

**MINUTES AND REPORT OF THE MAYORALTY COMMITTEE  
HELD ON THE 6 DECEMBER 2018**

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

\* Present            # Absent & No Apology Received            0 Apology for Absence            L Late

275. MINUTES

The Minutes of the meeting held on the 24 May 2018, having been previously circulated, were signed by the Chairman as a true record.

276. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

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

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 5.

278. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

279. ANNUAL COUNCIL - MAYOR MAKING

Having considered a report from the Town Clerk regarding the Mayor Making for the 2019/2020 civic year, Members agreed that the Annual Council should be held in the Council Chamber, with the reception and self-funding supper to be held in the Wilfrid Noyce Centre.

280. REMEMBRANCE PARADE

Following the success of the amended arrangements employed for the 2018 Remembrance Day parade, Service of Remembrance at the Parish Church and the Act of Remembrance at the war memorial, Members agreed that the Town Clerk should use the 2018 arrangements as the basis for planning the 2019 event.

281. THE MAYOR'S AWARD FOR VOLUNTEERS

Members reiterated their support for the recognition of members of the community who provide voluntary service for the benefit of the town and its people and that the names of the recipients of the Mayor's Award for Volunteers should continue to be displayed on an appropriate honours board. Members agreed that the Town Clerk should investigate the provision of an appropriate honours board to be displayed in the foyer of the Wilfrid Noyce

Centre, such a board to be in keeping with the centre's design. Members resolved that costs should be contained within existing budgets.

282. HONORARY FREEMAN SCHEME

Having reviewed and agreed minor amendments, Members resolved to recommend the Honorary Freeman Scheme policy document (attached to the record minutes) for adoption by Full Council.

283. CIVIC ROBES & REGALIA

Members considered that insufficient information on the actual requirement for repair or replacement of the civic robes had been provided in order for Members to make an informed decision, as such Members instructed the Town Clerk to make appropriate arrangements for a full inspection of the civic robes and to bring back a detailed report to this Committee.

284. 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 considered the Protocols and Procedures – A Basic Guide for the Mayoralty document and having agreed minor amendments resolved to recommend the document (attached to the record minutes) for adoption by the Full Council.

285. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no agenda items requiring additional communications.

286. 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 RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED.

287. NOMINATION FOR TITLE OF DIGNITY

Members considered a nomination for a Title of Dignity and agreed to request Full Council to consider the nomination in accordance with the nomination procedure.

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

The Committee considered the selection and appointment of the Mayor and Deputy Mayor for the civic year. The outcome of the Committee's deliberations to be reported orally to Full Council on 10 January 2019.