideration by the Mayoralty Committee in November of this year, following the early planning meeting for the 'Town Day' (which includes planning for the annual Town Carol Service) Officers have been made aware that Town Day 2019 will be the last such event in its current guise. As such Officers wish to establish an early indication from this Committee as to GTC's future role in order, if required, to liaise with the current organising group to enable succession planning.

Since approximately 2000, the Carol Service held at the Parish Church of St Peter & St Paul and organised by Churches Together to coincide with the annual 'Town Day' event, has been referred to as the Town Carol Service. Traditionally this Carol Service has followed a procession of the Mayor and Members of the Council and the Blessing of the Nativity Crib located at The Pepperpot and then onto the Parish Church for the Carol Service. The Carol Service has traditionally included a reading by the Town Mayor and has also involved participation by local schools and choirs and attendance by a number of local community leaders.

To date the support provided by the Town Council has been limited to attendance, however, as the decisions on the likely format for a replacement event are yet to be established, Members are requested to indicate whether they wish Godalming Town Council to take on a more prominent role in the delivery of the Annual Town Carol Service. Any expanded role to be limited to the promotion of the event and not to the liturgy of the service i.e. inviting community leaders and residents on behalf of the Mayor of Godalming, promotion via social and other media.

9. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

10. DATE OF NEXT MEETING

The next meeting of the Mayoralty Committee is scheduled to be held on Thursday, 14 November 2019 at 6.30pm in The Pepperpot.

GODALMING TOWN COUNCIL

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

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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