

GODALMING TOWN COUNCIL

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30 November 2018

I HEREBY SUMMONS YOU to attend the **MAYORALTY COMMITTEE** Meeting to be held in the Town Clerk's office, Godalming Town Council on THURSDAY, 6 DECEMBER 2018 at 7.00 pm.

Andy Jeffery
Town Clerk

Committee Members:

- Councillor Hunter – Chairman
- Councillor Noyce – Vice Chairman
- Councillor R Gordon-Smith
- Councillor Cosser
- Councillor Purkiss
- Councillor Wainwright

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting of the Committee held on the 24 May 2018, 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. ANNUAL COUNCIL - MAYOR MAKING

Members are requested to consider a report from the Town Clerk (attached for the information of Members) regarding the Mayor Making and to resolve to agree arrangements for the 2019/2020 civic year.

6. REMEMBRANCE PARADE

Members will be aware that for many years since the closure of the Godalming Royal British Legion Club, the Town Council has taken responsibility for the organisation of the annual Act of Remembrance. As the committee responsible for civic events, Members are requested to consider a report from the Town Clerk (attached for the information of Members) regarding the future format of the Annual Act of Remembrance and to provide direction to the Town Clerk for further discussions with supporting organisations and partners.

7. THE MAYOR'S AWARD FOR VOLUNTEERS

Members are requested to consider a report from the Town Clerk (attached for the information of Members) regarding the location of the Mayor's Award for Volunteers honours board and if so minded, Members are requested to resolve to agree the recommendations contained within the report.

8. HONORARY FREEMAN SCHEME

Members are requested to consider the Honorary Freeman Scheme policy document (attached for the information of Members) and if agreed, Members are requested to resolve to recommend the policy document for adoption by Full Council.

9. CIVIC ROBES & REGALIA

Members are requested to consider a report from the Town Clerk (copy attached for the information of Members) regarding the Council's civic robes and are requested to make appropriate recommendations to Full Council.

10. DOCUMENT REVIEW – CIVIC CEREMONIAL

Protocols and Procedures – A Basic Guide for the Mayoralty

As part of the Council's objective to conduct a review of policies and procedures, Members are asked to consider the attached protocols and procedures guide for the Mayoralty. If approved, Members are requested to agree to recommend its adoption by Full Council to enable councillors who may be considered for nomination as Town Mayor to be aware of the basic requirements of the position.

11. COMMUNICATIONS ARISING FROM THIS MEETING

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

12. DATE OF NEXT MEETING

The next meeting of the Mayoralty Committee is scheduled to be held on Thursday, 23 May 2019 at 8.00pm in the Mayor's Parlour.

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.

13. NOMINATION FOR TITLE OF DIGNITY

Members to consider a nomination for a Title of Dignity (attached for the information of Members) and if agreed to request Full Council to consider the nomination in accordance with the nomination procedure.

14. CONSIDERATION OF THE SELECTION AND APPOINTMENT OF THE MAYOR & DEPUTY MAYOR

The Committee to consider the selection and appointment of the Mayor and Deputy Mayor for the civic year 2019/20.

Please note that any further papers required for this meeting will be tabled at the meeting.

5. MAYOR MAKING SUPPER

Members will be aware that it has become traditional for the incumbent Mayor to have a Mayor Making Reception held in the foyer area of Waverley Borough Council for all those who have attended the Annual Council meeting, with the cost of this reception being met by the civic allowance. This is then usually followed by a supper in the Borough Hall for invited guests who are required to meet the cost of their meal.

Preparations for the Mayor Making Supper usually begin once the recommendation of the Mayoralty Committee for nomination of Mayor has been endorsed by Full Council in the January preceding the start of the civic year. The Support Services Executive discusses requirements with the nominated incumbent and seeks availability of suitable caterers and accompanying quotes etc.

Although there are a number of issues which suggest that Members may wish to consider whether the previous arrangements remain appropriate for 2019, two specific issues are set out below:

- a. It is possible that the potential nominee to be elected as Chairman of the Council (Mayor) at the Annual Council on the 16 May 2019, may not be known until the 8 May 2019.
- b. The re-charge arrangements agreed in 2018 with Waverley Borough Council require use of the Borough Hall to be paid for on a per use basis, as such the hire of the Borough Hall would now need to be added to the cost of the Mayor Making Supper, which could have the potential of adding between £7-£10 to the amount invitees would be expected to pay, making the potential 'ticket' price between £37-£40 per guest, which might be prohibitive, and therefore inadvertently exclude some who would usually be invited.

