

GODALMING TOWN COUNCIL

Tel: 01483 523575
Fax: 01483 523077
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

22 May 2019

I HEREBY SUMMONS YOU to attend the EXTRAORDINARY **MAYORALTY COMMITTEE** Meeting to be held in the Town Clerk's office, Godalming Town Council on Wednesday, 29 MAY 2019 at 6.00pm.

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 Committee held on the 22 May 2019, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. 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.

4. 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.

5. CIVIC ROBES

Members to receive an Officer's report relating to the Council's Civic Robes (attached for the information of Members).

6. TWINNING VISIT – MAYEN – 11-14 OCTOBER 2019

Members to consider a report (attached for the information of Members) from the Town Clerk in relation to an invitation received from Mayen inviting the Mayor and one other Town Council representative and partners to the 55th Anniversary of the signing of the official twinning partnership between Joigny and Mayen.

Members are requested to resolve to approve the invitation and approve expenditure from the Mayoral Allowance.

7. COMMUNICATIONS ARISING FROM THIS MEETING

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

8. DATE OF NEXT MEETING

The next meeting of the Mayoralty Committee is scheduled to be held on Thursday, 14 November 2019 at 7.00pm in the Town Clerk's office.

THE COMMITTEE MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED.

9. TITLE OF DIGNITY

Members are requested to consider a report relating to the awarding of a Title of Dignity from the Town Clerk and a confidential nomination for an award (attached for the information of Members).

5. CIVIC ROBES

It is claimed that Godalming Town Council is currently one of the few Town Councils which continues to robe, not only on civic occasions but also for its Full Council meetings. However, Members are probably aware that many of the Councillors' robes have seen better days and that they are no longer as robust as they once were, with the consequent danger that the wearing of robes ceases to be a dignified act.

At the request of this Committee, the Support Services Executive arranged an inspection of the robes by a representative of a Civic Robe supplier. The outcome of the audit (attached for the information of Members), identifies that only 8 out of the existing robes are considered to be suitable for cost effective repair and refurbishment, and that if robes are replaced a colour variation between the new robes and the retained 8 robes would be evident.

Quotes have been sought for the replacement of the Civic Robes on a like for like basis:

- single replacement per robe ordered on an ad-hoc basis £750 per robe; and
- bulk order for 20 robes £10,000.

Members should note that this Committee cannot authorise expenditure for the replacement of robes, the authorisation of such expenditure falls to the Policy & Management Committee. However, this Committee may make recommendations to either the Policy & Management Committee for the replacement of the civic robes or it may wish to first seek the view of all Members by making a proposal to Full Council to determine whether Members wish to continue as a robed council, discontinue to be a robed council or wish to adopt alternative style of robing for civic occasions.

In the meantime, it is suggested that to reduce the level of deterioration, robing of Councillors is temporarily restricted to the following occasions:

- Public Civic Occasions – Remembrance Day, Civic Service etc.; and
- Annual Council

It is suggested that until further notice, with the exception of the occasions stated above, only the Mayor and Deputy Mayor robe for normal Full Council meetings. However, if agreed, Councillors should be encouraged to dress in an appropriate manner befitting the occasion.

Officers make no recommendations in this matter, other than to inform Members that there is no budget set in the current financial year for replacement of robes and if Members wished either to replace existing robes the cost of doing so would need to be taken from general reserves.

Members are requested to determine the committee's recommendations to either the Policy & Management Committee or to the Full Council.

GODALMING TOWN COUNCIL - MEMBERS' ROBES - AUDIT

ID	Repair Required	Clean Advised	Cost Effective to Refurbish	Recommendation
1	Yes - Ripped and holes	Yes	No	Buy New
2	Yes - Moth Damage, ripped lining and velvet	No	No	Buy New
3	No - Satisfactory Condition - no severe damage	Yes	Yes, but colour variance with any new robes	
4	Yes - Ripped Lining (needs replacing), small hole	No	No - not much difference in cost between relining and new robe	Buy New
5	No - Extremely Good Condition - no severe damage	No	No need - any new robes would be colour matched to this one	
6	Some Moth Damage - very faded	No	Yes, but colour variance with any new robes	
7	Yes - Ripped Lining, velvet threadbare, rip and old fabric	No	No - too much damage for this robe to be refurbished	Buy New
8	Yes - Lining ripped	No	Yes - apart from ripped lining and old fabric, satisfactory condition	
9	Yes - Rips, holes, fabric faded to different shades	No	No - too much damage for this robe to be refurbished	Buy New
10	Yes - Extremely old	No	No - wouldn't survive refurbishment or even cleaning	Buy New
11	No	Yes	Yes - apart from faded fabric, ok. Needs cleaning	
12	Yes - Velvet threadbare	Yes	Yes - from a distance nobody would notice velvet thinning , suggest clean only	
13	Yes - Lining fairly damaged, large hole	Yes	Yes - Clean and restitching	
14	Yes - Rips and pulls on all velvet, moth damage on back	No	No - Replace velvet, due to age of fabric and moth damage, might not be strong enough to be restitched	Buy New
15	Yes - Ripped and holes all over, different colour panels	No	No - would not stand refurbishment	Buy New
16	Yes - Ripped lining, fabric old and thinned, moth damage	No	No	Buy New
17	Yes - Ripped Lining, faded fabric	Yes	Yes - lining could be restitched, colour variance to any new robes	
18	No - Different colour fabric panels, very old fabric	Yes	Due to the age of the fabric, cleaning would deteriorate the robe even more	Buy New
19	Yes - Ripped fabric, lining, holes round velvet, loose stitching, large hole	No	No - would not stand refurbishment	Buy New
20	Yes - Similar damage to No. 19. Ripped lining, rotten fabric	No	No - too much damage for this robe to be refurbished	Buy New
21	Yes - Clearly very old, lot of moth damage	No	No - extremely old	Buy New
22	Yes - all 4 spare robes too old	No	All beyond repair	Dispose
23	Yes - Fur falling out of Alderman's Robes	No	All beyond repair	Dispose

