

GODALMING TOWN COUNCIL

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107-109 High Street
Godalming
Surrey
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Sir/Madam

I HEREBY SUMMON YOU to attend the Annual Meeting of the Godalming Town Council to be held (pursuant to Public Notice) in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 19 MAY 2022 at 7.00pm.

DATED this 13th day of May 2022

Andy Jeffery
Clerk to the Town Council

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

AGENDA

1. ELECTION OF TOWN MAYOR

To ELECT a Town Mayor for the ensuing year:

Proposer: Councillor Williams
Seconder: Councillor Hullah

[The newly elected Town Mayor and Councillor Steel will retire from the Council Chamber in order that the new Mayor can be robed.]

2. THE NEW TOWN MAYOR

The newly elected Town Mayor (accompanied by Councillor Steel) will return to the Council Chamber and will take the chair.

3. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor will make the Declaration of Acceptance of Office, return thanks and announce the mayoral charity.

4. THE CONSORT

The Mayor's Consort to receive the Consort's Chain and Badge of Office.

5. VOTE OF THANKS TO RETIRING TOWN MAYOR

TO PASS a vote of thanks to the retiring Town Mayor:

Proposer: Councillor PS Rivers
Seconder: Councillor Stubbs

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

6. PRESENTATION OF PAST MAYOR'S BADGE

Councillor Steel to be presented with a Past Mayor's Badge.

7. ELECTION OF DEPUTY MAYOR

To ELECT a Deputy Town Mayor for the ensuing year

Proposer: Councillor Follows
Seconder: Councillor Adam

[The Deputy Town Mayor to receive the Chain and Badge of Office and make the Declaration of Acceptance of Office.]

8. CONSORT TO THE DEPUTY MAYOR

The Consort to the Deputy Town Mayor to receive the Consort's Chain and Badge of Office.

9. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 28 April 2022.

10. APOLOGIES

TO RECEIVE apologies for absence.

11. DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE 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.

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

THE TOWN MAYOR to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- The period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chair of the meeting.
- A question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils or other authorities, the person making representations will be informed of the appropriate contact details.

13. QUESTIONS BY MEMBERS

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

14. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

TO RECEIVE official announcements, letters etc.

15. SEALING OF DOCUMENTS, ETC

TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

16. APPOINTMENT OF THE LEADER/SPOKESPERSON OF THE COUNCIL

Members are asked for nominations for the appointment of Leader of the Council.

Members are asked to note that, under Standing Order 35, the person appointed as Leader of the Council is normally expected to be elected as the Chair of the Policy & Management Committee when that committee convenes its first business meeting of the civic year.

Members to ELECT the Leader of the Council.

17. MEMBERSHIP OF THE POLICY & MANAGEMENT COMMITTEE

Members to note that, in accordance with SO 107, with the exception of the Mayor, all Councillors will serve as members of the Policy & Management Committee.

18. MEMBERSHIP OF THE ENVIRONMENT & PLANNING COMMITTEE

Members to note that, in accordance with SO 108, eighteen of their number will serve as Members of the Environment & Planning Committee. The Committee Members are as follows:

| | | |
|----------------------|---------------------|-----------------------|
| Councillor Adam | Councillor Ashworth | Councillor Boyle |
| Councillor Cosser | Councillor Crooks | Councillor Duce |
| Councillor Follows | Councillor Heagin | Councillor Hullah |
| Councillor P Martin | Councillor Neill | Councillor PMA Rivers |
| Councillor PS Rivers | Councillor Steel | Councillor Stubbs |
| Councillor Weightman | Councillor Williams | 1 x Vacancy |

19. ELECTION OF MEMBERS TO THE AUDIT COMMITTEE

Members to elect, in accordance with SO 112, five of their number as members of the Audit Committee.

The nominees for the Committee are as follows:

| | | |
|------------------|--------------------|-------------------|
| Councillor Boyle | Councillor Crooks | Councillor Heagin |
| Councillor Steel | Councillor Welland | |

20. ELECTION OF MEMBERS TO THE STAFFING COMMITTEE

Members to elect, in accordance with SO 109, six of their number as members of the Staffing Committee, one of which to be the Chair of the Policy & Management Committee.

The nominees for the Committee are as follows:

| | | |
|---------------------|---------------------|-------------------|
| Councillor Ashworth | Councillor Duce | Councillor Cosser |
| Councillor Hullah | Councillor Williams | |

Plus Chair of Policy & Management Committee (*ex officio*)

21. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

Members to elect Town Council representatives to outside bodies as proposed at Annexe A.

22. ADOPTION OF KEY DOCUMENTS

Members are requested to resolve to agree to adopt the documents listed below. The documents attached for the Information of Members contain amendments, deletions are shown in red and additions are shown in blue. The documents with hyperlinks are presented unamended and are available for viewing on the council's website.

- a. Standing Orders (attached for the information of Members)
- b. Adoption of Financial Regulations (attached for the information of Members)
- c. Adoption of the Treasury and [Investment Strategy](#)
- d. Adoption of [Risk Management Strategy](#)
- e. Adoption of Scheme of Delegation (attached for the information of Members)
- f. Adoption of Health & Safety Statement (Mayor to sign) (attached for the information of Members).

23. BANK MANDATE

In accordance with Financial Regulation 5.1 it is necessary for Full Council to agree the Council's bank mandate. For the efficient and effective management of the Council's accounts, it is desirable that those named on the Council's banking mandate can attend the Council's offices during the working day. As such, in addition to the four Councillors listed below who are already listed on the Council's existing banking mandate, nominations are sought for an additional two councillors to be included on the banking mandate.

The following resolution is recommended:

The Town Council resolves that the Council's bankers shall be authorised to honour all cheques drawn on the Council's accounts or instructions for direct debits or standing orders provided the order for payment or instruction is signed by any two of the following councillors:

Cllr Heather Hullah
Cllr Penny Rivers
Cllr Michael Steel
Cllr Michael Stubbs

Plus two other councillors to be nominated at the meeting.

The Town Clerk & Responsible Finance Officer should be instructed to complete a bank mandate to effect the resolution above.

24. SUPPORT IN AID OF UKRAINE

As in many local communities, Godhelmians are opening their homes in support of the Homes for Ukrainians scheme. The Town Clerk, along with the Clerks for Cranleigh, Haslemere, Farnham and Officers from Waverley and Surrey are meeting on a regular basis for updates on the numbers of arrivals to the area and to seek to co-ordinate support (hoping to share knowledge and avoid duplication) in the Waverley area. Members will receive an update on activities within the Godalming area.

Whilst Godalming Town Council has not yet received any requests for direct support from the community groups supporting Ukrainian refugees in our area, the experience in other areas is that when such requests are made, the need for swift decisions is imperative. As such, Members are requested to authorise the Town Clerk, in consultation with the Group

Leaders' Forum, to be able to provide reasonable support by way of council services and resources, along with the ability to provide grant funding of up to a total of £2,000 (on the approval of the Group Leaders' Forum) to community groups supporting Ukrainian refugees. If Members are minded to authorise such delegated authority, its use is to be reported to Members at the next meeting of either E&P, P&M or Full Council, whichever falls soonest.

25. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 21 July 2022 at 7.00pm, or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

26. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

TO: THE TOWN MAYOR AND COUNCILLORS OF THE PARISH OF GODALMING

21. NOMINATIONS TO EXTERNAL BODIES 2022/23

| <u>EXTERNAL BODY</u> | <u>REPRESENTATIVES 2021/22</u> | <u>PROPOSED REPRESENTATIVES 2022/23</u> |
|---|---|--|
| Community Rail Partnership | Cllr Follows Cllr PMA Rivers | Cllr Follows Cllr PMA Rivers |
| District Scout Council | Cllr Crooks | Cllr Crooks |
| Fairtrade Steering Group | Cllr Faraday | Cllr Faraday |
| Farncombe Day Centre | Cllr Hullah | Cllr Hullah |
| Godalming & District Chamber of Commerce | Cllr Stubbs | Cllr Stubbs |
| Godalming Cycle Forum | Cllr Crooks | Cllr Crooks |
| Godalming/Joigny Friendship Association | Town Mayor (Ex Officio) Cllr Boyle | Town Mayor (Ex Officio) Cllr Boyle |
| Godalming/Mayen Association | Town Mayor (Ex Officio) Cllr PS Rivers | Town Mayor (Ex Officio) Cllr PS Rivers |
| Godalming Museum Trust | Cllr Steel Cllr Rosoman | Cllr Steel Vacancy |
| Godalming Park Run Group | Cllr Duce | Cllr Duce |
| Go-Godalming Association | Town Mayor (Ex Officio) Cllr Heagin | Town Mayor (Ex Officio) Cllr Heagin |
| Holloway Hill Sports Association | Cllr Martin | Cllr Martin |
| St Mark's Community Centre Management Committee | Cllr Ashworth | Cllr Ashworth |
| SALC | Cllr Cosser | Cllr Cosser |
| Sport Godalming | Cllr Adam | Cllr Adam |
| Waverley Citizens Advice Bureau (observer) | Cllr Steel | Cllr Steel |

STANDING ORDERS

SECTION ONE: MEETINGS

Mandatory for Full Council meetings ●

Mandatory for committee meetings ●

References to committees shall apply equally to sub-committees

1. **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.** ●
2. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.** ●
3. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.** ●
4. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.** ●●

Public Questions and Statements

5. A standard item will appear on all agendas of Ordinary Meetings of the Council and Standing Committees to allow, at the discretion of the Town Mayor/Chair, those -members of the public on the electoral roll of Godalming Town Council; or a young person under 18 whose parent or guardian is on the electoral roll; or with business premises in the town (evidenced by a business rates bill); or user of the Town Council's premises; to make representations, ask or answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or other matters not on the agenda-
 - i. The period of time designated for public participation at a meeting in accordance with Standing Order 5 shall not exceed 15 minutes unless directed by the chair of the meeting.
 - ii. Subject to Standing Order 5i. a member of the public shall not speak for more than three minutes.
 - iii. A question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

- iv. A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- v. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

Questions by Members

6. At a Council meeting, any member of the Council may ask a question of the Town Mayor/Chair or the Town Clerk which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given.
 - i. Notice of the question must be given in writing and delivered to the Town Clerk at least two clear working days before the meeting, signifying to whom the question is put.
 - ii. A reply to the question can be given verbally at the meeting or by written reply or by indicating that the question will be referred to a future meeting of the Council or of a Committee, Working/Task Group
 - iii. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for questions.
 - iv. Each question will be put and answered without discussion but the person questioned may decline to answer.
7. **Subject to Standing Order 8 below, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of the meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report of commentary is available as the meeting takes place or later to persons not present.**
8. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. ●●**
9. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. ●●**
10. **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in their absence be done by, to or before the Deputy Town Mayor. ●**
11. **The Town Mayor, if present, shall preside at a meeting. If the Town Mayor is absent from a meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and the Deputy Town Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. ●**
12. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. ●●**
13. **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not the Chair gave an original vote. (See also Standing Orders 28 and 29 below.) ●●**
14. **Unless Standing Orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded**

so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. ●

15. The minutes of a meeting shall include an accurate record of the following:
 - i. The time and place of the meeting;
 - ii. The names of councillors who are present and the names of councillors who are absent;
 - iii. Interest that have been declared by councillors and non-councillors with voting rights;
 - iv. The grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered
 - vi. If there was a public participation sessions; and
 - vii. The resolutions made.
16. A councillor shall submit apologies for absence to the Town Clerk prior to a meeting.
17. During a prolonged period of absence a meeting may be asked to approve, by a resolution, a councillor's reason for absence, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
18. **A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on the matter.** ●●
19. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. ●●
20. Meetings shall not exceed a period of three hours or by resolution of the meeting three hours and thirty minutes.

SECTION TWO: ORDINARY COUNCIL MEETINGS

See also Section One above

21. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
22. **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
23. **If no other time is fixed, the annual meeting of the Council shall take place at 6.00pm.**
24. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
25. **The first business conducted at the annual meeting of the Council shall be the election of the Town Mayor and Deputy Town Mayor of the Council.**
26. **The Town Mayor, unless the individual has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until a new Town Mayor is elected at the next annual meeting of the Council.**

27. **The Deputy Town Mayor, unless the individual has resigned or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.**
28. **In an election year, if the current Town Mayor has not been re-elected as a member of the Council that Town Mayor shall nonetheless preside at the annual meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**
29. **In an election year, if the current Town Mayor has been re-elected as a member of the Council, that Town Mayor shall preside at the meeting until a new Town Mayor has been elected. The current Town Mayor may exercise an original vote in respect of the election of the new Town Mayor and shall give a casting vote in the case of an equality of votes.**
30. Following the election of the Town Mayor and Deputy Town Mayor at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Town Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - iii. Receipt of nominations to existing committees.
 - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - v. Review and adoption of appropriate Standing Orders and Financial Regulations.
 - vi. In a year of elections, review of arrangements for the Godalming Joint Burial Committee and receipt of nominations to that Committee.
 - vii. Review of representation on or work with external bodies and arrangements for reporting back.
 - viii. In a year of elections, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
 - ix. Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead, if not already set.

SECTION THREE: PROPER OFFICER/RESPONSIBLE FINANCE OFFICER/LEADER OF THE COUNCIL

Proper Officer

31. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
32. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Finance Officer.
33. The Proper Officer shall:
 - i. **At least three clear days before a meeting of the Council, a committee or sub-**

committee,

- **Serve on councillors by delivery or post at their residence or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See Standing Order 2 for the meaning of clear days for a meeting of the Full Council and Standing Order 3 meeting of a committee.