If Members concur with the above premise, it is suggested that an alternative approach is considered for the Annual Council and Mayor Making 2019.

- a. On completion of the Annual Council, the newly elected Mayor, invites all Councillors and their partners, staff and up to 10 personal guests and their partners to a drinks and canapes reception to be held in the WBC foyer for reception drinks and canapes.
- b. A 45-minute reception is provided with the cost met by the civic allowance as per the current arrangements.
- c. The newly elected Mayor, if he/she so wishes, may invite personal guests to join him/her for a meal in a local restaurant with the cost being met by either the invited guests or the Mayor as arranged by the Mayor when making their personal invites.

Members are requested to consider whether they wish to change the format for the Mayor Making arrangements and to resolve to agree arrangements for the 2019/2020 civic year.

6. REMEMBRANCE PARADE

Members will be aware that, in order to commemorate the 100th anniversary of the armistice and the dedication of the new war memorial plaques, arrangements for the 2018 Remembrance Day were different to previous years.

Whilst the anticipation was that the Remembrance Day Parade, Act of Remembrance and Church Service would revert to the previous arrangements in 2019, the positive feedback of the structure of the 2018 event is such that Members are asked to consider whether they wish to retain and build upon the 2018 arrangements or revert to the previous Remembrance Day procedures.

The feedback received would indicate that having the Service of Remembrance at the Parish Church before the Act of Remembrance at the War Memorial was considered a much better arrangement, which allowed for a higher number of groups to participate in and for residents to appreciate the 'return parade' The main reason being that in previous years many groups and residents departed after the Act of Remembrance and did not attend the Service of Remembrance in the church, whereas, this year as the parade formed directly after the Act of Remembrance (the church service having been held earlier) those who were in attendance moved directly to the High Street to witness the parade where they showed their appreciation of the many organisations participating in the parade.

Whilst not everything ran to plan, with an over caution of time required to move from one phase of the event to the next being the main issue (it is felt that the event could easily have started at 09.30 as opposed to 09.00), Officers considered the basic premise of the Church Service preceding the Act of Remembrance to be a beneficial improvement on previous years. However, it should be acknowledged that although the Town Council is principal organisers of the event, there are many other stakeholders and partners who are either directly involved with its organisation or are principle participants, as such any decision for amending the long standing arrangements must be agreed in consultation with them.

Members are asked to consider whether they wish to retain the order of proceedings used in November 2018 as the basis for planning the 2019 Remembrance Day events, or whether they wish to revert to the previous arrangements. The decision of Members, will be conveyed by Officers to the Remembrance Day planning group and used as the basis of discussion at the 2018 debrief/2019 initial planning meeting to be held on the 22 January 2019.

7. THE MAYOR'S AWARD FOR VOLUNTEERS

The Mayor's Award for Volunteers celebrates those from the town who have been nominated by their peers for their dedication to many different aspects of community life. The Mayor has the privilege to be able to publically recognise many of the nominees by the bestowing of a Mayor of Godalming Volunteer Award.

Currently, on receipt of an award, the recipient's name is added to the Honours Board located within the foyer of the Town Council's Offices. Although this does recognise their award, the number of people who see this honours board is fairly limited.

On top of this is the fact that the current board is now full, which gives rise to the question of whether the full board is re-located to an even more obscure location and replaced with a new board or whether a more suitable location is found for the new honours board.

Godalming Town Council does have a display board located in the Borough Hall complex foyer which displays the photographs of past Town Mayors (and currently some Mayors of the old Borough of Godalming). The display holds 48 photographs on four separate panels, Members are asked to consider whether the display should be reduced to show the photographs of the previous 24 Town Mayors on the two central panels, with the outer panels being changed to become the honour boards for the recipients of the Mayor's Award for Volunteers, with the location of the current Mayor's Award for Volunteers becoming the location for the recording of the Names of the Freeman of the Town.

If the Mayoralty Committee were to agree with the proposal, Members are requested to resolve to make a recommendation to the Policy & Management Committee with a suggestion that the cost of the project to be funded from the Initiatives Fund.