6. TOWN TWINNING – MAYORAL INVITATION

On 25 June 2015, the Council considered the issue of Town Twinning and resolved the following points (Min No 99-15 refers):

- Godalming Town Council intends to mark each decade anniversary of both its twinning relationships (so the next celebrations will be in 2022 with Mayen and 2025 with Joigny); the extent and venue of those celebrations to be decided no less than six months ahead in conjunction with the administration of the town concerned, by resolution of this Council or relevant standing Committee;
- no civic invitation to Joigny or Mayen shall be issued except by resolution of this Council or relevant standing Committee, which resolution shall also specify the budget available;
- no civic invitation from Joigny or Mayen shall be accepted except by resolution of this Council or relevant standing Committee, which resolution shall also specify the budget available;
- the twinning associations will be reminded of the need for direct correspondence between the respective Town Council Offices on matters relating to “civic” elements of twinning;
- when the Council resolves to host a civic twinning event it will meet the costs of providing food & drink to all guests from the twin town; it will also invite local members of the relevant twinning association but will continue to expect those individuals (or the association) to contribute towards the cost of their food & drink;
- the Council will provide no financial support to twinning associations although the associations remain eligible to make grant applications to the Council under the Council's published grants scheme;
- the Town Clerk will explore with their counterparts in Joigny and Mayen the possibility of a tripartite event (perhaps in France) in 2018 to commemorate the 100th anniversary of the end of WW1 and report back to Council;
- any Councillor participating in any twinning activity shall do so at their own expense except the Mayor & Consort where the expenses may be met from the twinning budget;
- if an Officer of the Council is required to participate in twinning activity, their expenses shall be met from the Twinning budget (they may participate voluntarily but at their own expense); and

There are a number of issues that require consideration by both this committee and Full Council. This paper deals with the areas to be considered by this Committee.

1. An invitation has been received from Mayen inviting the Mayor and one other Town Council representative and partners to the 55th Anniversary of the signing of the official twinning partnership between Joigny and Mayen (translation attached for the information of Members). Godalming is in a tripartite twinning partnership with Joigny and Mayen. The Mayor is unable to attend, but the Deputy Mayor & Mayoress are available and happy to deputise for the Mayor.

2. Members will note the resolution of 25 June 2015 which states that:

No civic invitation from Joigny or Mayen shall be accepted except by resolution of this Council or relevant standing Committee, which resolution shall also specify the budget available

3. The terms of reference for the Mayoralty Committee state the committee is “to consider and determine in consultation with the Town Mayor all matters relating to the Council’s civic and ceremonial functions, and events”. Therefore, the Mayoralty Committee is the relevant Standing Committee for consideration of acceptance of this invitation.
4. Godalming Town Council does not have a ‘Twinning Budget’ as such the cost of acceptance of this invitation would need to be met from the Mayoral Allowance.
5. The anticipated costs of accepting this invitation will be tabled at the meeting.
6. Standing Order 101 states that this Committee recommends to Full Council an allowance for the Town Mayor. As part of that process Min No. 299-15 provided that:

“The Mayor’s Allowance to be set at a level sufficient to allow the Mayor to fulfil the duties required of and expected of the Town Mayor. The committee acknowledged that the cost of mayoral duties may vary from year to year. As such the committee agreed to recommend to Full Council that the Town Clerk indicates the level of the required Mayor’s Allowance as part of the annual budget setting process. The figure for the allowance to be based upon the anticipated costs known at that time and that it be reviewed along with all other budget costs as part of the revised estimate process.”
7. The current mayoral allowance of £8,500 was set as part of the 2019/20 budget process, at that point the Town Clerk had not received an indication of this requirement, as such the cost was not factored into the allowance. However, if Members are minded to agree to the acceptance of the invitation, the Town Clerk and RFO will review the mayor’s allowance requirements when making recommendations for revised estimates.