- ii. Subject to Standing Order 36-43, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming withdrawal of it;
- iii. **Convene a meeting of the Council for the election of a new Town Mayor, occasioned by a casual vacancy in the office;**
- iv. **Facilitate inspection of the minute book by local government electors;**
- v. **Receive and retain copies of byelaws made by other local authorities;**
- vi. Hold acceptance of office forms from councillors;
- vii. Hold a copy of every councillors' register of interests;
- viii. Assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. Liaise, as appropriate, with the Council's Data Protection Officer;
- x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information and other legitimate requirements (e.g. The Limitation Act 1980);
- xii. Arrange for deeds to be executed; (*see also Standing Orders 91 & 92*);
- xiii. After consultation with the Chair of the Policy & Management Committee, and where appropriate the Chair of the Joint Burial Committee, along with the appropriate Wards Members, respond on behalf of Godalming Town Council/Godalming Joint Burial Committee to interested party's planning notification letters received by Godalming Town Council or the Joint Burial Committee relating to applications on premises adjacent to council land/property;
- xiv. Manage access to information about the Council via the publication scheme; and
- xv. Retain custody of the seal of the Council (if there is one) which shall not be used without resolution to that effect. (*See also Standing Orders 91 & 92*).

Responsible Finance Officer

34. The Responsible Finance Officer shall do the following:
 - i. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.

Leader of the Council/Spokesperson

35. At the Annual Council Meeting the Council will appoint a Leader of the Council who will normally hold the position of Chair of the Policy & Management Committee.

Since no individual Member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Leader to undertake overall management of the business of the Council, including:

- Day to day decisions on the implementation of Council Policy
- Overseeing work to implement Council Strategy
- Managing Urgent Business
- Liaising with political groups to propose a consensus on Council priorities

It should be noted that the Leader of the Council is a political position and does not replace or usurp the statutory position and role of the Town Mayor as Chair of the Council

SECTION FOUR: MOTIONS REQUIRING WRITTEN NOTICE

36. In accordance with Standing Order 33ii above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least nine clear days before the next meeting.
37. The Proper Officer may, before including a motion in the agenda received in accordance with Standing Order 36 above, correct obvious grammatical or typographical errors in the wording of the motion.
38. If the Proper Officer considers the wording of a motion received in accordance with Standing Order 36 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least four clear days before the meeting.
39. If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
40. Having consulted the Chair or councillors pursuant to Standing Order 39 above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
41. Motions received shall be recorded and numbered in the order that they are received.
42. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for the rejection.
43. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

SECTION FIVE: MOTIONS NOT REQUIRING WRITTEN NOTICE

44. The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. To correct an inaccuracy in the draft minutes of a meeting;
 - ii. To move to a vote;
 - iii. To defer consideration of a motion;
 - iv. To refer a motion to a particular committee or sub-committee;
 - v. To appoint a person to preside at a meeting;
 - vi. To change the order of business on the agenda;
 - vii. To proceed to the next business on the agenda;
 - viii. To require a written report;
 - ix. To appoint a committee or sub-committee and their members;
 - x. To extend time limits for speaking;
 - xi. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. To not hear further from a councillor or a member of the public;
 - xiii. To exclude a councillor or member of the public for disorderly conduct;
 - xiv. To temporarily suspend the meeting;
 - xv. To suspend a particular Standing Order **(unless it reflects mandatory statutory or legal requirements)**;
 - xvi. To adjourn the meeting;
 - xvii. To close the meeting.

SECTION SIX: RULES OF DEBATE

45. Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.
46. Subject to Standing Orders 36-43 above, a motion shall not be considered unless it has been proposed and seconded.
47. Subject to Standing Order 33ii above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
48. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
49. A councillor may move amendments to their own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
50. Any amendment to a motion shall be either:
- i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.

The amendment shall not negate the motion.

51. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

52. Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
53. One or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
54. The number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
55. If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
56. If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
57. The mover of an amendment has no right of reply at the end of debate on it.
58. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
59. Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. To speak on an amendment moved by another councillor;
 - ii. To move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. To make a point of order;
 - iv. To give a personal explanation; or
 - v. To exercise a right of reply.
60. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which that councillor considers has been breached or specify the irregularity in the meeting which concerns the councillor.
61. A point of order shall be decided by the Chair and the Chair's decision shall be final.
62. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
63. Subject to Standing Order 60 above, when a councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for that person to leave the meeting;
 - vi. to refer a motion to a committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend any Standing Order, except those which are mandatory.

64. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
65. Excluding motions under Standing Order 62, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the Chair of the meeting.

SECTION SEVEN: CODE OF CONDUCT

66. All councillors shall observe the Code of Conduct adopted by the Council.
67. Unless granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which that councillor has a disclosable pecuniary interest. The councillor may return to the meeting after it has considered the matter in which the disclosable pecuniary interest existed.
68. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
69. A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, or committee for which the dispensation is required, and that decision is final.
70. A dispensation request shall confirm:
 - i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. An explanation as to why the dispensation is sought
71. Subject to Standing Orders 68 and 69 above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required or at the beginning of the meeting of the council, or committee or for which the dispensation is required.
72. **A dispensation may be granted in accordance with Standing Order 69 above if having regard to all relevant circumstances the following applies:**
 - i. **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **Granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **It is otherwise appropriate to grant a dispensation**
73. Upon notification by the Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to Standing Orders ~~158 to 161~~ 160 to 163 (Management of Information), report the matter to the Council.

74. Where notification in Standing Order 73 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Town Mayor of this fact, and the Town Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 75.
75. The Council may:
- i. Provide information or evidence where such a disclosure is necessary to investigate the complaint or it is a legal requirement;
 - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for the investigation of the matter.
76. **Upon notification by the Borough Council that a councillor has breached the Council's Code of Conduct, the council shall consider what, if any, action to take against that councillor. Such action excludes disqualification or suspension from office.**

SECTION EIGHT: MINUTES

77. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
78. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 44i above.
79. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
80. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, that Chair shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but that view was not upheld by the majority of the () and the minutes are confirmed as an accurate record of the proceedings.”
81. Following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.

SECTION NINE: DISORDERLY CONDUCT

82. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
83. If person(s) disregards the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
84. If a resolution made under Standing Order 83 above is ignored, the Chair of the meeting may

take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

SECTION TEN: RESCISSION OF PREVIOUS RESOLUTIONS

85. A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 16 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
86. When a special motion or any other motion moved pursuant to Standing Order 85 above has been disposed of, no similar motion may be moved within a further 6 months. This Standing Order and Standing Order 85 shall apply mutatis mutandis to the proceedings of Committees.

SECTION ELEVEN: VOTING ON APPOINTMENTS

87. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Town Mayor's casting vote.