8. HONORARY FREEMAN SCHEME

Background

In November 2011, the Council adopted its first policy for an Honorary Freeman Scheme. In order to achieve the Council's objective of a full audit of its policies and procedure documents, the Honorary Freeman Scheme, has been brought to this committee for review.

The existing policy was, being the first policy of this type after the introduction of the enabling legislation, a basis for adaptation according to experience gained both in Godalming and elsewhere.

In reviewing the 2011 document, its limitations are apparent, for example, if a Godhelman achieved national recognition for an outstanding feat, under the 2011 policy it would be difficult for a nomination to meet the criteria for an award of 'Honorary Freeman or Freewoman of the Town of Godalming'. The revised policy below, seeks to address this point.

Policy Statement

From 12 January 2010, all local councils may exercise powers to confer the title of "honorary freeman" or "honorary freewoman" to persons of distinction and those who, in the Council's opinion, have rendered eminent services to the Council's area (section 249(5) and (6) of the Local Government Act 1972).

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'.

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.

9. CIVIC ROBES & REGALIA

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, from wearing Councillors' robes at various occasions, Members are probably aware that many 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.

The Town Clerk has sought quotes for replacement costs of Councillors' robes, Members will note that the cost of replacement, even on an as required basis is quite considerable. A quote for the cost of replacement robes is attached for the information of Members.

It is suggested that before Members make any recommendations regarding the replacement of Councillors' robes, the Support Services Executive, first arranges for a representative from the robe makers to inspect the current stock in order to produce a report to clarify what might be required for Godalming Town Council to continue to be a robed council.

In the meantime, to ensure that as far as possible all Councillors are able to be provided with a suitable robe of good repair, 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.

If Members are in agreement that a full inspection of existing robes should be undertaken, with the outcomes reported to Policy & Management Committee for financial resourcing, they are requested to determine whether they wish to recommend to Full Council the temporary suspension of robing except on the occasions stated above.



CIVIC CEREMONIAL

Protocols and Procedures – A Basic Guide for the Mayoralty

This Briefing Guide has been prepared to provide general guidance for incoming Town Mayors and Deputy Mayors on their roles and procedures whilst undertaking approved Town Council, civic functions and attending meetings of Full Council.

The information in this document is not exhaustive and only covers key points. Advice can be sought from the Town Clerk, or the Support Services Executive as appropriate at any time.

STATUS AND LEGAL BACKGROUND

Both the Town Mayor and Deputy Mayor must be elected Councillors of the Council and both remain in office until the election of their successors unless they resign, cease to be qualified or become disqualified from holding office with the Town Council. The Town Mayor is the proper person to represent the Town Council on all ceremonial functions within the Town Council's boundaries or elsewhere. The Town Mayor, unless through resignation, disqualification or death, continues in office throughout the municipal year and continues in post until the next Annual Council meeting when the successor is chosen and the appropriate Declarations of Acceptance of Office have been signed.

REQUIREMENTS OF THE OFFICE – DUTIES AND ROLES

Town Mayor:

There are four important roles for the Town Mayor:-

- **A symbol of the Authority** – the Mayor is clearly seen as a figurehead of the Council and its area, with the insignia of the civic mace, robes and chains of office etc.
- **A symbol of open society** – a modern role for the Mayor is that the office symbolises an open society with the appointment being made from any qualifying Councillor as the Town's first citizen.
- **An expression of social cohesion** – the many and varied social engagements that are undertaken by the Mayor are an expression of giving cohesion to life within the Town, linking various bodies and organisations as he/she visits. In this way the Council's aims and objectives can be conveyed to those bodies achieving the Council's social, community, educational and economic aims.
- **Chairman to the Council** – The Chairman/Mayor is elected by the Members of the Council at the Annual Council meeting and serves for twelve months (Section 15 (1) of the Local Government act 1972).
- The Mayor's main role as Chairman of the Council is to run full council meetings. The Chairman is responsible for ensuring that effective and lawful decisions are taken at meetings of the Council and, assisted by the Clerk, guides activities by managing the meetings of the Council.

The Chairman is responsible for involving all councillors in discussion and ensuring that councillors keep to the point. The Chairman summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long. The Chairman has a casting vote. His/her first vote is a personal vote as a Member of the Council. If there is a tied vote, the Chairman can have a second, casting vote.

