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19 August 2020

I HEREBY SUMMONS YOU to attend the **MAYORALTY COMMITTEE** Meeting to be held via Zoom on WEDNESDAY, 26 AUGUST 2020 at 10.30am.

Andy Jeffery  
Town Clerk

**The meeting of the Mayoralty Committee of the Godalming Town Council will be held under the provisions of the Coronavirus Act 2020 and The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/85422566833?pwd=Z2ZaNOJOZUJLb2U0R0lPcHhkRjkxdz09>**

**Meeting ID: 854 2256 6833**

**Passcode: 544117**

Committee Members: Councillor Cosser - Chair  
Councillor Purvis  
Councillor Rivers  
Councillor Rosoman – Vice Chair  
Councillor Stubbs  
Councillor Wardell

**AGENDA**

1. **ELECTION OF CHAIR & VICE CHAIR**

2. **MINUTES**

To approve as a correct record the minutes of the meeting of the Committee held on the 14 November 2019, a copy of which has been circulated previously.

3. **APOLOGIES FOR ABSENCE**

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

The Chair 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.

6. QUESTIONS BY MEMBERS

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

7. REMEMBRANCE SUNDAY – ITEM FOR DECISION

**Recommendation: Members to resolve to approve the revised plan for Remembrance in Godalming 2020.**

Members to receive a report from the Chair of the Committee (attached for the information of Members) setting out a proposed plan and schedule for the conduct of Remembrance in Godalming 2020.

8. COMMUNICATIONS ARISING FROM THIS MEETING

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

9. DATE OF NEXT MEETING

The next meeting of the Mayoralty Committee to be confirmed by the Chair of the Committee.

## 7. REMEMBRANCE SUNDAY

Members will be aware that in the absence of a branch of the Royal British Legion, Godalming Town Council has for at least the last 40 years, organised the town's annual Remembrance Day Parade and Service of Remembrance.

As with many other public events, the requirement to reduce the risk of spreading the COVID-19 virus has impacted on the ability to hold the Godalming Remembrance Day Parade and Service in the way it has been held in previous years and that a plan is needed to be able to hold a public gathering, which is COVID secure, whilst providing the community with the opportunity to pay their respects.

In order establish a way forward, a workshop was held on Thursday, 6 August 2020 with the Reverend Canon John Harkin – Associate Minister, Godalming Parish, Neil Godden – Parade Marshall, Cllr Steve Cosser – Chair, Mayoralty Committee, and Andy Jeffery – Town Clerk.

The workshop concluded that the 'traditional' Remembrance Day Parade would not be feasible due to social distancing issues and explored a number of possible options aimed at meeting the requirement to conduct a dignified Act of Remembrance that supported the participation of the town's civic and community organisations, whilst also managing numbers and supporting social distancing.

In doing so, it was concluded that the normal outward and return parades would not be feasible for a number of reasons, including the social distancing required between player of brass instruments rendering it near impossible for the Godalming Band to lead a parade and also the challenges in maintaining social distancing of a parade consisting mainly of younger children. Additionally, the capacity for attendance at the Service of Remembrance was also considered a significant factor as was the inability to sing hymns during the service.

However, the workshop felt that the 2020 Remembrance in Godalming should include, where possible and subject to Government Guidance, representation from the town's civic and political leaders, faith groups, community organisations as well as service veterans and representatives of HM Forces, service organisations, cadet organisations and youth groups. Additionally, a system to allow attendance for members of the public by pre-booked attendance and contingency for those who will attend the Act of Remembrance at the War Memorial as an annual act of personal remembrance.

The workshop felt that the Service of Remembrance should include invited representatives from those organisations who would normally attend in significant numbers such as the Scout and Guide movements, Cadet Forces etc. as well as those who would normally attend on the invitation of the Mayor.

However, it was accepted that the Mayor's civic party could not be formed in the normal way and that the majority would need to attend directly to the Church as opposed to form up at the Wilfrid Noyce Centre and 'parade' to the Church, likewise it was felt that, due to social distancing the positioning of groups on the Memorial ground would also need to be significantly altered.

The following outline proposal was considered a feasible option:

**09.30 - 09.45** Invited Representative Civic Party assembles at The Pepperpot.  
Civic Party to consist of: Parade Marshall, Union Flag Colour Party (ATC), Mayor & Consort, Sargeant-at-Mace, Town Clerk, GTC Political Group Leaders, Surrey County Council, MP, who will process down Church Street to the Parish Church.