SECTION TWELVE: ACCOUNTS & ACCOUNTING STATEMENTS

88. Accounts and Accounting Statement
 - a. "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
 - b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
 - c. The Responsible Finance Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. The Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. The Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. The balances held at the end of the quarter being reported, andWhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
89. As soon as possible after the financial year end at 31 March, the Responsible Finance Officer shall provide:
 - a. Each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - b. To the Council the accounting statement for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
90. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The annual governance and accountability return

of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

SECTION THIRTEEN: EXECUTION AND SEALING OF LEGAL DEEDS

91. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
92. **In accordance with a resolution made under Standing Order 91 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of the Town Mayor or in the Town Mayor's absence the Deputy Town Mayor and another member of the Council. Both the Town Mayor (and Deputy Town Mayor) and the member shall sign the deed as witnesses.**

SECTION FOURTEEN: COMMITTEES

See also Standing Orders 1- 20 above

93. For the conduct of day-to-day business of the Council there shall be established ~~five~~ four standing committees to be known as the:
- Policy & Management Committee
 - Environment & Planning Committee
 - Audit Committee
 - Staffing Committee
94. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- a. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

The terms of reference of the standing committees shall be as follows:

Policy & Management Committee

95. Purpose of the Policy & Management Committee

To address and, where appropriate, formulate policy for consideration by the Council; to manage the Council's financial and other assets as delegated by the Council; to secure the good governance of the Council's affairs, media relations, external relationships, committee arrangements and day-to-day business.

96. Functions of the Policy & Management Committee

- i. To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them;
- ii. To maintain an overview of Council initiatives and report to the Council on their impact and effectiveness;
- iii. To make recommendations to the Council on constitutional issues;
- iv. To ensure the Council is adequately resourced to achieve its aims;
- v. To prepare annual budgets reflecting the Council's agreed strategy and priorities, putting these forward for the Council's approval and recommend a precept to the Full Council;
- vi. To secure effective control of expenditure authorising items of expenditure on behalf

- of the Council and to scrutinising expenditure against budgets through the year;
- vii. To appoint the auditors of the accounts;
- viii. To approve charges for the use of Council properties; and on other fees and charges;
- ix. To decide on applications for Service Level Agreements, General Grants and Council Community Grants made by local organisations;
- x. To ensure the proper management of the properties and amenities owned, controlled or provided by the Council;
- xi. To develop strategy on media relations, and to formulate policy on public participation;
- xii. In consultation with the Town Clerk, to agree priorities for the Management of Committee business;
- xiii. To recommend appointment to outside bodies;
- xiv. To act as a channel for communications with external organisations;
- xv. To oversee the maintenance and development of the Council's website;
- xvi. On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters;
- xvii. To recommend to the Full Council a policy for the appointment of Town Mayor and Deputy Town Mayor and to keep it under review;
- xviii. To nominate a Town Mayor and Deputy Town Mayor each year for approval by the Council;
- xix. To consider and determine in consultation with the Town Mayor all matters relating to the Council's civic and ceremonial functions, and events; and
- xx. To recommend to Full Council an allowance for the Town Mayor.

Environment & Planning Committee

97. Purpose of the Environment & Planning Committee

To address and, where appropriate, formulate policy for consideration by the Council and to discharge the Council's functions relating to the local environment and infrastructure

98. Functions of the Environment & Planning Committee

- i. To identify key environmental and planning policy issues facing the Council and to formulate, for the Council's consideration, its policy towards the natural and built environment and principles to guide the Council's consideration of specific issues and proposals;
- ii. Consideration and comment on issues relating to local and regional plans and any other planning or highway matters the Town Council is consulted upon;
- iii. To maintain an overview of Council environmental and planning initiatives and report to the Council on their impact and effectiveness;
- iv. To decide on applications made by local organisations for funding from the Council's Carbon-reduction and Mitigation grant scheme;
- v. [To consider applications for Neighbourhood Community Infrastructure Levy \(CIL\) funding and where appropriate make recommendations to Full Council for the award of Neighbourhood CIL](#)
- vi. Consideration of and comment on applications for planning permission and other matters within the terms of the Town and Country Planning Acts and related legislation, including compliance with the Policies set out in the Godalming and Farncombe Neighbourhood Plan
- vii. Monitoring and reviewing the continued validity of the Neighbourhood Plan
- viii. Consideration and comment on issues relating to Street naming.
- ix. To agree priorities for the Management of Committee business;
- x. On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters.

Staffing Committee

99. Purpose of the Staffing Committee

To consider all matters relating to the appointment and management of Council staff.

100. Functions of the Staffing Committee

- i. To oversee the appointment and management of Council staff, delegating responsibility to the Town Clerk as they consider appropriate, or to an interview panel, but acting subject to the approval of the Full Council in relation to the appointment of the Town Clerk and Responsible Finance Officer
- ii. To provide support to and management of the Town Clerk. Monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave.
- iii. Review employee's remuneration and make recommendations thereon to The Council
- iv. Review Conditions of Employment, Contracts of Employment and Job Descriptions as appropriate to ensure they meet the needs of the Council and comply with relevant legislation and established good practice
- v. To review the staffing structures to ensure they are sufficient to deliver the aims of The Council
- vi. Develop, implement and review Employment related Policies
- vii. Manage The Council's compliance with Employment legislation
- viii. Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system
- ix. Provide appropriately trained Members to conduct the Appraisal(s) of the Town Clerk
- x. Set appropriate SMART objectives for the Town Clerk based on the aims and priorities of The Council
- xi. Hold regular informal meetings with the Town Clerk and Staff to discuss and review employment matters
- xii. Ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.
- xiii. Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding
- xiv. Manage Disciplinary and Grievance procedures in accordance with the appropriate council policy and processes
- xv. Where necessary recommend appropriate actions to The Council
- xvi. If required appoint an appeals panel drawn from Members of the Staffing Committee or from an external body as appropriate to the circumstances and in accordance with appropriate council policy and procedures
- xvii. To consider any request by a claimant for variation under exceptional circumstances of the Council's discretionary powers as set out in the Council's Policy on the Exercise of Employer Discretions and to make recommendations thereon to the Full Council.

101. Delegated Spending Authority

In order to undertake its functions, the Staffing Committee is authorised to spend up to £5,000 per annum allocated from the professional fees revenue budget when such expenditure is agreed by a resolution of the committee. Expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Council or, if expediency is required the Policy & Management Committee.

102. Deliberately left blank

103. Deliberately left blank

Audit Committee

104. Purpose of the Audit Committee

To provide assurance of the adequacy of the risk management framework and the associated control environment, and to oversee the financial reporting process.

105. Functions of the Audit Committee

- i. To consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements;
- ii. To review annually the effectiveness of internal audit;
- iii. To receive all reports from the internal auditor; and
- iv. To review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit;
- v. To consider the audited accounts and report on them to the Council;
- vi. To oversee the Council's banking and investment arrangements and keep investment policy under review

Accountability of Committees

106. The Standing Committees shall be accountable to the Council and shall report to each meeting of the Council except for the Statutory Annual Meeting.