The Mayor will often be the public face of the Council and will represent the Council at official events. He/she may be asked to speak on behalf of the Council, in such circumstances they should only express the agreed views of the Council and not his/her personal views.

- The Chairman cannot legally make a decision on behalf of the Council.

Deputy Mayor:

The Deputy only has a civic legal and royal status in the absence of the Mayor, therefore:

- Invitations to functions should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in his/her own right, but only when deputising for the Mayor.
- All invitations should be sent for consideration by the Mayor and if the Mayor cannot attend, it may be appropriate to “pass down” an invitation. This, however, should not be automatic or necessarily desirable and is the decision of the Mayor in liaison with the Support Services Executive. With over 300 civic functions each year, it is inevitable that the Mayor will need to decline a proportion of functions to undertake this substantial workload.

THE DEMANDS OF BECOMING A TOWN MAYOR/DEPUTY MAYOR

Being a Town Mayor is different to being a Councillor. Consequently, before taking on this demanding role, Councillors should consider the following which will be affected during their year in office:-

- The effect of becoming Mayor on family and friends
- The effect on a career or job
- The effect on a political career
- The effect on personal and religious beliefs
- The pomp, circumstance and protocols that are involved
- The effect on non-Council interests
- The effect on the Mayoral partner
- The effect on a Mayor's relationships with other Councillors
- The effect on the Mayor's relationships with his/her constituents

THE CIVIC YEAR

During the civic year, the Mayor supports a wide variety of events throughout the area. The Mayor receives invitations to all kinds of events, functions and engagements and each invitation is considered equally. Invitations to functions should not be sent directly to (or solicited by) the Mayor. If the Mayor cannot attend a function, the Deputy Mayor may be asked to attend on his/her behalf.

Duties which the Mayor may carry out include:

- Acting as host on behalf of the Council at functions organised by the Council.
- Attending functions and engagements in Godalming and on occasion outside the town, as a ceremonial representative of the Council.
- Undertaking official openings or presentations on behalf of the Council.
- Organising events to raise funds for the Mayor's chosen charities.

- Representing the Council during Royal, Celebrity or VIP visits to the town.

The Mayor may choose his/her own escort who can be either a spouse/partner, fellow Councillor, family member or friend. If the escort is female she will be referred to as the Mayoress, if male he will be referred to as the Consort. The escort is entitled to equivalent respect and dignity whenever accompanying the Mayor on Civic Engagements, but cannot attend as Mayoress/Consort at a function if the Mayor is not present.

SUPPORT FOR THE MAYOR

Day to day support for the Mayor is provided by the Support Services Executive under the general direction of the Town Clerk. The Support Services Executive is an employee of Godalming Town Council who, as well as carrying out other duties for the Council, assists the Mayor during his/her term of office.

The Support Services Executive will arrange an induction meeting with the new Mayor, once elected at the Annual Council Meeting of the Town Council, to review the civic year, discuss lines of communication, diary management, and specific support required. Each Mayor may have different needs or preferences in the way they wish to be supported.

The Support Services Executive receives invitations for the Mayor at the Council offices and as soon as is practically possible, the Mayor will be notified of the invitations (usually at the weekly callover meeting, or earlier if necessary). A programme of confirmed events will be distributed weekly. On occasion, the Mayor may be personally approached to attend an event, these requests should be directed to the Support Services Executive in order to avoid any confusion or double bookings – please see the Protocol on the Acceptance of Invitations attached.

The Mayor will be asked to respond as to whether or not he/she wishes to attend, and advise whether he/she will be taking his/her escort. If the Mayor cannot attend he/she may request the Deputy Mayor to attend on his/her behalf.

Once it has been confirmed who, if anyone, is attending, an appropriate response will be sent to the host by the Support Services Executive, who will also check on any details regarding the event, e.g. if a speech or any specific duty is required, dress code, insignia preferred, transport, parking arrangements etc.

All correspondence for the Mayoralty is kept in the Council offices and it is courteous of the Mayor to send a letter of thanks to his/her host after the event.