**GTC Councillors, Past Mayors and Past Councillors** to be invited to attend directly to the Parish Church to take up reserved seats by 09.50.

**Representative of Wreath Laying Groups to be seated in the Parish Church:**

Royal Navy, British Army, Royal Air Force, Veterans, Queen's Royal Regiment, Surrey Police, SECAMS, Surrey Fire & Rescue, St John Ambulance, Army Cadet Force, Army Training Corps, Scouts, Guides, Justice of the Peace, Chamber of Commerce, Godalming Rotary Club, Woolsack Rotary Club, Lions, Round Table, Probus, Godalming Good Neighbours, Townswomen Guild, Women's Institute, The Church of Jesus Christ of the Latter Day Saints, The Religious Society of Friends, Godalming Freemasons, Godalming Band.

(Representatives may either collect wreath from the Undercroft of The Pepperpot prior to proceeding to the Parish Church or they may collect their wreath from 10.30 from GTC staff at the Phillips Memorial Cloister if they are going directly to the Memorial Ground. Representatives will be requested to confirm option beforehand to enable reserving of seats in the Parish Church.)

- 09.50** Civic Party departs Pepperpot for Parish Church.
- 09.53** Civic Party arrives Parish Church. Union Flag, Sargeant-at-Mace, Town Clerk, Mayor, Consort and GTC Political Leaders assemble by church door.
- 09.55** Church Warden asks Congregation to stand; Mayor's Party takes its seats.
- 10.00** Service of Remembrance (to include presenting of the Union Standard, Mayor's reading, Prayers from a Veteran and young person).
- 10.40** Members of the Civic Party, Wreath Layers and Representative Standard Bearers, 'Flag Pole' Cadet, Bugler not attending the Church Service to report to the Deputy Parade Marshall at the Phillips Memorial Park.
- Deputy Parade Marshall to place Scout & Guide Standard bearer either side of the Memorial Cross.
- Members of the Civic Party, Wreath Layers etc. to move to allocated positions.
- 10.45** Union Flag, Sargeant-at-Mace, Mayor, Town Clerk, Group Leaders, County Council Representative and MP to retire to the Octagon.
- Remainder of the Civic Party retire from Church to War Memorial and move to allocated positions. Passage to the War Memorial to be via the Church Yard paths and **Not** Borough Road (GTC Staff to ensure Church Paths clear of leaf slip hazards).
- Parade Marshall to inform Town Clerk when ready to receive the Mayoral Party at the War Memorial.

- 10.45** Members of the Public with pre-booked tickets to move to allocated positions (contingencies will be made for Veterans 'walk-ups').
- 10.50** Arrival of Mayoral party followed by Clergy.
- 10.55** Welcome and Act of Remembrance:  
Exhortation  
Last Post (traffic to be stopped on Borough Road)
- 11.00** Silence – (11 bell chimes from bell tower)  
Reveille (traffic released)  
Laying of Wreaths  
The Kohima Prayer  
Blessing  
National Anthem (recorded)  
Dispersal
- Whilst all effort will be made to achieve 11.00 act of remembrance, timings may need to be adjusted due to achieving social distancing measures
- Dispersal:** Clergy will disperse via the Borough Road exit and enter the Church via the North Door.
- On Departure of the Clergy, the Sargeant-at-Mace will lead the Mayoral Party to the WNC (route to be confirmed).
- The Parade Marshall will thank attendees and order dispersal.
- Road Closures:** Road Closure to be requested for Church Street 09.40-10.00 and 10.30-11.00. 41 Club to be requested to manage the road closures.
- Piper/Drummer to lead Civic Party (TBC)
- If approved Town Clerk will provide outline to WBC for agreement to assemble in the Phillips Memorial Park.
- Notes:** Post Remembrance Day Service reception at the WNC TBC dependent upon social distancing guidance prevailing at the time.
- Public tickets to be via Eventbrite, allocation to be retained for 'Walk-ups'.
- 41 Club and Round Table to be asked to steward event, along with Godalming United Church stewards.

**CAVEAT – ALL PLANS SUBJECT TO CHANGE BY GOVERNMENT GUIDANCE**

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

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