Composition of Committees

107. The Policy & Management Committee shall comprise 19 councillors. The Town Mayor shall not be a member of the Policy & Management Committee. The Town Clerk shall be responsible for Clerking the Policy & Management Committee.

108. The Environment & Planning Committee shall comprise 18 councillors. The Town Mayor shall not be a member of the Environment & Planning Committee. The Town Clerk shall be responsible for Clerking the Environment & Planning Committee.

109. The Staffing Committee shall comprise six councillors, none of whom may serve on the Audit Committee, one of the six members of the Staffing Committee shall be the Chair of the Policy & Management Committee. The Town Mayor shall not be a member of the Staffing Committee.

110. The Chair of the Staffing Committee shall be responsible for nominating the Committee Clerk, who may be drawn from The Council's Officers or Committee Members as appropriate, the Chair is to ensure that minutes are provided to the Town Clerk within 4 working days of the close of the meeting.

111. Deliberately left blank

112. The Audit Committee shall comprise five councillors, none of whom may serve on the Staffing Committee, one of the five members of the Audit Committee shall be a Godalming Town Council member of the Godalming Joint Burial Committee. The Town Mayor shall not be a member of the Audit Committee. The Responsible Finance Officer shall be responsible for Clerking the Committee.

Substitutes

113. With the exception of the Policy & Management Committee, substitutes may be used when councillors are unable to attend a meeting of a committee of the Council. Such substitutes

may be called for any Committee meeting up to 4.00 pm on the day of the meeting.

114. A maximum of three substitutes per Committee shall be permitted.

Frequency of Committee Meetings

115. As far as practicable the Policy & Management Committee will meet approximately every six weeks, the Environment & Planning Committee every three weeks and all other committees will meet as and when required.

Appointment of Committee Members

116. As soon as practicable once the political representation of the council is determined, the Town Clerk shall determine the number of places on Committees which are to be filled by the members of each political group, ensuring, as far as possible, that the allocation of places reflects the balance of political representation on the Council as a whole.

117. At the annual meeting of the Council, the Council shall seek nominations and appoint councillors to Committees in line with the provisions of Standing Order 116.

Term of Office of Standing Committees

118. The Council will determine the term of office of members of Standing Committees. In the absence of any decision by the Council to the contrary committee members will hold office until:

- i. They resign, collectively or individually and their successors are appointed; or
- ii. A review of committee places by the Council; or
- iii. Resignation as a member or members of the Council; or
- iv. The first business meeting of the next Local Government Year. In an election year they shall retire when the Council is dissolved for the election.

Election of Chair and Vice-Chair

119. Each Standing Committee shall elect a Chair and Vice-Chair from among their number at meetings convened for this purpose. The term of office of Committee Chair and Vice-Chair shall be the same as that of their Committee. Chair and Vice-Chair may be re-elected for second and subsequent terms of office.

Procedure at Standing Committees

120. Except for reports and confidential papers of the Staffing Committee, and confidential papers relating to other committees, which shall only be circulated to members of the relevant committee, agendas and any supporting papers, reports and minutes of standing committees shall be circulated to all councillors at the same time as they are circulated to members of committees.

121. Any councillor, having given notice to the Chair and the Town Clerk may attend any meeting of any Standing Committee and may address that meeting on an agenda item with the leave of the person in the chair for that meeting.

122. The provisions of Standing Orders 1 to 20 shall apply mutatis mutandis to all Committee proceedings provided that where, at any Committee, any resolution is carried by a majority of less than two votes, then immediately after the vote is taken it shall be open to any councillor present to propose that the motion shall be referred to the Town Council in the form of a recommendation for adoption at its next meeting. If such a proposition is supported by not

less than one third of the councillors present at the meeting then the motion to which it relates shall be treated as a recommendation instead of a decision taken under delegated powers.

123. Standing Committees may, at their discretion, invite up to two individuals who are not members, including those who are not councillors, to take part in their discussions on particular subjects for periods up to one year. Such individuals may receive the Committee papers which relate to their subject; but may not attend for any business declared to be confidential by the Committee and may not vote on any Committee decisions, the period of such an individual's participation may be extended beyond one year.

Scheme of Delegation

124. The Councils Scheme of Delegation authorises Standing Committees of the Council, the Proper Officer and the Responsible Finance Officer to act within delegated authority in the specific circumstances detailed. These delegations are necessary for the effective day to day running of the Council. The Scheme of Delegation shall be reviewed by the Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

Godalming Joint Burial Committee

125. At the Annual Meeting of the Council following an election, six councillors shall be elected as the Council's representatives on the Godalming Joint Burial Committee to serve for the ensuing four-year term. The Joint Burial Committee is formed with Busbridge Parish Council who elect two Parish councillors to serve on the Committee.

Task & Finish Groups

126. Every standing committee may appoint one or more Task & Finish Group for purposes, which shall be specified in terms of reference by the standing committee. The committee shall also prescribe the time limit, not exceeding one-year, within which the Task & Finish Group must complete its work. A Task & Finish Group shall be disbanded as soon as it has completed the tasks given to it.
127. Each Task & Finish Group will provide a regular update to the appointing standing committee; that update shall form a standing item on the agenda of that committee. Otherwise, the procedure of the Task & Finish Group may be informal. A Task & Finish Group has no authority to make decisions on behalf of the Council. Decisions based on the work of a Task & Finish Group are the responsibility of the appointing committee to which the Task & Finish Group makes its report.

Ad hoc Advisory Committees

128. Every Standing Committee may appoint one or more ad hoc advisory committees for purposes, which shall be specified in terms of reference by the Standing Committee.
129. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
130. The provisions of Standing Orders 1 to 20 shall apply mutatis mutandis to all advisory committee proceedings (but only in so far as those provisions can apply to non-councillors). Non-councillor members of an advisory committee are not bound by the Code of Conduct but are expected to declare pecuniary and non-pecuniary interests at meetings of the advisory committee as though they were bound by the Code.
131. Agendas and any supporting papers, reports and minutes of an advisory committees shall be circulated to all members of that advisory committee. Reports and minutes of an advisory

committee will be circulated in accordance with Standing Order 121 above and will be received on the next agenda of the parent Committee.

SECTION FIFTEEN: EXTRAORDINARY MEETINGS

See also Section One above

132. **The Town Mayor may convene an extraordinary meeting of the Council at any time.**
133. **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
134. The Chair of a committee may convene an extraordinary meeting of the committee at any time.
135. If the Chair of a committee does not or refuses to call an extraordinary meeting within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of a committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by two councillors.