Royal & Significant Events/Visits (Min No. 301/06 refers)

For significant events (such as Royal visits) when both the Mayor and Deputy Mayor are unable to attend then the Town Council should be represented by the most recent past Mayor who is available and willing to attend providing that such past Mayor is still a serving Godalming Town Councillor.

The Sergeant-at-Mace will liaise with the Support Services Executive regarding the arrangements for Civic Events, carrying out his/her duties as the Council Mace Bearer.

THE MAYOR'S CHARITY

The Mayor's Charity traditionally raises funds for local charities in Godalming. It is advisable to choose one main or two charities or good causes and the Mayor should advise the Support Services Executive at the induction meeting. The chosen charities will be formally notified by the Support Services Executive and all funds raised at events will be held according to the protocol for Mayoral Charities & Handling of Funds (attached) and presented at the end of the year in office.

During the Mayor's term of office, it is recommended that he/she hold a main fundraising event for his/her nominated charities. Events must be cost neutral to the Council, although the Council will

grant two uses of its community buildings in support of mayoral fund raising events. The Support Services Executive will be able to advise on suitable events.

Funds raised for the Mayor's charities cannot be used for any other purpose than as a donation to the aforementioned charities, save to cover all reasonable costs associated with raising the funds.

Cheque Presentation

The Mayor will announce the total amount raised for his/her charities at the end of the term of office and may wish to present cheques to the nominated charities at the Annual Town Meeting.

CIVIC ALLOWANCES AND WHAT EXPENSES CAN BE MET

The incumbent Mayor will be informed of the Mayoral expenses agreed by the Council. These allowances may be used to meet related expenses for the costs of being in office including:

- clothing
- collections
- sending flowers
- partner's clothing
- donations to charities
- purchase of raffle tickets
- purchase of tickets for mayoralty events (limited to one guest)
- personal hospitality (inc. drinks, lunches and dinners)
- one off civic events to meet travel costs or fund raising events tickets
- the annual civic dinner
- mayor-making reception and supper (except that guests are expected to pay for their own supper)
- refreshments and other expenses for civic service
- Mayor's Christmas card
- gifts (including twinning)
- travel and accommodation (including twinning)

By convention the Allowance is managed by the Responsible Finance Officer and all payments are made via the Godalming Town Council account and therefore the expenditure has to be made in accordance with the Town Council's Financial Regulations and is subject to audit. It is possible to pay the Allowance straight to the Mayor and have the Mayor meet all necessary expenses directly, however, this is inadvisable because if the Allowance is paid directly to the Mayor it is deemed to be a taxable benefit. At the end of the year if the Mayoral Allowance has been overspent then the Mayor is asked to pay the balance to the Town Council. If the Allowance is underspent then the balance is paid, less tax and National Insurance, to the Mayor.

The Town Council requires all Councillors including the Mayor to make declarations of any gifts or hospitality received, whether accepted or declined. The record book for declarations is kept by the Town Clerk. The declaration should be made before the end of 28 days beginning with the day of receipt/acceptance.

CIVIC INSIGNIA, ROBES, CHAIN AND MACE

It is customary for the Mayor to wear the ceremonial robes of office and regalia for all Full Council including the Statutory Annual Meeting (Mayor Making). The other civic occasions upon which the Mayor will wear the robes are:

- Civic Service of the Godalming Town Council
- Civic Receptions (but the robe will be removed prior to being seated for a meal)
- Remembrance Sunday

- Town Day

The Town Mayor and Deputy Mayor each have separate, chains and badges. The Deputy Mayor may not wear the Mayor's robes or chain, when undertaking civic events.

The Town Mayor or Deputy Mayor should not wear any civic insignia in another Town, District or Parish areas without the express permission of that Council, this is requested by the Support Services Executive.

When wearing official robes and hats the Mayor/Deputy Mayor (male) should remove their hats and females should bow:-

- acknowledging salutes
- during the playing of the National Anthem
- in the presence of a member of the Royal family
- as each section passes the salute
- when the colours pass

It is traditional for outgoing Mayors to be given a past Mayor's badge of office.

PROTOCOL ON THE ACCEPTANCE OF INVITATIONS

The diary of the Mayor's engagements is maintained by the Support Services Executive. All invitations to the Mayor should be received through the office and while inevitably some organisations and individuals will approach the Mayor directly, the Mayor must ask that organisation/individual to liaise direct with the office. If the Mayor accepts an invitation that has not been directed through the office then that is a personal engagement and not a Mayoral one¹. Note: it is considered bad form for the Mayor to solicit invitations.