Sehr geehrter Herr Bürgermeister Williams, werter Kollege!

Am. 12 Oktober 1964 unterzeichneten der damalige Bürgermesiter von Mayen, Dr Heinrich Dahmen, und Roger Mouza fur die Stadt Joigny die offizielle Partnerschaft der beiden. Ein besonderer Anlass, den wir in Mayen feiern mochten.

Wir wurden uns freuen, wenn der amtierende Bürgermeister unserer Partnerstadt Godalming und ein weiterer Vertreter der Stadt mit Begleitperson in der Zeit vom 11. Bis 14. Oktober 2019 unser Gast Waren und gemeinsam mit den Freunden aus Joigny und uns dieses besondere Partnerschaftsjubilaum zu feiern.

Vor dem Hintergrund der organisatorischen Vorbereitungen bitte ich um Ruckmeldung bis zum 5 April 2019 an meine Mitarbeiterin Anja Steffens ob und mit wie vielen Personen Sie die Einladung annehmen warden.

Ich wurde mich sehr freuen, wenn Vertreter der Stadt Godalming aus Anlass des Jubilauums mit Joigny in diesem Jahr nach Mayen kommen konnten.

Mit freundlichen Grussen

Wolfgang Treis

Dear Mr. Bürgermeister Williams, dear colleague!

55th Anniversary

At the. 12 October 1964, the then Mayor of Mayen, Dr Heinrich Dahmen, and Roger Mouza signed for the city Joigny the official partnership of the two. A special occasion that we want to celebrate in Mayen.

We would be pleased, if the acting mayor of our partner city Godalming and another representative of the city with companion in the time from 11th to 14th October 2019 our guest goods and together with the friends from Joigny and us to celebrate this special partnership anniversary.

Against the background of the organizational preparations, I ask for feedback by 5 April 2019 to my colleague Anja Steffens whether and with how many people you accept the invitation warden.

I was very happy to see Godalming representatives come to Mayen this year to celebrate the Jubilee with Joigny.

Yours sincerely

9. TITLE OF DIGNITY - HONOURARY FREEMAN

Background

From time to time, members of the community demonstrate outstanding service and/or contribution to the wellbeing of the Town or outstanding feats of endeavour or achievement that bring credit to the community and it is recognised that their commitment should be acknowledged. The Council may choose to do so by awarding to an individual the title of Honorary Freeman/woman of the Town of Godalming’.

Godalming Town Council has previously bestowed an Honorary Title on Mr John Young and Mrs Zadie Caudle.

Members are requested to consider a nomination (attached for the information of Members) for consideration of the awarding of the title of Honorary Freeman of the Town of Godalming. The criteria set out in the Town Council’s Title of Dignity Policy is detailed below.

Service

The nominee may have given extensive and eminent service to the Civil Parish of Godalming and its local community or may have made a significant contribution to the well-being of its residents, the preservation of its historic character or its natural or built environment. The nominee must have made an outstanding contribution to the Town such that the nominee’s contribution can be seen to have been a wholly altruistic and public-spirited desire to contribute to the benefit of the town and its residents. Exceptionally, a nominee may have achieved outstanding feats of endeavour or achievement which brings national or international credit to the community.

Nomination Criteria

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman/woman of the Town:-

1. Service in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
2. Town Councillors or Officers of the Town Council are not excluded from consideration, however, any nominated Town Councillor or Council Officer must have retired from the post.
3. Nominees need not necessarily be residents of Godalming, but will be judged on their contribution to the Town.
4. The nominee’s contribution to the wellbeing of the community must be considered outstanding, exceptional or unique.

Nomination Procedure

1. Nominations must be made by Town Councillors in the strictest confidence without the nominee’s knowledge.
2. Nominations must be made in writing to the Town Clerk. Any nominations received will be considered by the Mayoralty Committee at its next scheduled meeting

3. If the Mayoralty Committee agrees the nomination, the matter will be put before the Full Council in confidential session. If Full Council resolves that the nominee should be made an Honorary Freeman/woman of the Town, the nominee will be invited to accept the honour. If agreed, the nomination will then be put before Full Council in open session.
4. No fewer than 14 of the Town Councillors must vote in favour of the nomination.
5. The decisions of the Council on all nominations (whether affirmative or negative) are final.

Entitlements

The rights attached to the honorary position are not stipulated in legislation, accordingly, this Council will invite its Honorary Freeman/woman to the Town's civic events.

Any person declared an Honorary Freeman/woman of the Town may designate himself/herself 'Honorary Freeman/woman of the Town of Godalming.

The award shall be made at a small ceremony which may take place at a Council meeting. A scroll will be presented to the recipient.

Limitation on Holders of Award

The Council to bear in mind the special nature of this award and limit its numbers accordingly.

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.