SECTION SIXTEEN: FINANCIAL CONTROLS & PROCUREMENT

136. The Council shall consider and approve financial regulations drawn up by the Responsible Finance Officer, which shall include detailed arrangements in respect of the following:
 - a. The keeping of accounting records and systems of internal controls;
 - b. The assessment and management of financial risks faced by the Council;
 - c. The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - d. The inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - e. Whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
137. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
138. **Public contracts must be made in accordance with GTC Financial Regulations Section 11.**

SECTION SEVENTEEN: CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

139. Canvassing councillors or the members of a committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.
140. A councillor or a member of a committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

141. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

SECTION EIGHTEEN: INSPECTION OF DOCUMENTS, CONFIDENTIAL OR SENSITIVE INFORMATION & UNAUTHORISED ACTIVITIES

142. Subject to Standing Orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of official duties (but not otherwise), inspect any document in the possession of the Council or a committee, and request a copy for the same purpose. The minutes of meetings of the Council, or its committees shall be available for inspection by councillors.
143. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
144. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
145. A councillor in breach of the provisions of Standing Order 143 above may be removed from a committee by a resolution of the Council.
146. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council or a committee:
- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

SECTION NINETEEN: MATTERS AFFECTING COUNCIL STAFF

147. If a meeting considers any matter personal to a Council employee, it shall not be considered until the body meeting has decided whether the press and public shall be excluded pursuant to Standing Order 4 above.
148. Subject to the Council's policy regarding absences from work, the Leader of the Council and Chair of the Staffing Committee if any absence is likely to occasion the closing of the Town Council's offices. The Town Clerk shall make a summary report of staff absences to each meeting of the Staffing Committee.
149. Annual staff appraisals shall be conducted in accordance with the Council's Appraisal Scheme.
150. All grievance matters shall be handled in accordance with the Council's adopted Grievance Policy and Procedures.
151. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
152. The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
153. Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the

same.

154. Only the Town Clerk, or the appropriate line manager or the Chair of the Staffing Committee or, in the absence of the Chair, the Vice-Chair of the Staffing Committee shall have access to employee records referred to in Standing Orders 150 and 151 above if so justified.
155. Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 150 and 151 above shall be provided only to the Town Clerk or the Chair of the Staffing Committee.

SECTION TWENTY: RESPONSIBILITIES TO PROVIDE INFORMATION

156. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
157. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

SECTION TWENTY-ONE: RELATIONS WITH THE PRESS/MEDIA

158. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

SECTION TWENTY-TWO: RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

159. *The Council's responsibilities under the data protection legislation includes the following, this list is not exclusive, see also Standing Orders Section Twenty-Three Management of Information.*
 - a. **The Council shall appoint a Data Protection Officer.**
 - b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
 - c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
 - d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
 - e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
 - f. **The Council shall maintain a written record of its processing activities.**

SECTION TWENTY-THREE: MANAGEMENT OF INFORMATION

(See also Standing Order 155 & 156)

160. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
161. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which**

information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (eg. The Limitation Act 1980).

162. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
163. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

SECTION TWENTY-FOUR: STANDING ORDERS GENERALLY

164. Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
165. A motion to add to or vary or revoke one or more of the Council's Standing Orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of as least two councillors.
166. The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor upon delivery of that councillor's declaration of acceptance of office.
167. The Chair's decision as to the application of Standing Orders at meetings shall be final.

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FINANCIAL REGULATIONS

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with Godalming Town Council Standing Orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these regulations and not to entice employees to breach them. Failure to follow instructions within these regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Finance Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.9. The RFO:
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations¹.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the Full Council only.

¹ Accounts and Audit (England) Regulations 2011/817

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £50,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including exceptions, to and noted by the Audit Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed annually by the Council and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- have no involvement in the financial decision making, management or control of the Council.

2.6. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.7. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.8. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.9. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. The RFO must each year, by no later than the end of December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Management Committee and the Council no later than the end of January of the following year.

3.2. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.3. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure, or that is not contained within the revenue budget or within the Clerks delegated authority of £4,500, other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (virement).

Any time the Clerk exercises a delegated financial authority, the Clerk will agree expenditure with the Chair or Vice Chair of the appropriate Committee and shall report the action taken and costs incurred to the same Committee as soon as practicable thereafter.

- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually as part of the budget preparation process for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement, health and safety or other work which is of such extreme urgency that it must be done at once, whether or not there is any budget provision for the expenditure, subject to a limit of £4,500. Before doing so, the Clerk will agree expenditure with the Chair or Vice Chair of the appropriate Committee and shall report the action taken and costs incurred to the same Committee as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual and projected annual expenditure against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget or 2% of the precept.
- 4.9 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for security and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation and, together with the relevant invoices, present the schedule to the Policy & Management Committee. The Committee shall review the schedule for compliance and, having satisfied itself, shall confirm by a resolution of the Committee that the payments made were appropriate. The approved schedule shall be signed by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be verified and certified by the officer procuring the good/services to confirm that the work, goods or services to which each invoice relates has been received or carried out. All invoices for payment shall be checked by the officer arranging payment to confirm that the invoice represents expenditure previously approved by the Council and has not previously been paid.

- 5.4. The RFO shall ensure that all invoices are examined for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all properly verified and certified invoices submitted.
- 5.5. The Clerk and RFO shall have delegated authority to authorise Fund transfers within the Council's banking arrangements up to the sum of £250,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Management Committee.
- 5.6. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.9. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. The Clerk/RFO shall give instruction that each payment authorised in accordance with Regulation 5 above shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council. A member who is a bank signatory, having connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil or payment schedule and the invoice or other voucher.
- 6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water), National Non-Domestic Rates or any other regularly occurring supply may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to the Policy & Management Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Policy & Management Committee at least every two years.
- 6.7. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed (or otherwise evidenced) by two members, are retained and any payments are reported to the Policy &

Management Committee as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Policy & Management Committee at least every two years.

- 6.8. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed (or otherwise evidenced) by two authorised bank signatories, are retained and any payments are reported to Policy & Management Committee as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Policy & Management Committee at least every two years.
- 6.9. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be kept securely in the Council's strongroom in a sealed dated & timed envelope signed by two Councillors across the seal. This envelope may not be opened other than in the presence of two Councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council or the Policy & Management Committee. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or the Policy & Management Committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and at a different location from the original data.
- 6.13. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Administrator with stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking, may only be changed on written hard copy notification by the supplier, verified by a telephone call, and supported by hard copy authority for change signed by the RFO or in their absence the Clerk. A programme of regular checks of standing data with suppliers will be followed.

- 6.17. The RFO may provide imprests to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall advance imprests up to a maximum of £500 for the purpose of defraying operational and other expenses to officers named by the Policy & Management Committee.
 - b) The RFO shall maintain a petty cash float of a maximum of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - c) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - d) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.
- 6.18. Any corporate credit card, corporate credit account or trade account opened by the Council will be used only with the Clerk, RFO or Facilities Supervisor's authorisation. Wherever possible, delivery notes (or similar) must be obtained to enable reconciliation to invoices.
- 6.19. The Council will pay all authorised invoices in a timely manner.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Policy & Management Committee (or Council if the matter affects the Clerk alone).
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for all staff.

- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Policy & Management Committee must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter may be issued for work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order and is satisfied best available terms have been achieved.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- 11.2. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- 11.3. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up. The Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the

Proper Officer;

- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

11.4 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

11.5 **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

11.6 Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair the Policy & Management Committee); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

~~b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.~~

~~c. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Director 2014/24/EU (which may change from time to time).~~

11.7 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

~~Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.~~

d. ~~All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of the Council.~~

11.8 If fewer than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

11.9 Any invitation to tender issued under this regulation shall be subject to Standing Order ~~142~~ [141](#) and shall refer to the terms of the Bribery Act 2010.

11.10 When it is to enter into a contract of between £5,000 and £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph ~~(a)~~ [11.6](#) the Clerk or RFO shall obtain 3 quotations or estimates (price descriptions of the proposed supply). Otherwise, Regulation 10(3) above shall apply.

~~The Council shall not be obliged to accept the lowest or any tender, quote or estimate.~~

11.11 Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

~~The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.~~

12. STORES AND EQUIPMENT

12.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

12.2. Delivery notes shall be obtained in respect of all goods received into the store or otherwise delivered and goods must be checked as to order and quality at the time of delivery.

12.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

12.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 13.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 13.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 13.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £2,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 16), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured or any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

SCHEME OF DELEGATION

This scheme of delegation authorises Standing Committees of the Council, the Proper Officer and the Responsible Finance Officer to act within delegated authority in the specific circumstances detailed. These delegations are necessary for the effective day to day running of the Council. This scheme of delegation shall be reviewed by the Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

COUNCIL AND ITS COMMITTEES

1. Council

The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- Approval of Budget and setting the Precept
- Authorisation of Borrowing
- Approval of the Council's Annual Governance Statement and the Accounting Statement.
- Addressing recommendations in any report from the internal or external auditors
- Making, amending or revoking Standing Orders, Financial Regulations and the Scheme of Delegation
- Appointment to Standing Committees
- Filling of vacancies occurring on any Standing Committee of the Council during the Civic year
- Making, amending or revoking bylaws
- Making of orders under any statutory powers
- Approving and adopting the Council's Aims and Objectives
- The appointment of the Town Clerk and the Responsible Finance Officer taking into account the advice of the Staffing Committee
- The dismissal of the Town Clerk or Responsible Finance Officer
- The dismissal of members of staff, excluding during probationary periods
- Dates of meetings of the Council
- Agreement to take on new, including devolved services, subject in all cases to the recommendation of the Staffing and Policy & Management Committee
- Matters of principle or policy
- Noting all the minutes approved by Committees
- Approval of application for the Local Council Award Scheme
- Nomination and appointment of representatives of the Council to any other authority, organisation or body
- Any proposed undertaking committing expenditure above £50,000
- Responses to legislative and other allied consultations excluding planning related matters dealt with by the Policy & Management Committee
- Prosecution or defence in a Court of law other than an Employment Tribunal
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a Committee

- Decisions to adopt the General Power of Competence
- Write off of bad debts
- All other matters which must, by law, be reserved to the Full Council

2. Delegation to Committees

For the day-to-day business of the Council, there are three Standing Committees of the Council

- Policy & Management
- Audit
- Staffing

The terms of reference and accountability of each committees is set out in Chapter 15 of the Council's Standing Orders.

The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where decisions are delegated to a Committee, so as far as is legally permissible, they are deemed the acts and proceedings of the Council.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

All Committees shall be delegated to make a decision on behalf of the Council to approve of the Committees Minutes as a true and correct record and to pass such minutes for Noting by the Council.

PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER

3. Proper Officer

The Town Clerk is designated and authorised to act as Proper Officer of the Council for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer other than as required by the LGA 1972 S151 (Responsible Finance Officer) and as such is authorised to carry out the functions specified in Chapter 3 of the Council's Standing Orders. Additionally to the above, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council.

- Oversee all of the Council's services
- Manage the Council Staff in accordance with the Council's policies, procedures and budget
- Authorisation of expenditure as detailed in the Councils Financial Regulations
- Take, discontinue and/or appear in any legal action authorised by the Council
- Take Counsel's advice or instruct Counsel to represent the Council in any legal action authorised by the Council
- To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest
- In consultation with the Leader of the Council, negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal
- Terminate employment during probation and to review salary on completion of probationary periods (in consultation with the Chairman of the Staffing Committee)
- Commission legal and professional advice on staffing matters
- To apply for planning consent for carrying out of development by the Council

- Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land
- Negotiating the terms of any lease, licence conveyance or transfer of land or property
- The granting or refusal of the Council's consent under the terms of any lease
- The granting of easements, wayleaves and licences over Council land
- Exercise in his own right or to authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control
- Serve requests for information as to ownership, occupation and other interests in land for the purpose of any function under their control
- Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Standing Orders and Financial Regulations.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Town Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements.

The Town Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

Provided that such authorisation is not prohibited by statute, the Town Clerk, to whom a power, duty or function is delegated, may authorise another Officer to exercise that power, duty or function, subject to:

- Such authorisation being in writing
- Only to be given to an Officer below the delegated officer in the organisational structure
- Only being given where there is significant administrative convenience in doing so
- The Officer authorised by the Town Clerk acting in the name of the Town Clerk

A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

4. Position of Leader of the Council

The Council will appoint a Leader of the Council who will normally hold the position of Chair of the Policy & Management Committee.

Since no individual Member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Leader to undertake overall management of the business of the Council, including:

- Day to day decisions on the implementation of Council Policy
- Overseeing work to implement Council Strategy
- Managing Urgent Business
- Liaising with political groups to propose a consensus on Council priorities

It should be noted that the Leader of the Council is a political position and does not replace or usurp the statutory position and role of the Mayor as Chair of the Council

5. Urgent Matters

In the event of any matter arising which requires an urgent decision, the Town Clerk shall forthwith consult with the Leader and Mayor and other relevant Committee Chairs and/or Vice Chairs before acting on behalf of the Council.

Before the Town Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter justifies summoning an Extraordinary Meeting of the Council or appropriate Committee.

Whenever any action is taken as a matter of urgency, full details of the circumstances justifying the action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.

6. Absence of the Town Clerk

The Town Clerk has broadly two roles within the organisation of the Council, firstly to fulfil the functions of the designated Proper Officer of the Council as detailed in para 3 above and Section Three of the Council's Standing Orders and secondly to act as the council's senior executive and head of paid services with overall responsibility for the strategic delivery of council services.

Delivery of Council Services: The tactical delivery of council services lies with the staff member responsible for the day-to-day delivery of the service. However, in the event that a staff member requires guidance on an urgent & significant issue which cannot wait until the return to work of the Town Clerk, the Corporate Services Officer acting as Deputy Town Clerk is authorised to act as the Proper Officer and head of paid services. The Corporate Services Officer, where necessary, will raise the matter directly with the Chair of the Committee responsible for the service. Emergency expenditure may be incurred within the criteria set out in table 1 below. The Town Clerk is to be briefed on the issue in question at the earliest opportunity upon his/her return to work.