All new invitations are presented to the Mayor at the weekly callover meeting with the Support Services Executive (unless the timescale is short in which case the Support Services Executive will contact the Mayor by phone or E-Mail). If the Mayor is unable to accept an invitation then the Deputy Mayor will normally be asked to attend as the Mayor's representative (though the Mayor may decide this is unnecessary).

For events when both the Mayor and Deputy Mayor are unable to attend and the Mayor deems that a Town Council representative is required then the Town Council should be represented by the most recent past Mayor who is available and willing to attend providing that such past Mayor is still a serving Godalming Town Councillor.

Once the Mayor has indicated at a callover meeting that he/she wishes to accept an invitation then the Support Services Executive sends a formal acceptance and asks for an Attendance Form to be completed supplying all the necessary information for the Mayor to complete the engagement. Once the acceptance letter has been despatched the engagement should be considered a firm arrangement.

The Mayor then receives a weekly programme of appointments – with all Attendance Forms, tickets and other documentation. It is expected that the Mayor will take relevant tickets or invitations to an event.

¹ *Note: While this seems bureaucratic, experience shows that it is only possible to keep a record of the order of invitations and the date they are received when all are handled in the office; in the past appointments have been missed because the engagement was not handled through the office causing embarrassment to the Mayor and disappointment to the organisation that expected the Mayor's attendance. There are also issues of insurance to be considered – the Mayor and civic regalia are insured when on Mayoral business but this can only be demonstrated if the office has handled the appointment. Also, if the Mayor's diary were not kept as a public record and open to inspection under the terms of the Members' Code of Conduct the Mayor would have to declare personally all hospitality (over £25) received.*

PROTOCOL: MAYORAL CHARITIES & HANDLING OF FUNDS
(Agreed by Full Council 04/01/07 Min No 301/2006 refers)

Nomination of Charity or Charities

At the beginning of their mayoral year the Mayor should be asked to nominate one or more registered charities as the Mayoral Charity(ies) for that Civic Year. One or more charities should be identified even when the Mayor has indicated that it is not his or her intention to do any charitable fundraising during the year, because there are often occasions during the year when it is appropriate for an unanticipated donation to be received by the Mayor's Charity.

Should the Mayor wish to nominate a cause that is not a registered charity then that should be subject to agreement by Full Council.

Accounting for Funds Raised

Separate bank accounts should not be opened for this purpose. All funds raised for the Mayoral Charity(ies) should be paid either to Godalming Town Council or direct to the charity concerned (it may be more effective for individuals wishing to "gift aid" their donations to make payment direct to the charity and sign the appropriate declarations).

All sums paid to Godalming Town Council will be accounted for separately from the Town Council accounts and the Town Mayor should indicate whether or not funds raised should be paid to the charity(ies) as they are raised or paid in one lump sum towards the end of the Mayoral year. Monies raised will be paid over to the charity before the end of the Mayoral year.

Publicity

Where funds are passed to a charity during a Mayoral Year, and it is the wish of the Mayor, then the Town Clerk will issue a press release and endeavour to arrange a suitable "photo opportunity" of the Mayor handing over a cheque. It would not be appropriate to seek publicity for such charitable donations made by a Mayor after the end of their mayoral year.

Handling Cash & Cheques

All cheques received as donations to the Mayor's Charity(ies) should be made payable to either Godalming Town Council or the charity concerned. Cheques made payable to the Godalming Mayor's Charity (or any such variant) cannot be banked. On rare occasions the Mayor may receive a cheque payable to the Mayor personally; if it is inappropriate to go back to the individual donor and invite them to change the name of the payee then the Mayor should inform the Town Clerk and bank the cheque replacing it with one issued on his or her own account.

Where any collection is made in cash then normal, sensible procedures should be followed; if the cash collection is made in a public place then a street collection license should be obtained first from Waverley Borough Council and Waverley's regulations concerning street collections should be followed. In any event all collections should be taken in clearly marked and sealed containers. All containers should be returned sealed to the Town Clerk or Responsible Finance Officer who will arrange for the counting and banking of the money.

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.