Delivery of Democratic Services: In the unplanned/unexpected absence of the Town Clerk, the Corporate Services Officer is to inform the Chair of the Council and the Chair of the Staffing Committee of the situation and is authorised to carry out the functions of the Proper Officer necessary to ensure the continued delivery of the council's democratic services, specifically those required under Standing Order 32 – the serving of a duly signed summons confirming the time, place and the agenda for a meeting of the Council or one of its committees and the posting of the appropriate public notices.

Additionally in the unplanned absence of the Town Clerk which has or is likely to exceed 7 days, the Corporate Services Officer is authorised to liaise with the Chair of the Council (Mayor) in order to call an extra-ordinary meeting of the Council as provided by Standing Order 134, for the purposes of agreeing arrangements appropriate for the situation.

7. Responsible Financial Officer

The Responsible Finance Officer to the Council is the designated Local Government Act 1972 Section 151 Officer and shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

The Responsible Finance Officer is authorised to:

- Operate the Council's banking arrangements.
- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belongs

- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate
- Enter into leasing and contract hire agreements for the acquisition of vehicles, machinery and equipment approved by Council or an appropriate Committee on such terms as are considered appropriate
- Manage investments as authorised by the Council's investment strategy
- Raise and repay loans approved by the Council
- Authorise action for the recovery of debt
- Maintain a Register of Assets and Inventory of Equipment
- Determine the Town Council's insurance requirements.
- Make all necessary arrangements for the Council's insurance
- Prepare a draft budget for consideration by Council (in consultation with the Town Clerk)
- Prepare the final accounts for each financial year

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Responsible Finance Officer will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements

The Responsible Finance Officer may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

8. Authority to Incur Expenditure

Table 1 details the authorised limits of expenditure and certification of invoices, costs above these limits are to be referred upwards to the Town Clerk, appropriate Committee or Full Council as appropriate to the circumstances.

Table 1.

| AUTHORITY | LIMIT | OFFICER | COMMENTS |
|-------------------------|---|--------------------------------|--|
| 1. To incur expenditure | Within budget | Town Clerk | As Proper Officer for the Council, the Town Clerk is tasked with enacting the decisions of the Council and does this within approved budget parameters |
| | Less than £2,000 and within budget cost centre <ul style="list-style-type: none"> • Allotments • JBC • Land & Property for grounds maintenance | Grounds Maintenance Supervisor | Items above this amount to be authorised by the Town Clerk. Higher expenditure reflects anticipated costs of equipment and materials. |

| | | | |
|------------------------------|--|---|---|
| | Less than £1,000 and within budget cost centre <ul style="list-style-type: none"> Land & Property for buildings maintenance Vehicle maintenance | Grounds Buildings Maintenance Supervisor | Items above this amount to be authorised by the Town Clerk |
| | Less than £1,000 and within budget cost centres: <ul style="list-style-type: none"> BWP Pepperpot WNC Bandstand Museum Land & Property – Other (Public Toilets) Public Realm JBC | Facilities Supervisor | Items above this amount to be authorised by the RFO |
| | Less than £1,000 and within budget cost centres: <ul style="list-style-type: none"> Head Office Costs Civic Expenses Town Promotion | Services Support Executive | Items above this amount to be authorised by the RFO |
| | Less than £500 £1,000 and within budget cost centres: <ul style="list-style-type: none"> Town Promotion Staycation Festivals & Markets | Community Services & Communications Officer | Items above this amount to be authorised by the Town Clerk |
| | Less than £1,000 and within budget cost centres: <ul style="list-style-type: none"> Youth Service | Youth Service Officer | Items above this amount to be authorised by the RFO |
| 2. Emergency Expenditure | Less than £4,500 | Town Clerk | Report to next Council/Committee Meeting as appropriate |
| | Less than £2,000 | Responsible Finance Officer | In the absence of the Town Clerk, or acting on behalf of the Town Clerk, the Responsible Finance Officer (RFO) is authorised to also action emergency measures when necessary as detailed under paragraph 5 -Urgent Matters |
| 3. Certification of Invoices | Invoices of £2,500 and above for all budget cost centres | Town Clerk | The RFO carries out an additional level of checks whilst inputting into the accounts system |
| | Invoices below £2,500 for budget cost centres delegated to the listed officers | Facilities Supervisor, Grounds Supervisor, Maintenance Supervisor, Support Services Executive, Community & Communications Officer | The RFO carries out an additional level of checks whilst inputting into the accounts system |



SAFETY POLICY STATEMENT

Godalming Town Council believes in providing a high quality service to its employees, visitors, contractors and users of its premises. Health and safety is an integral part of the Council's activity.

It is the policy of this Council to encourage all employees to be, not only aware of their legal responsibilities, but to be actively involved in developing a positive and progressive safety culture so that no one is exposed to risks to their health or safety as a result of the way the Council conducts its business.

In order to achieve the objectives of this policy the Council will comply with all of its legal duties by ensuring that:-

- Each employee is given such comprehensible relevant and appropriate information, instruction, and training as is necessary to enable the safe and healthy performance of work activities.
- Risks are assessed and, so far as is reasonably practicable, preventative and protective measures introduced or systems of work are devised where significant risks to health and safety are identified. These preventative and protective measures or safe systems of work will be implemented and supervised to ensure any risks are reduced to an acceptable minimum.
- The working environment is maintained in a condition that it is safe, avoids risks to health and that adequate facilities for employees' welfare at work are made.
- Adequate facilities and arrangements are maintained to enable staff to raise issues of health and safety.
- Procedures are devised that will ensure that all machinery and equipment purchased is suitable for its intended purpose and that any hazardous substances used or produced as a result of Council work are assessed and adequately controlled.
- Procedures are devised that ensure the affective planning, organisation, control, monitoring and review of health and safety in relation to Council buildings and activities is undertaken to include associated preventative and protective measures

Every member of staff has a legal duty to co-operate with the Council to assist in complying with all its statutory duties. The successful implementation of this policy requires total commitment from everyone in the Council from Members to staff at all levels. Each individual also has a legal obligation to take reasonable care for their health and safety and for the health and safety of people who may be affected by their acts or omissions.

Full details of the organisation and arrangements for health and safety are set out in other documents.

The Town Clerk will regularly monitor this policy to ensure that the objectives are achieved. It will be reviewed regularly and, if necessary, revised in the light of legislative or organisational changes.

Signed: _____ (Town Clerk) Date _____
 _____ (Mayor) Date _____

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (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 registerable interest (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 Interests | Other Registerable Interests (Non-Pecuniary Interests) | Reason |
|------------|---------|---------------------------------|---|--------|
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| | | | | |

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 registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.